2021 – 2022

College Catalog

Community College *of* **Philadelphia**

2021 - 2022 College Catalog Table of Contents

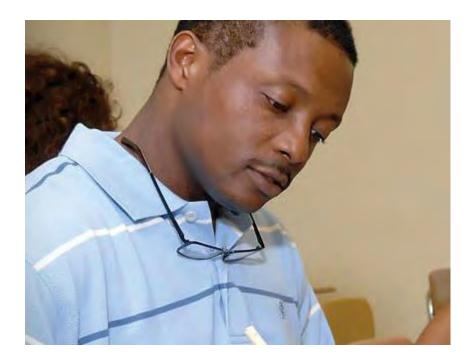Home

Degree and Certificate Programs

For each program, you will find information on entry requirements, required and elective courses, potential career and/or transfer opportunities, expected learning outcomes and graduation requirements. You can access the listing of academic programs here. Academic advisors and counselors are available to help you learn more about programs that are aligned with your interests, work skills and personal goals.

View Degree and Certificate Programs

Course Offerings

Proper course selection begins with knowing what a course is about and how it will fit into your academic program. You can find the course descriptions here.

Explore Course Offerings

Academic Calendar

Keep up-to-date with the academic calendar, including registration and payment deadlines, semester start dates, final exams and more.

View the Academic Calendar

Transfer Opportunities and Specialized Offerings

The College's specialized programs include programs for high school students, transfer opportunities, study abroad, degree programs at the Regional Centers and shared programs with area colleges.

View our Specialized Programs

Student Support Services

Take advantage of the College's many student support services, including Academic Advising, the Assessment Center, the Career Services Center, the Center on Disability, the Center for Male Engagement, the Child Development Center, Counseling, the Library, Learning Labs, the Student Academic Computer Center, the Veterans Resource Center and the Women's Outreach and Advocacy Center.

[View Student Support Services](#)

Admissions Information

Find everything you need to know about the admissions process here including applicant categories, part-time and full-time enrollment status, residency requirements, advanced placement, the placement test, prior learning assessment, veterans education benefits and more.

[View the Admissions Process](#)

College Policies and Procedures

Learn about your responsibilities as a student, from registration procedures and attendance, grading and changing your student information to the College's policy on academic standards and progress, Commencement and more.

View the College's Policies and Procedures

Community College of Philadelphia's Catalog is published online annually. Information about courses and programs may be modified throughout the year. Students should always consult with an academic advisor or counselor to ensure that the most current information is available when making academic decisions.

Archived Catalogs

College Catalog 2020-2021 ⬚ | College Catalog 2019-2020 ⬚ | College Catalog 2018-2019 ⬚ | College Catalog Spring 2018 ⬚ | College Catalog Fall 2017 ⬚ | College Catalog 2015-2016 ⬚ | College Catalog 2014-2015 ⬚ | College Catalog 2013-2014 ⬚ | College Catalog 2012-2013 ⬚

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Academic Calendar

College Calendar

The academic year begins in September and ends in August of the following year. The major semesters, fall and spring, are 15 weeks in length. The fall semester begins in September, and the spring semester begins in January. Summer terms are held between May and August.

This calendar reflects major term dates and activities scheduled primarily at the Main Campus and the Regional Centers. Term start and end dates, refund periods, the final day to drop course(s) without penalty of "F" grade(s), and deadlines to change "I" grades vary for all terms.

The College is closed on Sundays and, additionally, on Fridays and Saturdays during the summer.

View the previous College Calendar from April 2021 through August 2021.

College Calendar 2021-2022

September 2021	Event
September 6, Monday	Labor Day - College closed
September 7, Tuesday	Fall 2021 (15-week and 7-week) terms begins

October 2021	Event
October 5, Tuesday	Fall 2021 (10-week) term begins
October 18, Monday	Priority web registration begins for eligible students for Spring 2022
October 25, Monday	Registration begins for continuing students for Spring 2022
October 26, Tuesday	Fall 2021 (7-week) term begins
October 29, Friday	Deadline to submit application for financial aid reinstatement for Spring 2022 semester Deadline to submit all required financial aid documents and resolve all financial aid issues to hold Spring 2022 classes

November 2021	Event
November 15, Monday	Priority deadline to submit application for academic reinstatement for Spring 2022 semester
November 25-27, Thursday-Saturday	Thanksgiving Holiday — College closed

December 2021	Event
December 7, Tuesday	Professional Development Day (Potential Emergency Closing make-up day)
December 8, Wednesday	Professional Development Day/Study Day (Potential Emergency Closing make-up day) Deadline for full payment of tuition and fees for all students registered by this date for Spring 2022 semester
December 10, Friday	Final day to resolve all outstanding financial aid issues for Fall 2021 semester
December 11, Saturday	Final day of classes for Fall 2021 semester

December 13-18, Monday-Saturday	Final examinations, Fall 2021 semester
December 20, Monday	Deadline for faculty submission of grades for Fall 2021 (15-week and 10-week) terms
December 20, Monday	Winter 2022 term begins
December 24, Friday	Winter Break — College closed at noon
December 25-31, Saturday-Friday	Winter Break — College closed

2022

January 2022	Event
January 3, Monday	New Year's Day Holiday — College closed
January 7, Friday	Final deadline to submit application for academic reinstatement for Spring 2022 semester
January 10-12, Monday-Wednesday	Professional Development
January 14, Friday	Winter 2022 term ends
January 16, Sunday	Deadline for faculty submission of grades for Winter 2022 term
January 17, Monday	Martin Luther King, Jr. Holiday — College closed
January 18, Tuesday	Spring 2022 (15-weekand 7-week) terms begins

February 2022	Event
February 15, Tuesday	Spring 2022 (10-week) term begins

March 2022	Event
March 7-12, Monday-Saturday	Spring Break — College closed
March 14, Monday	Priority web registration begins for eligible students for Summer/Fall 2022 Spring 2022 (7-week) term begins
March 18, Friday	Deadline to submit application for financial aid reinstatement for Summer 2022 Deadline to submit all required financial aid documents and resolve all financial issues to hold Summer 2022 classes
March 21, Monday	Registration begins for continuing students for Summer/Fall 2022

April 2022	Event
April 6, Wednesday	Deadline for full payment of tuition and fees for all students registered by this date for Early Summer 2022
April 15, Friday	Priority deadline for 2022-2023 FAFSA submission
April 25, Monday	Final day of classes for Spring 2022 semester
April 26-27, Tuesday-Wednesday	Professional Development Days (Potential Emergency Closing make-up day)
April 28, Thursday	Professional Development Day/Study Day (Potential Emergency Closing make-up day)
April 29-30, Friday-Saturday	Final examinations, Spring 2022 semester

April 29, Friday	2022-2023 PHEAA grant filing deadline for all renewal applicants Final day to resolve all outstanding financial aid issues for the Spring 2022 semester

May 2022	Event
May 2-5, Monday-Thursday	Final examinations, Spring 2022 semester
May 7, Saturday	Commencement
May 8, Sunday	Deadline for faculty submission of grades for Spring 2022 (15-week and 10-week) terms
May 9, Monday	Summer four-day work week begins — College closed on Fridays
May 16, Monday	Early Summer 2022 7-week (term code 7A) and 14-week (term code 14A) terms begin
May 30, Monday	Memorial Day Holiday — College closed

June 2022	Event
June 8, Wednesday	Deadline for full payment of tuition and fees for all students registered by this date for Late Summer 2022
June 28, Tuesday	Final day of classes for Early Summer 2022 7-week (term code 7A) term
June 29-30, Wednesday-Thursday	Final examination day for Early Summer 2022 7-week (term code 7A) term

July 2022	Event
July 2, Saturday	Deadline for faculty submission of grades for Early Summer 2022 7-week (term code 7A) term
July 4, Monday	Independence Day Holiday — College closed
July 5-7, Tuesday-Thursday	No classes for 14-week (term code 14A) term
July 12, Tuesday	Late Summer 2022 7-week (term code 7N) term begins
July 15, Friday	Deadline to submit application for financial aid reinstatement for Fall 2022 semester Deadline to submit all financial aid documents and resolve all financial aid issues to hold Fall 2022 classes Priority deadline to submit application for academic reinstatement for Fall 2022 semester

August 2022	Event
August 1, Monday	2022-2023 PHEAA grant filing deadline for all new applicants
August 3, Wednesday	Deadline for full payment of tuition and fees for all students registered by this date for Fall 2022 semester
August 4, Thursday	Final deadline to submit application for academic reinstatement for Fall 2022 semester
August 19, Friday	Deadline to settle all outstanding financial aid matters for the current year (2021-2022); all aid will be canceled after this date End of summer four-day work week — College closed
August 23, Tuesday	Final day of classes for Early Summer 2022 14-week (term code 14A) and Late Summer 2022 7-week (term code 7N) terms
August 24-25, Wednesday-Thursday	Final examination days, Early Summer 2022 14-week (term code 14A) and Late Summer 2022 7-week (term code 7N) terms
August 27, Saturday	Deadline for faculty submission of grades for Early Summer 2022 14-week (term code 14A) and Late Summer 2022 7-week (term code 7N) terms

Term Start and End Dates

Spring 2021

Term Code	Description	Start Date	End Date
15A	15-week — Main Campus, Regional Centers and Online Learning	1/19/2021	5/6/2021
10A	10-week — Main Campus, Regional Centers and Online Learning	2/16/2021	5/6/2021
7A	7-week Accelerated Classes	1/19/2021	3/1/2021
7B	7-week Accelerated Classes	3/15/2021	4/24/2021

Summer 2021

Term Code	Description	Start Date	End Date
14A	13-week — Main Campus and Online Learning	5/17/2021	8/26/2021
7A	6-week — Main Campus, Regional Centers and Online Learning	5/17/2021	7/1/2021
7N	7-week — Main Campus, Regional Centers and Online Learning	7/13/2021	8/26/2021

Fall 2021

Term Code	Description	Start Date	End Date
15A	15-week — Main Campus, Regional Centers and Online Learning	9/7/2021	12/18/2021
10A	10-week — Main Campus, Regional Centers and Online Learning	10/5/2021	12/18/2021
7A	7-week Accelerated Classes	9/7/2021	10/19/2021
7B	7-week Accelerated Classes	10/26/2021	12/14/2021

Spring 2022

Term Code	Description	Start Date	End Date
15A	15-week — Main Campus, Regional Centers and Online Learning	1/18/2022	5/5/2022
10A	10-week — Main Campus, Regional Centers and Online Learning	2/15/2022	5/5/2022
7A	7-week Accelerated Classes	1/18/2022	2/28/2022
7B	7-week Accelerated Classes	3/14/2022	4/23/2022

Summer 2022

Term Code	Description	Start Date	End Date
14A	14-week — Main Campus and Online Learning	5/16/2022	8/25/2022
7A	7-week — Main Campus, Regional Centers and Online Learning	5/16/2022	6/30/2022
7N	7-week — Main Campus, Regional Centers and Online Learning	7/12/2022	8/25/2022

Refund Dates

Spring 2021 Refund Dates

Term Code	Description	100% Refund	50% Refund*	0% Refund**
15A	15-week — Main Campus, Regional Centers, and Online Learning	1/18/2021	1/19 - 2/8/2021	2/9/2021
10A	10-week — Main Campus, Regional Centers, and Online Learning	2/15/2021	2/16 - 3/3/2021	3/4/2021
7A	7-week — Accelerated Classes	1/18/2021	1/19 - 1/26/2021	1/27/2021
7B	7-week — Accelerated Classes	3/14/2021	3/15 - 3/22/2021	3/23/2021

Summer 2021 Refund Dates

Term Code	Description	100% Refund	50% Refund*	0% Refund**
14A	13-week — Main Campus and Online Learning	5/16/2021	5/17-6/7/2021	6/8/2021
7A	6-week — Main Campus, Regional Centers, and Online Learning	5/16/2021	5/17-5/25/2021	5/26/2021
7N	7-week — Main Campus, Regional Centers, and Online Learning	7/12/2021	7/13-7/21/2021	7/22/2021

Fall 2021 Refund Dates

Term Code	Description	100% Refund	50% Refund*	0% Refund**
15A	15-week — Main Campus, Regional Centers, and Online Learning	9/6/2021	9/7 - 9/27/2021	9/28/2021
10A	10-week — Main Campus, Regional Centers, and Online Learning	10/4/2021	10/5 - 10/19/2021	10/20/2021
7A	7-week — Accelerated Classes	9/6/2021	9/7 - 9/14/2021	9/15/2021
7B	7-week — Accelerated Classes	10/25/2021	10/26 - 11/4/2021	11/5/2021

Spring 2022 Refund Dates

Term Code	Description	100% Refund	50% Refund*	0% Refund**
15A	15-week — Main Campus, Regional Centers, and Online Learning	1/17/2022	1/18 - 2/7/2022	2/8/2022
10A	10-week — Main Campus, Regional Centers, and Online Learning	2/14/2022	2/15 - 3/2/2022	3/3/2022
7A	7-week — Accelerated Classes	1/17/2022	1/18 - 1/25/2022	1/26/2022
7B	7-week — Accelerated Classes	3/13/2022	3/14 - 3/21/2022	3/22/2022

Summer 2022 Refund Dates

Term Code	Description	100% Refund	50% Refund*	0% Refund**
14A	14-week — Main Campus and Online Learning	5/15/2022	5/16 - 6/4/2022	6/5/2022
7A	7-week — Main Campus, Regional Centers and Online Learning	5/15/2022	5/16 - 5/24/2022	5/25/2022
7N	7-week — Main Campus, Regional Centers and Online Learning	7/11/2022	7/12 - 7/20/2022	7/21/2022

* 50% refund only for tuition, course fees, online learning course fees, general college fees, technology fees, and nonresident capital fees.

** 0% (no) refund on or after date listed

Withdraw & Incomplete Dates

Spring 2021 Withdraw Dates

Dates listed are the **last day** to withdraw without penalty of failure

Term Code	Description	Withdraw Date
15A	15-week — Main Campus, Regional Centers, and Online Learning	4/12/2021
10A	10-week — Main Campus, Regional Centers, and Online Learning	4/19/2021
7A	7-week Accelerated Classes	2/22/2021
7B	7-week Accelerated Classes	4/15/2021

Spring 2021 "I" to "F" Deadline Dates

Term Code	Description	Deadline Date
15A	15-week — Main Campus, Regional Centers, and Online Learning	6/17/2021
10A	10-week — Main Campus, Regional Centers, and Online Learning	6/17/2021
7A	7-week Accelerated Classes	4/12/2021
7B	7-week Accelerated Classes	6/7/2021

Summer 2021 Withdraw Dates

Dates listed are the **last day** to withdraw without penalty of failure

Term Code	Description	Withdraw Date
14A	13-week — Main Campus and Online Learning	8/9/2021
7A	6-week — Main Campus, Regional Centers and Online Learning	6/21/2021
7N	7-week — Main Campus, Regional Centers and Online Learning	8/16/2021

Summer 2021 "I" to "F" Deadline Dates

Term Code	Description	Deadline Date
14A	13-week — Main Campus and Online Learning	10/7/2021
7A	6-week — Main Campus, Regional Centers and Online Learning	8/12/2021
7N	7-week — Main Campus, Regional Centers and Online Learning	10/7/2021

Fall 2021 Withdraw Dates

Dates listed are the **last day** to withdraw without penalty of failure

Term Code	Description	Withdraw Date
15A	15-week — Main Campus, Regional Centers, and Online Learning	11/22/2021

Term Code	Description	Deadline Date
10A	10-week — Main Campus, Regional Centers, and Online Learning	12/1/2021
7A	7-week Accelerated Classes	10/8/2021
7B	7-week Accelerated Classes	12/1/2021

Fall 2021 "I" to "F" Deadline Dates

Term Code	Description	Deadline Date
15A	15-week — Main Campus, Regional Centers, and Online Learning	1/31/2022
10A	10-week — Main Campus, Regional Centers, and Online Learning	1/31/2022
7A	7-week Accelerated Classes	11/30/2021
7B	7-week Accelerated Classes	1/25/2022

Spring 2022 Withdraw Dates

Dates listed are the **last day** to withdraw without penalty of failure

Term Code	Description	Withdraw Date
15A	15-week — Main Campus, Regional Centers, and Online Learning	4/11/2022
10A	10-week — Main Campus, Regional Centers, and Online Learning	4/18/2022
7A	7-week Accelerated Classes	2/18/2022
7B	7-week Accelerated Classes	4/14/2022

Spring 2022 "I" to "F" Deadline Dates

Term Code	Description	Deadline Date
15A	15-week — Main Campus, Regional Centers, and Online Learning	6/16/2022
10A	10-week — Main Campus, Regional Centers, and Online Learning	6/16/2022
7A	7-week Accelerated Classes	4/11/2022
7B	7-week Accelerated Classes	6/6/2022

Summer 2022 Withdraw Dates

Dates listed are the **last day** to withdraw without penalty of failure

Term Code	Description	Withdraw Date
14A	14-week — Main Campus and Online Learning	8/1/2022
7A	7-week — Main Campus, Regional Centers and Online Learning	6/20/2022
7N	7-week — Main Campus, Regional Centers and Online Learning	8/15/2022

Summer 2022 "I" to "F" Deadline Dates

Term Code	Description	Deadline Date
14A	14-week — Main Campus and Online Learning	10/6/2022

7A	7-week — Main Campus, Regional Centers and Online Learning	8/5/2022
7N	7-week — Main Campus, Regional Centers and Online Learning	10/6/2022

College Catalog, April 2021 - August 2021

The academic year begins in September and ends in August of the following year. The major semesters, fall and spring, are 15 weeks in length. The fall semester begins in September, and the spring semester begins in January. Summer terms are held between May and August.

This calendar reflects major term dates and activities scheduled primarily at the Main Campus and the Regional Centers. Term start and end dates, refund periods, the final day to drop course(s) without penalty of "F" grade(s), and deadlines to change "I" grades vary for all terms. For complete information, click here. The College is closed on Sunday. In addition, the College is closed Friday and Saturday during the summer.

April 2021	Event
April 7, Wednesday	Deadline for full payment of tuition and fees for all students registered by this date for Early Summer 2021
April 15, Thursday	Priority deadline for 2021-2022 FAFSA submission
April 26, Monday	Final day of classes for Spring 2021 semester
April 27-28, Tuesday-Wednesday	Professional Development Days (Potential Emergency Closing make-up day)
April 29, Thursday	Professional Development Day/Study Day (Potential Emergency Closing make-up day)
April 30, Friday	Final examinations, Spring 2021 semester 2021-2022 PHEAA grant filing deadline for all renewal applicants Final day to resolve all outstanding financial aid issues for the Spring 2021 semester

May 2021	Event
May 1-6, Saturday-Thursday	Final examinations, Spring 2021 semester
May 3, Monday	Priority web registration begins for eligible students for Fall 2021
May 8, Saturday	Commencement
May 9, Sunday	Deadline for faculty submission of grades for Spring 2021 (15-week and 10-week) terms
May 10, Monday	Registration begins for continuing students for Fall 2021 Summer four-day work week begins — College closed on Fridays
May 17, Monday	Early Summer 2021 7-week (term code 7A) and 14-week (term code 14A) terms begin
May 31, Monday	Memorial Day Holiday — College closed

June 2021	Event
June 9, Wednesday	Deadline for full payment of tuition and fees for all students registered by this date for Late Summer 2021
June 29, Tuesday	Final day of classes for Early Summer 2021 7-week (term code 7A) term
June 30, Wednesday	Final examination day for Early Summer 2021 7-week (term code 7A) term

July 2021	Event
	Final examination day for Early Summer 2021 7-week (term code 7A) term

July 1, Wednesday	Deadline to submit application for financial aid reinstatement for Fall 2021 semester
	Deadline to submit all financial aid documents and resolve all financial aid issues to hold Fall 2021 classes
	Priority deadline to submit application for academic reinstatement for Fall 2021 semester
July 3, Saturday	Deadline for faculty submission of grades for Early Summer 2021 7-week (term code 7A) term
July 5, Monday	Independence Day Holiday — College closed
July 6-8, Tuesday-Thursday	No classes for 14-week (term code 14A) term
July 13, Tuesday	Late Summer 2021 7-week (term code 7N) term begins

August 2021	Event
August 1, Sunday	2021-2022 PHEAA grant filing deadline for all new applicants
August 4, Wednesday	Deadline for full payment of tuition and fees for all students registered by this date for Fall 2021 semester
August 5, Thursday	Final deadline to submit application for academic reinstatement for Fall 2021 semester
August 20, Friday	Deadline to settle all outstanding financial aid matters for the current year (2020-2021); all aid will be canceled after this date
	End of summer four-day work week — College closed
August 24, Tuesday	Final day of classes for Early Summer 2021 14-week (term code 14A) and Late Summer 2021 7-week (term code 7N) terms
August 25-26, Wednesday-Thursday	Final examination days, Early Summer 2021 14-week (term code 14A) and Late Summer 2021 7-week (term code 7N) terms
August 28, Saturday	Deadline for faculty submission of grades for Early Summer 2021 14-week (term code 14A) and Late Summer 2021 7-week (term code 7N) terms

Academic Divisions

The curricula at Community College of Philadelphia are administered by one of three academic divisions:

- Business and Technology
- Liberal Studies
- Math, Science and Health Careers

These divisions provide clusters of programs with similar interests, requirements, content or orientation—some carrying their own professional or academic accreditation—and offer associate's degrees or certificates.

Learn more about the College's other divisions that support the College's mission through academic, credit and noncredit offerings, as well as student support services and resources:

- Division of Access and Community Engagement
- Division of Educational Support Services
- Division of Flexible Learning Options and Academic Technology
- Division of Workforce Development and Economic Innovation

Division of Business and Technology

Departments and Academic Programs

- Department of Business Administration
  - Accounting
  - Business - Accelerated
  - Business - General
- Department of Business Leadership, Fashion, & Hospitality
  - Business Leadership
  - Corporate Social Responsibility
  - Culinary Arts
  - Entrepreneurship and Small Business
  - Fashion Merchandising and Marketing
  - Project Management
  - Tourism and Hospitality Management
- Department of Computer Technologies
  - Computer Information Systems - IT
  - Computer Programming
  - Computer Science
  - Cybersecurity
  - Data Science
  - Mobile Application Development
  - Network Administration
  - Web Development
- Department of Transportation Technologies
  - Automotive Technology
  - Individualized Studies

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Division of Liberal Studies

Departments and Academic Programs

- Department of Architecture, Design and Construction
  - Architecture
  - Building Science
  - Computer Assisted Design Technology
  - Construction Management
  - Facilities Management
  - Interior Design
- Department of Art
  - Art and Design
- Department of English
  - Communication Studies
  - English
  - Mass Media
  - Theater
- Department of World Languages
  - International Studies
- Department of History, Philosophy and Religious Studies

- Black Studies
- Liberal Arts
- Liberal Arts: Honors Option
- Liberal Arts: Social/Behavioral Science
- Religious Studies
- Department of Music
  - Music
  - Sound Recording and Music Technology
- Department of Photographic Imaging
  - Digital Video Production
  - Photographic Imaging
- Department of Psychology, Education and Human Services
  - ASL/English Interpreting
  - Behavioral Health/Human Services
  - Education
    - Early Childhood
    - Middle Level
    - Secondary, Math/Science Option
    - Secondary, Humanities/Social Studies Option
  - Psychology
- Department of Social Science
  - Digital Forensics
  - Fire Science
  - Justice
  - Paralegal Studies

Center for International Understanding

The Center for International Understanding supports the College's mission to help students achieve an increased awareness and appreciation of a diverse world where all are interdependent. It encourages and supports the integration of international content into courses and curricula, as well as student and faculty experiential learning abroad. The Center also promotes dialogue, analysis and the exchange of ideas in the broader College community by bringing together faculty, staff and students with others who have rich international experience. The Center collaborates with businesses, nonprofit organizations and other educational institutions to create organizations and partnerships for community college students, faculty and staff. Reaching out to the College's students, as well as the wider public audience, the Center strives to create a truly informed and global citizenry. To learn more, visit us online.

The Fox Rothschild Center for Law and Society

The Fox Rothschild Center for Law and Society provides a supportive, intellectual and practical framework to explore significant societal and law-related issues including citizenship, civics and re-entry. Through service learning and research, the Center will engage the College and larger community in its endeavors to foster a rich learning environment for student achievement; to sustain faculty development and enrichment; to facilitate interdisciplinary collaboration; to be a resource to professionals and other academic institutions; to stimulate innovation; and to develop strong connections throughout the wider community.

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Division of Math, Science and Health Careers

Departments and Academic Programs

- Department of Allied Health
  - Dental Studies
  - Diagnostic Medical Imaging
  - Health Care Studies
  - Health Services Management
  - Medical Laboratory Technician
  - Respiratory Care Technology
- Department of Biology
  - Biology
- Department of Chemistry
  - Chemistry
- Department of Foundational Mathematics
- Department of Mathematics
  - Mathematics
- Department of Nursing
  - Nursing
- Department of Physics
  - Applied Science and Engineering Technology
  - Engineering Science

Center for Science and Engineering Education

The Center for Science and Engineering Education supports the College's mission by enhancing programs of study in science and career technologies to provide a coherent foundation for college transfer, employment and lifelong learning. It also assists in preparing students to be informed citizens in regard to issues of public concern that are based on scientific advances and technological innovations.

The Center enhances opportunities for students to explore career options in a science-related field and promotes interdisciplinary collaboration to strengthen offerings in physical science, natural science and related technologies. The Center promotes a broader understanding of science and emerging technologies and their impact on society. Therefore, it seeks to increase student involvement in science and scientific research. The Center also provides professional development opportunities for faculty both in scientific content areas and in pedagogy through partnerships and synergistic new areas/fields of education and training, and explores current trends in science and technology education.
For more information, please visit us online.

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Division of Access and Community Engagement

Community College of Philadelphia's Division of Access and Community Engagement (DACE) offers special programs and services to the adult literacy and developmental student population, the local high school student population, and many other community partners and residents in our city. Serving as one of the College's earliest points of access to higher education for the Philadelphia community, the work of DACE clearly focuses on community engagement, educational equity and student success, and strongly aligns with the mission and vision of the College.

Adult Education Programs

- Adult Basic Education (ABE)
- English as a Second Language (ESL)
- High School Equivalency Test Preparation Classes (HSE)
- Keystone Education Yields Success (KEYS)
- Lifelong Learning Programs and Workshops

Programs for High School Students

- Advance at College - Dual Enrollment
- Advanced College Experience (ACE)
- Gateway to College
- TRIO Upward Bound

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Division of Educational Support Services

Community College of Philadelphia is committed to providing comprehensive academic support programs and services to all students. The College's Division of Educational Support Services provides students with a wide range of academic programs and support services designed to meet their specific needs. The division ensures opportunities for a successful learning experience and achievement of academic excellence.

Departments/Programs/Services

- Academic Advising
- Academic Connections
- Assessment Center
- Center on Disability
- Learning Labs
- Library
- Student Academic Computer Centers
- TRIO Student Support Services

Division of Flexible Learning Options and Academic Technology

The Division of Flexible Learning Options and Academic Technology's primary mission is to enhance education through technology and creative expansion of learning opportunities. It includes the department of Academic Computing, which provides assistance to faculty in the use of information technology; Multimedia Services, which provides multimedia technology support and service to the entire College community; CCPTV, the College's cable television station; Online Learning.

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Division of Workforce Development and Economic Innovation

The Division of Workforce Development and Economic Innovation (WEI) is the leading provider of workforce development solutions and corporate training in the region. The division is the link between the College's academic assets and the business community, providing a robust entrepreneurial culture that catalyzes small business development and entrepreneurship, helping to strengthen businesses while fostering strong relationships for our students and the college.

WEI is comprised of the following areas:

Corporate Solutions, the single point of contact for a comprehensive selection of educational programs and training services to businesses, governmental agencies and nonprofit organizations. Corporate Solutions program delivery systems include: Corporate College, Contract Training, Continuing Professional Education, Center for Small Business Education Growth and Training, Power Up Your Business, and the Workforce Testing Center. To learn more about Corporate Solutions' programs and services, contact us at 215-496-6158 or csinquiry@ccp.edu.

Goldman Sachs 10,000 Small Businesses is a program for small businesses that links learning to action. Through the program, participants will gain practical skills in topics such as negotiation, marketing and employee management that can immediately be put into action. In addition, participants will receive the tools and professional support to develop a strategic and customized growth plan that will take their business to the next level.

The Career Connections department offers comprehensive career services to all Community College of Philadelphia students and alumni. The department provides assistance in developing successful strategies to find employment through individual appointments and workshops on r√©sum√© and cover letter writing, interview preparation, job search strategies and experiential learning opportunities, just to name a few. Career Connections works with employers to provide on-campus recruiting, interviewing and job fairs, and provides employers with access to our free Career Connections Employment Hub to identify and recruit their future talent, our CCP students and alumni. The Career Connections Employment Hub (CCEH) provides students and employers with a comprehensive tool that connects employers to their future talent and students to their future employers. Career Connections has established eight ways that employers throughout the region can partner with the College to identify their future talent and connect with the College as a primary talent pipeline for their organizations. The Career Connections department is located in the Center for Business and Industry, Room C1-34. For more information, please call 215-496-6176.

Admissions Information

Admissions Process

In order to enroll in classes at the College, you must first apply and receive your acceptance information. Apply here.

Admission to Community College of Philadelphia is open to the following individuals:

- All high school graduates, General Equivalency/Commonwealth diploma recipients, transfer applicants from another college or university, and guest/visiting students.
- Any non-high school graduate and non-General Equivalency recipient over the age of 18.
- Any person who is a non-high school graduate and approved for enrollment in an early admission program.

Applicants who are 18 years of age and older, and have not earned a high school diploma or state equivalency diploma (GED®), may be eligible for admission and may qualify for a Commonwealth Secondary School Diploma by means of the General Education Development (GED®) test. An applicant may also earn the Pennsylvania Commonwealth Diploma upon enrollment and completion of 30 college-level credits. Students in the latter category must request that a transcript of their academic record be sent to the Pennsylvania Department of Education. Applicants without a high school diploma (GED®) are not eligible for financial aid.

Placement Testing
Placement levels — in writing, reading and math — are used to determine if students will be placed into college-level courses or if they first need to enroll in developmental classes or pre-college workshops. Placement can be determined in various ways. To learn more, review the admission process.

The College reserves the right to require applicants to take developmental classes or to limit the number of courses in which they may enroll based on placement test results.

Select Program Admission
There are certain programs of study that have additional entrance requirements. Applicants planning to enter one of these select programs of study must follow the prescribed steps for admission in each program. Applicants must first complete all course prerequisites, take applicable tests and/or submit requested materials as part of the admission process for select programs. As a result of the steps that must be completed before entry into a select program, an applicant will be placed into a non-select program of study at the time of acceptance to the College. The admission process for select programs is competitive, space may be limited and only qualified students will be admitted.

Applicant Categories

Applicants who want to earn an associate's degree, academic certificate or proficiency certificate at the College are considered degree-seeking students. Certificates prepare students for a variety of opportunities, including workplace preparation. Academic certificates require two semesters of college-level English and one semester of college-level math. All coursework transfers seamlessly into the College's associate's degree programs.

Proficiency certificates are short-term, focused course offerings that are primarily developed to prepare students for employment. Students may also continue their education, since all credits earned through the proficiency certificates transfer seamlessly into an academic certificate or associate's degree program in a related field.

Applicants must choose a degree program, academic certificate or proficiency certificate with a requirement of 16 or more credits to be eligible for financial aid.

First-Time Student

Applicants who have never attended a college or university (including Community College of Philadelphia), and who possess or are about to obtain a high school diploma or state equivalency diploma (GED®), should apply to the College as new students. Detailed instructions on getting started at the College are available by visiting our Admission Process page.

Transfer Student

Applicants who have attended another college or university with earned college credits should apply for admission as transfer students.

Applicants are responsible for having their prior earned college credits evaluated prior to course registration to avoid duplication. Transfer credits are granted for courses in which the applicant earned a grade of "C" or better unless otherwise specified by the program requirements. View the [Admission Process](#) page for more details.

Readmit Student

Applicants who have previously attended Community College of Philadelphia and have not taken credit-level courses in two or more years are eligible for admission as readmit students and must complete an admission application online to update their student records.

Applicants who only took noncredit courses at the College are not considered readmit students and should apply as new students following the [New Student Process](#).

International Student

International students who are eligible to study in the United States are also eligible for admission to the College. Community College of Philadelphia is authorized to issue Form I-20 and other immigration documentation to qualified students who wish to study in the United States and earn a degree. All applicants must complete all admission requirements by July 1 for the fall semester and November 1 for the spring semester. International students holding an F-1, J-1 or any non-immigrant visa cannot be classified as legal residents of Philadelphia or Pennsylvania. Visit our [International Student page](#) for more information.

Guest/Visiting Student

Guest/visiting students are those applicants who do not plan to earn a degree from Community College of Philadelphia, and:

- are attending another college and taking courses that will be transferred to their home institutions, or
- are only taking courses for personal or professional enrichment.

Guest/visiting students must prove that they have taken the required prerequisites to enroll for courses. A college transcript showing evidence of completed coursework is required to show proof of required prerequisites. A copy of a college diploma from a regionally accredited institution can also be used for courses requiring certain English and/or math requirements.

Upon completion of the admission application, applicants will receive an email with instructions to activate their [MyCCP](#) account and can take advantage of web registration for desired courses. Visit our [Admission Process page](#) for more details.

Guest/visiting students are not eligible to receive financial aid from Community College of Philadelphia. Students who are attending another college and taking courses that will be transferred to their home institutions may contact their home school's Office of Financial Aid to inquire about consortium agreements.

Students who are only taking courses for personal or professional enrichment and have more than 30 credits are encouraged to meet with a counselor and enroll in a degree program.

Students interested in transferring credits from Community College of Philadelphia back to their home school should get prior approval to ensure the courses they take will be accepted when transferred back to their home school.

Currently Enrolled High School Student or Home School Student (Dual Enrollment — Advance at College)

11th and 12th grade high school students, including home school students, may enroll in courses at Community College of Philadelphia and earn college credits prior to high school graduation. Eligible students must possess the academic skills, as evidenced by the College's placement assessment, needed to meet the challenges of college-level coursework. For further information, visit our [Advance at College](#) page.

In extraordinary cases the College may grant admission to applicants who have completed at least the eighth grade, and demonstrate academic skill and maturity necessary for college work. Prior to acceptance, applicants must demonstrate an ability to benefit from instruction in a collegiate setting as evidenced by the College's placement test, submit a portfolio for appropriate subject areas and interview with the director of Admissions. Applicants must place at college-level on the placement test and are not allowed to take developmental courses. The goal of the interview with the director of Admissions is to discuss expectations of college faculty, coursework and awareness of mature content in subject areas. Applicants must be accompanied by a legal guardian or parent when attending the admissions interview.

Senior Citizen

Applicants who are at least 65 years old and residents of Philadelphia can register for one tuition-free credit course per semester on a space-available basis. An online admission application must be completed. Course registration will begin two weeks prior to the start of the semester. Noncredit courses are not included in this offer. A Senior Citizen Registration fee is charged for seniors who participate in this program. View [tuition and fee](#) information.

Enrollment Status—Part-Time or Full-Time

For financial aid determination, enrollment verification and other reasons, students are classified based upon the number of credits for which they are enrolled in a semester.

- 12 credits or more — full-time status
- 9 -11 credits — three-quarter status
- 6 - 8 credits — half-time status
- 1 - 5 credits — less than half-time status

A student who wants to enroll in 18 credits or more in a regular semester or more than 8 credits in a summer term must request the approval of the vice president for Academic and Student Success or designee.

Residency Requirement

The College establishes its residency policy in accordance with the Pennsylvania Code, Title 22, Education Chapter 35.

Tuition rates at Community College of Philadelphia are determined by a student's domicile. Domicile is the place where one intends to and does, in fact, permanently reside.

Commonwealth of PA Residency

To establish Commonwealth residency, one must demonstrate continuous residence in the Commonwealth for a period of twelve (12) months prior to the first day of one's first semester at Community College of Philadelphia.

Philadelphia Residency

First preference for admission to the College, and particularly to select programs of high demand, is given to Philadelphia residents. To qualify as a legal resident of Philadelphia, an applicant must meet all of the following requirements:

1. Must be a citizen or a permanent resident alien of the United States or be admitted on an immigrant visa to the United States.
2. Must have resided in Pennsylvania for at least 12 months prior to the first day of one's first semester at Community College of Philadelphia.
3. Must have resided in Philadelphia for at least three months prior to the first day of one's first semester at Community College of Philadelphia.

The following documentation may be used to provide evidence toward meeting the residency policy requirements:

Important Note: Name and Philadelphia address must be present on all documents and all documents must be dated at least three months prior to the first day of one's first semester at the College.

1. Current apartment lease or mortgage from the permanent independent residence.
2. Copy of a city/state tax bill. Special attention shall be given to payment of Commonwealth taxes on income earned during periods of temporary absence from this Commonwealth.
3. Copies of bank statements, automobile registration, or other registered Philadelphia property dated at least three months prior to the first day of one's first semester at the College.
4. Current Pennsylvania driver's license or state ID.
5. High school transcript showing a Philadelphia home address.
6. Pay stubs with Philadelphia home address showing payment of Philadelphia wage taxes.

Cases shall be decided on the basis of documentation submitted, with qualitative rather than quantitative emphasis. The determination of residency in each case is one of the subjective intentions of the student to reside indefinitely in this Commonwealth and in Philadelphia.

International Students

International students holding an F-1 or J-1 visa cannot be classified as legal residents of Philadelphia or Pennsylvania.

Tuition Rates for United States Veterans, United States Military and Civilian Personnel, and Their Dependents

United States Veterans

All eligible veterans of the United States Armed Forces and their spouses and dependents will receive the in-county, Philadelphia residency rate for tuition.

Active Military and Civilian Personnel assigned to active duty station or Department of Defense Facility in Pennsylvania

All active United States military personnel, including their spouses and dependents, who are assigned to an active duty station in Pennsylvania and reside in Pennsylvania will receive the in-county, Philadelphia residency rate for tuition. This provision remains in effect for each member, spouse or dependent while continuously enrolled at the College, even if there is a subsequent change in the permanent duty station of the member to a location outside of Pennsylvania.

All active United States civilian personnel, including their spouses and dependents, who reside in Pennsylvania or who are employed or transferred to a United States Department of Defense facility in Pennsylvania and reside in Pennsylvania will receive the in-county, Philadelphia residency rate for tuition. This provision remains in effect for each member, spouse or dependent while continuously enrolled at the College, even if there is a subsequent change in the assigned employment of the member to a location outside of Pennsylvania.

All Active Military Personnel-Distance Learning

All active military personnel, including the spouses and dependents will receive the in-county, Philadelphia residency rate for tuition for distance (on-line) courses.

Eligibility and Verification

For veterans to be eligible, they must have served in the United States Armed Forces, including reserve component or National Guard, and must have been discharged or released from service under conditions other than dishonorable.

Veterans and active military and civilian personnel must verify their affiliation with the United States Armed Services. Spouses and dependents must verify the veteran, military or civilian member's status with the United States Armed Services and provide proof of dependent status.

Change of Residency

Change of residency for tuition and mailing purposes is the sole responsibility of the student. Any changes made to residency after the last day of the term's refund period (15-week during fall/spring, 7-week during summer) will be reflected in the following semester. For refund dates see the Enrollment Guide or the College Catalog.

Students attending the College for the first time may challenge their permanent residency classification by completing and submitting a Residency Statement and Documentation form to the Office of Records and Registration prior to beginning classes.

Continuing students may challenge their permanent residency classification by completing and submitting a [Residency Statement and Documentation form](#) at any enrollment counter before the last day of the term's refund period (15-week during fall/spring, 7-week during summer).

College Placement Requirement

Placement levels — in writing, reading and math — are used to determine if students will be placed into college-level courses or if they first need to enroll in developmental classes or pre-college workshops.

Placement is satisfied by one of the following ways:

- A minimum SAT score of 560 in English and 510 in mathematics, or a minimum ACT score of 21 in English and 17 in mathematics, taken within the last five years
- A score of 4 or 5 on the AP English/ Lit/Comp Exam, or a score of 4 or 5 on the Calculus AB or Calculus BC exam, taken within the last five years
- A minimum IBT (internet-based TOEFL) score of 77 overall and a 20 in writing, taken within the past two years
- A minimum IELTS score of 6.0 overall and a 6.0 in writing, taken within the past two years
- An official college transcript indicating you earned a U.S. college degree or have passed college-level English or math with a grade of "C" or higher at an accredited U.S. college or university
- An official high school transcript with an unweighted GPA of 3.2 or greater may satisfy placement into English 101 standalone (Level 6).
- An official high school transcript with a minimum grade of "C" in Algebra II or a higher math course and an unweighted GPA of 3.0 or greater can satisfy placement into Foundational Math 118.
- Taking a free placement test at the College's Main Campus or one of our Regional Centers.

Students must satisfy the placement test requirement if they do not meet one of the criteria above.

[Learn more about the placement test](#). Students may schedule their placement test online through their MyCCP account.

Note: Students will need to take the English as a Second Language (ESL) version of the test if they have lived in the U.S. less than five years and English is not their first language. The College will schedule the ESL placement test and then notify students about their scheduled date and time to test.

All documents (transcripts and test scores) submitted for placement should be directed to:

Community College of Philadelphia
1700 Spring Garden Street
Transfer Credit and Placement Office, MG-17
Philadelphia, PA 19130

or emailed to: traneval@ccp.edu

STUDENTS MUST SATISFY THE PLACEMENT REQUIREMENT IF:

- They want (or are required) to enroll in an English or mathematics course.
- They want to enroll in a course requiring English or math placement or a course requiring English or math as a prerequisite.
- They want to enroll in more than one course (or 4 credits) at the Main Campus or a Regional Center.

The College's placement test scores are valid for two years. Students must be retested after a two-year period unless they have successfully satisfied the placement requirement as noted above. Admissions tests for select programs and placement tests for specific courses are also administered.

Scheduling a Placement Test

If you need to request accommodations due to a documented disability, contact the Center on Disability before you schedule your placement tests. You can schedule and/or change your placement test through [MyCCP](#) after submitting your application for admission.

To take a placement test, visit our [English and Math Placement](#) webpage for times and locations at the Main Campus and Regional Centers.

If you cannot keep your test appointment, you may reschedule it through [MyCCP](#) or by calling the Admissions Information Center at 215-751-8010. You can find a complete description of the placement test [here](#).

Advanced Placement

Students entering the College may take waiver examinations in some courses. Success in such tests will permit students to enroll in more advanced courses. Students should contact the appropriate department head for further information.

Prior Learning Assessment

Community College of Philadelphia helps students succeed by awarding college credit for their learning achieved outside the traditional college classroom. Credit is awarded for learning that matches a particular course in your program of study. Course credit based on prior learning is given at the discretion of the department offering the course. Not all departments offer these options.

Ways to Earn College Credit for Prior Learning

Technical Studies Program

The Applied Studies program is designed for students who seek a degree that recognizes work and experience as part of college learning. Refer to the Individualized Studies page for more information.

Credit By Exam

Students may receive credit for some courses by taking a standardized exam, such as CLEP, or a departmental challenge exam. Learn more about the credit by exam options.

Evaluation of Noncredit or Alternative Learning

Professional training programs such as the police academy, military training, noncredit courses, and other career and technical programs may be eligible for college credit. Refer to PLA for Veterans or Evaluation of Noncredit Learning for more information. Students may also develop a portfolio for individual assessment of college-level learning for some courses. Visit our Credit for What You Know webpage to learn more.

Act 48 - Continuing Professional Education for Certified Educators

The Commonwealth of Pennsylvania, on November 23, 1999, passed into law Act 48. This law addresses requirements for professional education planning and requires all certified educators (teachers, principals and superintendents), every five years, to earn six college credits, six continuing professional education credits, or 180 clock hours of continuing professional education, or any combination of collegiate studies, continuing professional education courses, or learning experiences equivalent to 180 hours.

Act 48 regulations recognize collegiate credits from accredited institutions of higher education as appropriate for professional education purposes. Community College of Philadelphia is considered an approved higher educational institution by the Department of Education for providing continuing professional education credits or hours.

Individuals requiring Act 48 certification should complete an electronic form by logging into the MyCCP portal. Under the "Student" tab, locate "Electronic Forms" and click "Records and Registration Forms." Select the "Act 48 Certification Form," complete and submit. If you no longer have access to the MyCCP portal and would like to submit an electronic form, email records@ccp.edu for assistance.

Veterans Education Benefits

Veterans must be certified to receive VA benefits. To be certified, the Application for VA Benefits (VA Form 1990) must be completed and students must be registered for classes. Alternatively, students may file the veterans application (VONAPP) online. Veterans should apply early each semester to allow the College and the Veterans Administration time to process benefits. To apply, submit your Community College of Philadelphia Veterans Benefits Registration form along with a Notice of Basic Eligibility, Certificate of Eligibility or form DD-214 to the School Certifying Official located on the Main Campus at Enrollment Central on the ground level of the Bonnell Building.

Veterans must also report any changes in registration by completing a Community College of Philadelphia Veterans Benefits Registration form and submitting it to the School Certifying Official in Enrollment Central on the ground level of the Bonnell Building. Changes include selecting additional courses, dropping a course, changing to a different course or withdrawing from school.

All students except those receiving benefits under Chapters 31, 33 and 35 must report attendance on a monthly basis to the VA. Attendance should be reported the last day of each month by calling 1-888-442-4551 or by going online and selecting "Verify Attendance."

Chapter 31 - Vocational Rehabilitation

All Chapter 31 Veterans need to be certified for their program of study by the local Veterans Administration Office. The local VA office address is:

Veterans Administration
5000 Wissahickon Avenue
Philadelphia, PA 19101
1-800-827-1000

For more information about veterans education benefits, see the Veterans Education Benefits section and the VA website. You can also contact the Veterans Resource Center, located on the ground level of the Bonnell Building, Room BG-43, for more information and services to help you achieve your goals at the College. For more information, email Veterans Resource Center.

To receive assistance completing the veteran's certification and veteran's scholarship forms, students may visit Enrollment Central, located on the ground level of the Bonnell Building or send an inquiry via email.

College Costs

You will find the following College information on this page:

- Tuition and Fees
- Other Costs
- Making Payments
- Direct Deposit
- Fulfillment of Financial Obligations
- Refund Policy
- Tax Incentives
- Financial Aid
- Financial Aid Withdrawals, Refunds and Repayment Policy
- Alternative Funding Sources
- Veterans
- Scholarships and Awards

Tuition and Fees

The Board of Trustees sets tuition and fees and reserves the right to change them without notice. Tuition varies based on residency; Philadelphia residents pay $159 per credit hour; other Pennsylvanians pay $318 per credit hour plus a $10 nonresident capital fee per credit; and non-Pennsylvanians pay $477 per credit hour plus a $20 nonresident capital fee per credit. Some courses have additional fees; check the individual course descriptions for this information.

Tuition and Fees for a Philadelphia Resident

Number of Credits	Tuition	Technology Fee	General College Fee	Cost
1	$159	$30	$4	$193
2	$318	$60	$8	$386
3	$477	$90	$12	$579

Sample Tuition and Fees for a Philadelphia Resident with a 13-credit load:

Course	Number of Credits	Tuition	Technology Fee	General College Fee	Additional Course Fee	Cost
ENGL 101	3	$477	$90	$12		$579
PSYC 101	3	$477	$90	$12		$579
MATH 118	3	$477	$90	$12		$579
BIOL 106	4	$636	$120	$16	$150	$922
Total	**13**	**$2,067**	**$390**	**$52**	**$150**	**$2,659**

Tuition Deposit: $50

An applicant accepted or readmitted for full-time status by the College may be required to remit a $50 nonrefundable deposit within a specified timeframe for Allied Health curricula. The applicant's letter of acceptance will specify the date.

This deposit ensures the applicant a place at the College and will be credited to the initial semester's tuition charge. If the student fails to register for that semester, the tuition deposit will not be refunded but may be applied to subsequent registrations within that academic year only.

Fees

General College Fee: $4 per Credit

To fund the cost of student publications, intramural and intercollegiate athletics, student clubs and organizations, and other special services and activities for students, there is a general College fee for credit courses.

Technology Fee: $30 per credit

A fee of $30 per credit is charged to defray the institutional operating and equipment costs associated with providing student access to technology in academic and student support

services and in instructional programs.

Course Fees

Some courses offered by the College are subject to course fees. These include courses with laboratory costs, clinical instruction costs or additional instructional hours. The course fees range from $85 to $345 per course. The applicable course fee, if any, is shown at the end of the course descriptions in the Course Descriptions section of the Catalog.

Online Learning Course Fee: $35

A fee of $35 will be assessed for any section of a course that is offered as an online course. Students should consult course offerings for each semester to identify which courses are available in an online course delivery format.

New Student Processing Fee: $60

Students registering for the first time to take credit courses will be charged a one-time new student processing fee. The fee will be included in the first semester bill. This fee is nonrefundable as of the first day of the semester.

Nonresident Capital Fee

$10 per credit for Pennsylvania residents outside Philadelphia.
$20 per credit for students who do not meet the State's residency requirement.

The College's capital costs are funded by the city and state. The capital fee is charged to students in circumstances where the student is a nonresident and therefore capital support from the city or state is not provided.

Late Registration Fee: $30

A $30 late registration fee will be charged to previously enrolled students who register after the first payment deadline for credit courses during the fall and spring semesters.

Credit by Examination Fee: $159

This fee is charged for each course in which a student has applied for credit on the basis of examination. The fee is based on the tuition rate for one credit hour, and is nonrefundable.

Prior Learning Assessment Fee: $159

This fee is charged for each course in which a student has applied for credit on the basis of learning achieved outside the traditional college classroom. The fee is based on the tuition rate for one credit hour, and is nonrefundable.

Lost Identification Card Fee: $10

A replacement fee of $10 may be charged for each replacement of the College photo identification card.

Noncredit Student Identification Card Fee: $10

Students enrolled *only* in noncredit courses may be issued a College Identification Card upon request and upon payment of a $10 Photo Identification Card Fee.

Senior Citizen Registration Fee: $159

This fee is charged to students who take advantage of the tuition-free course. This fee is nonrefundable as of the first day of the semester.

Academic Transcript Fee

Electronic transcripts can be requested through the National Student Clearinghouse (NSC) for $4.00 ($1.75 delivery and $2.25 processing fees) for each transcript. Requests for printed transcripts can be made in person at the Main Campus or through the NSC. The fee for printed transcripts delivered by mail or for pickup by noon the next business day is $10.00; orders made through the NSC will incur an additional $2.25 processing charge. Express and international mail requests will incur additional US postal service charges.

Returned Check Fee: $25

A penalty of $25 will be assessed for all checks and electronic checks (e-checks) issued to the College but not paid on presentation to the bank. A replacement for the returned check must be presented in the form of cash, certified check or money order. The student will be given five business days to replace the payment. Students with two (2) or more returned items may be placed on a cash only basis with the College.

Other Costs

Although the tuition for Philadelphia residents is relatively low, students should be aware of the need to plan ahead and anticipate all costs for the period of enrollment. The basic budget for one semester at the College should include, in addition to the appropriate tuition and fees, the following estimates*:

- Books and Supplies $2,400
- Transportation $3,100
- Meals $1,300

Actual cost will vary by student and by program of study.

Making Payments

A Community College of Philadelphia bill notification will be emailed to each student prior to the beginning of each semester. Students will need to login and select "Bill Summary" from the Financial Services channel of the Student menu on MyCCP to view their bills. If the bill is not received, it is the student's responsibility to obtain it from the Student Tuition Services. The College does not mail paper billing statements.

The fastest way to pay your bill is online by logging into MyCCP. We accept e-check payments at no cost; enjoy the convenience of paying your bill online directly from your checking and/or savings account. Bank debit card holders can make payments with e-check by using their checking account and routing number.

We also accept all major credit and debit cards (American Express, Discover, MasterCard, VISA, Diner's Club, & JCB). Students will be assessed a service charge if paying by credit or debit card. Effective August 25, 2017 the service charge is 2.75% of your payment amount (4.25% for international credit cards). To pay your bill online, log into MyCCP , click on the Student tab at the top of the page, click on the Financial Services channel and select "Pay My Bill".

Checks and money orders can be mailed. Please make your payments payable to Community College of Philadelphia, include your J# (student ID) on the memo line of your check or money order, and mail your payment to: Student Tuition Services, Community College of Philadelphia, 1700 Spring Garden Street, Philadelphia, PA 19130. In-person payments are only accepted at the Main Campus Student Tuition Services, Room BG-38. We accept cash (in person only), checks, money orders, credit and debit card payments (online and in person).

Checks or money orders that are returned to the College by the bank must be repaid within five business days, or the student may be administratively withdrawn from the College.

Payment Plan

The College offers a tuition payment plan. The cost to enroll is a non-refundable $35 fee and the first installment payment. The plan is available for the fall, spring, and summer semesters. To enroll in the plan log into MyCCP, click on the Student tab at the top of the page, click on the Financial Services channel and select "Enroll in a "Payment Plan". Specific payment plan information for the current semester can also be found on this page by clicking on the term specific "Payment Plan Information" link. For additional information, please review the Payment Plan FAQ; additional questions can be addressed to Student Tuition Services at 215-751-8130 or via email.

Direct Deposit

As part of the College's efforts to provide students with a more efficient refund process, the College has implemented the student refund direct deposit option. This service provides students with the convenience of receiving a refund from financial aid and/or other sources of funds on their student account directly into their bank account. Go green and get refunds processed up to 70% faster than by paper check by signing up for direct deposit. To sign up, please log into MyCCP, click on the Student tab at the top of the page, click on the Financial Services channel and select "Direct Deposit Authorization Form - New/ Change/ Cancel". Please review our Direct Deposit FAQ for more information.

Fulfillment of Financial Obligations

If any student has not met his or her full financial obligations, the College reserves the right to withhold any of its services from the student until the obligations are met. Restricted services include, but are not limited to, registration, grades, transcripts and additional services.

Refund Policy

It is the student's responsibility to submit an official drop form or drop classes via the web, even in cases of non-attendance. Students who drop prior to the start of the term will not incur any charges other than fees that are considered nonrefundable. The first day of the term marks the beginning of the refund policy regardless of the first scheduled class day for any particular student. Students who drop during the equivalent first three weeks (first 20 percent) of the term will be charged 50 percent for tuition and applicable fees and will be financially responsible for the charges incurred. Students who drop classes during the equivalent fourth week and thereafter will be charged 100 percent of tuition and applicable fees and will be financially responsible for the charges incurred.

Students who receive financial aid are subject to federal refund policies and calculations as described in the provisions of the Higher Education Amendments of 1998. Recipients of grants and loans who fully withdraw or drop on or before the 60 percent point of the term will be required to return all or a portion of their financial aid proceeds to the College and/or the Federal Government. See the Financial Aid Withdrawals, Refunds and Repayment Policy section for more information.

Important:

To assist students with changes to their schedules, the College permits students to do an even exchange. An even exchange is both dropping and adding a course with the same number of credit hours within the same term (15A, 10A, 7A, 7B, etc.), and prior to the end of the refund period. Adding a course after the first course meeting requires signature(s) from the professor and/or department head as per registration policy. Students who drop a course after a term starts and prior to the end of the refund period will be responsible for 50% of the tuition for the course that was dropped.

Students who drop a course after a term starts and prior to the end of the refund period and add a course in a different term will be responsible for 50% of the tuition for the course that was dropped and 100% of the tuition for the course that was added. For example, dropping a 15-week Biology 106 course and adding a 7-week Biology 106 course would result in a 50% tuition charge for the 15-week course and a 100% tuition charge for the 7-week course.

Exception: 15-Week to 10-Week Exchange

Students are permitted to exchange a 15-week course for a 10-week course (one course to one course even exchange) at no cost. This course exchange is only permissible for the first seven (7) calendar days of the 15-week term. Students can accomplish this exchange in person only by visiting Enrollment Central (Records and Registration) at the Main Campus or at the Regional Centers. The 15-week to 10-week course exchange must be completed by the close of business on the 7th calendar day of the 15-week term.

Extenuating Circumstances

Students with documented extenuating medical complications, or personal emergency or situation such as the death of a close relative, can use the Special Request Form for Student Financial Account Adjustment (available in the Electronic Forms section of MyCCP) to petition to receive the 50% tuition for the course that was dropped.

Refund policies are in keeping with the regulations of the State Board of Education of the Commonwealth of Pennsylvania (Section 35.30).

Tax Incentives

Federal tax laws provide special benefits to help students and parents pay for college. For example, a tax **credit** allows you to subtract an amount from the taxes you owe:

Taxes owed	$6,000	
Less tax credit	- $1,000	
Taxes owed	$5,000	
A tax **deduction** allows you to subtract an amount from the income on which you must pay taxes:		
Gross income	$25,000	
Less tax deduction	-$1,000	
Taxable income	$24,000	

Below are brief summaries of the tax incentives most likely to benefit adult, nontraditional students. Not all students or parents will qualify for these tax credits. Be sure to obtain a complete explanation of these tax incentives and consult with your tax advisor before you make financial decisions or use them in filing your federal income taxes. The College issues annual 1098-T statements for tax purposes by January 31 each year.

American Opportunity Tax Credit

The American Opportunity Tax Credit (AOTC) helps with the cost of higher education expenses such as tuition, certain fees and course materials for four years. The credit reduces the amount of tax you owe dollar for dollar by the amount of the AOTC for which you qualify, up to a maximum of $2,500. If the amount of the AOTC is more than the tax you owe, up to 40 percent of the credit (a maximum amount of $1,000), may be refunded to you.

Lifetime Learning Credit

The Lifetime Learning Credit is for qualified tuition and related expenses paid for eligible students enrolled in an eligible educational institution. This credit can help pay for undergraduate, graduate and professional degree courses--including courses to acquire or improve job skills. There is no limit on the number of years you can claim the credit. It is worth up to $2,000 per tax return.

Student Loan Interest Deduction

The maximum interest deduction is $2,500. The loans must have been used to pay qualified costs of attendance, including room and board.

Loan Forgiveness

For certain curricula, there are loan forgiveness programs available. Students need to research these programs carefully, as there are often strict criteria associated with loan forgiveness programs. For more information, visit www.studentloans.gov.

Financial Aid

Community College of Philadelphia participates in the following federal and state-funded programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Work-Study Program, PA State Grant (administered by PHEAA), William D. Ford Direct Student Loans (Direct Loans), and Federal Parent Loan for Undergraduate Students (PLUS).

Financial Aid Eligibility

Students must be enrolled for at least 6 credits per semester to be eligible for loans and the PA State Grant. Students may receive a Federal Pell Grant for fewer than 6 credits per semester. In addition, to be eligible for financial aid, students must have earned either a high school diploma or GED®. To maintain financial aid eligibility, students must make academic progress as outlined in the College's **Policy on** Academic Standards and Progress (**Academic Progress, Academic Probation, and Dropped for Poor Scholarship**).

Read all the provisions of this policy carefully before registering for classes. If you have any questions, please contact the Counseling Center, Room BG-7, at 215-751-8169.

Applying for Financial Aid

Students applying for financial aid must do so for each academic year. Students should file the Free Application for Federal Student Aid (FAFSA) via the Web at www.fafsa.gov or the myStudentAid mobile app. This application is used to apply for the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, Federal Work-Study program, the PA State Grant and Federal Direct Loans. Use Community College of Philadelphia's School Code 003249 when filing your FAFSA. In addition to completing the FAFSA, students accepting the Direct Loans must also complete a Master Promissory Note (MPN) and an entrance counseling session at **www.studentloans.gov**.

Since the application process for all of the above grants and loans takes about four to eight weeks, students are advised to file early rather than merely by the deadlines that follow. Students needing assistance should e-mail the Office of Financial Aid.

Filing Deadlines for 2021-2022

Federal Pell Grant:
All applicants - June 30, 2022

PA State Grant:
Renewal applicants - May 1, 2021
New applicants - August 1, 2021

Federal Supplemental Educational Opportunity Grant and Federal Work-Study:
All applicants - April 15, 2021

These deadlines are for applications that are complete. All required documentation must also be submitted to the Office of Financial Aid by the above-listed deadlines.

We cannot guarantee that there will be Work-Study funds available for students applying after these dates, but we will continue to review late applications until all funds have been awarded.

William D. Ford Direct Student Loans (Direct Loans)

In addition to accepting the awarded loans online in MyCCP a student must complete a Master Promissory Note (MPN) and an entrance counseling session to formally accept their loans at www.studentloans.gov. This must be done at least four weeks before payment deadline.

PA State Grant

Pennsylvania students who file their 2021-2022 Free Application for Federal Student Aid (FAFSA) by May 1, 2021, for renewals and August 1, 2021, for new students will be automatically considered for the PA State Grant. Students must meet a number of eligibility requirements. Beginning with the 2018-2019 Academic Year, distance education will be incorporated into the PA State Grant Program. Due to limited resources, student enrolled in more than 50 percent Web and Hybrid credits may receive a reduced award. For more information click here.

Summer Aid

Information concerning summer aid is available at the Office of Financial Aid in early spring.

Study abroad students who need loans should consider taking the loans during the spring semester.

For detailed information and applications, please contact the Office of Financial Aid.

Adjustments to Financial Aid

Students are responsible for dropping any courses they do not plan to attend. If a student never attends a class, the financial aid award will be adjusted to reflect only those classes the student attends. Financial aid for students attending more than one term within a semester (15A, 10A, 7A, 7B, etc.) may have their aid reduced if they drop classes that were included in their earlier disbursements. These adjustments may affect a student's current and future financial aid eligibility. Students may also have to repay any overpayments.

Furthermore, the federal regulations state that students may receive federal funds for the maximum of 30 semester credits of developmental classes, except for English as a Second Language courses. Therefore, if a student has attempted 30 credits of developmental coursework, the student will not be able to receive federal funds for additional developmental courses. Also note that once a student has earned a passing grade, financial aid can only be applied one more time for that class.

Financial Aid Withdrawals, Refunds and Repayment Policy

Financial aid is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws or merely stops attending, the student may no longer be eligible for the full amount of aid that the student was paid or scheduled to receive. Course withdrawals after the term begins will have a negative impact on students' academic progress standing and future financial aid eligibility. The Office of Financial Aid is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, stop attending, drop out, are dismissed or take a leave of absence. Up through the 60 percent point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period or period of enrollment, a student has earned 100 percent of the federal aid he or she was scheduled to receive during the period.

Unearned aid is returned in the following order:

- Unsubsidized Federal Direct Loans
- Subsidized Federal Direct Loans
- Federal Direct Parent (PLUS) Loans
- Federal Pell Grants for which a return of funds is required
- Federal Supplemental Educational Opportunity Grants for which a return of funds is required
- Other assistance under this Title for which a return of funds is required (e.g., LEAP)

Cautionary Note: Withdrawals may have a negative impact on students' academic progress standing and future aid eligibility.

Alternative Funding Sources

Many business enterprises, labor union locals, churches and faith-based organizations, and community groups award scholarships for collegiate studies. Parents of prospective students are encouraged to ascertain from employers and union offices what benefits may be available for their dependents. Students who are employed are sometimes eligible for financial assistance by their employers.

For information on scholarships and awards presented by an employer, contact the employer's Human Resources Office.

Veterans

Education Benefits for Veterans, Spouses and Dependents

Post-9/11 GI Bill®

Effective August 1, 2009, veterans may be eligible for new benefits under this bill if they served at least 90 aggregate days on active duty after September 10, 2001, and are still on active duty or were honorably discharged or released. Veterans may also be eligible if they were honorably discharged from active duty for a service-connected disability and served 30 continuous days after September 10, 2001. Basic benefits may include cost of tuition and fees, monthly housing allowance, and books and supplies. Since the new law contains many major differences from the current Montgomery GI Bill, veterans are advised to visit https://www.benefits.va.gov/benefits/ for additional information about the major changes contained in the law.

Students who choose to utilize their VA education benefits may do so by logging into the MyCCP portal and completing an Electronic Veteran Registration Certification Form that can be found under Records and Registration Forms. The benefit amount will be calculated and placed as estimated aid on the student account. This will protect students from being dropped for non-payment while we await receipt of the funds from the Veterans Administration.

All Veteran students can receive the in-city tuition rates, whether they utilize their Veterans education benefits or not. To notify the College of your veteran status, please submit a copy of your DD-214 to the Veterans Resource Center at vets@ccp.edu.

No penalties or late fees are assessed to students for a delay in the disbursement of their VA benefits. However, financial holds may be placed for the portion of the balance not covered by the VA education benefit. Late fees may be assessed for missed payments for students who enroll a portion of their balance, not covered by VA education benefits, on the tuition payment plan.

A late registration fee is charged to all students who register for classes after the first tuition due date each semester. This is not a late fee for past due tuition. The VA will not cover the late registration fee. Students who do not pay this fee themselves in a timely manner may have a transcript hold placed on their CCP student account. This will not prevent them from registering for classes.

Other programs and benefits are also available for veterans, spouses and dependents. Please visit the Veterans Resource Center located on the ground level of the Bonnell Building, Room BG-43; email; or visit the Veterans section on the College's website.

Community College of Philadelphia complies with all regulations established by the Veterans Administration for students enrolled under VA programs, as required by Title 38, United States Code, Section 3675. Men or women eligible for assistance under the GI Bill or other VA programs should apply directly to the nearest VA office.

"GI Bill" is a trademark owned by VA and registered with the U.S. Patent and Trademark Office as of October 16, 2012.

Scholarships and Awards

Community College of Philadelphia supports commitment to community college education through the development of a viable student scholarship and award program. Individuals, organizations and corporate donors are invited to establish awards or scholarships, in accordance with applicable College policies, for students enrolled at the College or for use by the College's students upon transfer to other colleges and universities.

The Community College of Philadelphia Foundation has established many student scholarship programs to recognize the accomplishments of our students and encourage lifelong learning for all who may benefit. These scholarship programs support students by providing financial assistance for tuition, books or other costs associated with attending college. There are also scholarships and awards available to high school students who will begin their studies at the College.

Currently, the College Foundation and the Office of Institutional Advancement administer more than 120 student scholarship and award programs. There are scholarships and awards available based on a student's program of study, academic achievement, community/volunteer service and leadership.

View a complete listing of scholarships and awards available to Community College of Philadelphia students.

For more information on Community College of Philadelphia scholarships and awards, please contact the Office of Institutional Advancement, Annex-7th Floor, or 215-751-8214.

College Information

Mission Statement

Community College of Philadelphia is an open admission, associate's degree-granting institution that provides access to higher education for all who may benefit. Programs of study in the liberal arts and sciences, career technologies and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing students to be informed and concerned citizens, to be active participants in the cultural life of the city, and to be able to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds, and seeks to provide the programs and support they need to achieve their goals.

Community College of Philadelphia seeks to create a caring environment that is intellectually and culturally dynamic and encourages all students to achieve:

- greater insight into their strengths, needs and aspirations, and greater appreciation of their own cultural background and experience;
- increased awareness and appreciation of a diverse world where all are interdependent;
- heightened curiosity and active interest in intellectual questions and social issues;
- improved ability to pursue paths of inquiry, to interpret and evaluate what is discovered, and to express reactions effectively;
- self-fulfillment based on service to others, preparation for future work and study, and enjoyment of present challenges and accomplishments.

Vision

To serve Philadelphia as a premier learning institution where student success exemplifies the strength of a diverse, urban community college.

Core Values

Integrity. The College places fairness and honesty at the center of all of its policies and operations. We uphold the highest ethical standards in striving for academic and professional integrity in all that we do. We strive to be both responsible and responsive in utilizing resources to meet student and community needs.

Academic Excellence. The College sets, expects and maintains high educational standards consistent with the needs of the students, region and changing workforce. Our faculty and staff are committed to providing high quality, innovative and flexible educational opportunities and services in an accessible student-centered environment.

Diversity. The College embraces and understands the importance of providing an education and environment that promote the uniqueness of students, faculty, staff and the communities that we serve. We affirm that diversity is crucial to a democratic society, as it enriches the educational experience and celebrates differences among individuals.

Commitment to Teaching and Learning. The College functions as a learning organization, continually adapting, improving and evaluating its services to promote lifelong intellectual and personal development. We believe that learning is rooted in both curiosity and inquiry, and is engendered by dedicated, creative and enthusiastic teaching, utilizing appropriate and optimal modes of delivery. Technology supports and serves the learning process.

Communication. The College is committed to effective, open and proactive communication. We take responsibility to listen, speak and write clearly to inform others and foster collaboration by using and respecting a matrix of communication channels. Collaborative partnerships are strengthened when communication is ongoing and productive.

Respect. The College promotes respect, civility and courtesy in our day-to-day interactions with others. We seek to instill respect for and appreciation of members of the College community, our facilities, our environment, our community and the institution in which we work.

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History of the College

The College was created on April 28, 1964, by legislation in Harrisburg and Philadelphia, following a decade of studies and surveys. More than 685,000 students have passed through the College's classrooms since the College opened its doors to its first class of 1,941 students in 1965. College surveys show that most of those men and women—in both academic transfer and vocationally-oriented programs—have remained in the greater Philadelphia area to earn their living.

The College moved to its newly constructed campus on Spring Garden Street between 16th and 18th streets in 1983. The more than $70 million facility was developed around the former United States Mint Building, which was renovated for administrative offices, library and classrooms, and to which classrooms, laboratories and other facilities were added with the construction of two award-winning buildings.

In 1991, the College added two additional buildings—a state-of-the-art Athletics Center with basketball courts, Nautilus-type training machines, an aerobics room and classrooms, as well as a modern, three-story Student Life building with meeting facilities, an additional cafeteria and a Coffeehouse.

The Center for Business and Industry, located on the corner of 18th and Callowhill streets, opened in 2003. This high-tech facility offers wireless classrooms, a computer lab, smart podiums, videoconferencing capabilities, a career center and a testing center. Students can also enjoy lounge and study areas, as well as a cyber caf√©. Many programs and courses at the Center focus on workforce development in order to enhance the region's workforce.

The College broke ground on another new building at the Main Campus, the Pavilion Building, in summer 2009. Opened in fall 2011, the ecofriendly building houses the Culinary Arts and Hospitality Management programs, complete with state-of-the-art cooking facilities. The College's new Welcome Center, bookstore and dining services are also located in the Pavilion Building.

Significant renovations to the Bonnell, West and Mint buildings were completed in spring 2014. Registration, financial aid and other student services have been relocated to Enrollment Central to better serve students. Renovations to science and technology labs and other updates have been made to improve student learning and provide access to the most up-to-date equipment found in several fields.

The College also has Regional Centers at 12901 Townsend Road in the Northeast, 4725 Chestnut Street in West Philadelphia and 1300 West Godfrey Avenue in Northwest Philadelphia. Each provides a service center with information, counseling, advising, testing and classroom space for Philadelphians for whom these locations are convenient.

A new building and renovations at the Northeast Regional Center, completed in 2009 and 2010, offers students lab space, a Learning Commons, a dedicated art room and music room, more student space and expanded parking. The ecofriendly new building and the modifications to the existing building will save energy costs while offering students more courses in more subjects. Renovations have also taken place at the Northwest and West Regional Centers in order to better serve student needs.

Edward A. Anderson Welcome Center

The Welcome Center staff assist students in applying to the College and provide prospective students and their families with a wide range of information about the College. In addition, students can speak to staff about academic programs, attend an information session, tour the campus and learn about next steps in the enrollment process.

To find out more about opportunities to visit the College, and for Welcome Center hours, please click here.

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Online Learning

Online Learning enables students to extend their educational opportunities in a flexible instructional setting. Online courses, which follow a regular schedule of academic activities and assignments, are delivered via the Internet. Many are completely online, but some require a few meetings on campus. For a complete list of online learning courses, degree programs, meeting schedules, instructors and more, **please visit the Online Learning website**.

Noncredit Offerings

For students who seek educational experiences that do not carry college credits, the College offers a variety of special noncredit offerings through Corporate Solutions and the Division of Access and Community Engagement (DACE). They are offered at the Main Campus, the Regional Centers and many off-campus sites during each academic cycle, and are reviewed and updated regularly in response to community needs and interests.

For more information on workforce and professional development, please visit **Corporate Solutions** online, call 215-496-6158, or e-mail *csinquiry@ccp.edu*.

For more information on courses for personal enrichment, please visit the **Division of Access and Community Engagement** online; email adultliteracy@ccp.edu or call 215-751-8531.

Semesters

The College offers classes during fall and spring semesters and during the summer as well as in other formats, including shorter terms and accelerated programs. For more information about course offerings, **please visit the College's Course Finder site.**

Locations

Main Campus

Community College of Philadelphia's Main Campus occupies 14 acres just north of center city Philadelphia. The most prominent building is the turn-of-the-century former U.S. Mint Building, which remains a historic building and landmark. Two large, modern buildings containing classrooms, laboratories, meeting facilities, a cafeteria, library, bookstore, and faculty and administrative offices were designed to complement and abut the Mint on the west and south sides. The Winnet Student Life Building houses a wide range of activity spaces for students, as well as classrooms and student support services. The 97,000-square-foot Center for Business and Industry contains conference rooms, student lounge areas, office space and classrooms in order to serve students in technology-related paths and offer programs and specialized training to area businesses. The College's Athletics Center attracts many fitness-conscious students, faculty and staff. A 635-car parking garage provides secure and sheltered parking for students, faculty, administrators and guests. The campus is well served by SEPTA city division lines.

Hours of Operation

While classes are in session during the spring and fall, the College is open from 7 a.m. to 10 p.m., Monday through Thursday, 7 a.m. to 6 p.m. on Friday and 7:00 a.m. to 5:00 p.m. on Saturday. During the summer (mid-May to mid-August), the College is open from 7 a.m. to 10 p.m., Monday through Thursday, and closed Friday through Sunday.

Regional Centers

To make its programs accessible to residents throughout the city, the College employs a network of three Regional Centers which provide classroom space for both credit and noncredit course offerings. A detailed overview of College locations can be found **here**.

The **Northeast Regional Center** located at 12901 Townsend Road, the **Northwest Regional Center** at 1300 West Godfrey Avenue and the **West Regional Center** at 4725 Chestnut Street all offer on-site placement testing, registration, academic and personal counseling and tutorial services. All three Regional Centers feature a modern library and biology labs in addition to well-equipped classrooms and computer laboratories. The Northeast and Northwest Regional Centers also house a bookstore and cafeteria. Free parking is available. All the sites are accessible by public transportation.

For more information about any of the Regional Centers or their programs, please call the Northeast Regional Center at 215-972-NERC (6372), the Northwest Regional Center at 215-751-8773 or the West Regional Center at 215-516-3650.

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Open Houses and Information Tours

Learn about the College's academic and student support programs, student life, and financial aid opportunities by visiting our Main Campus or Regional Centers. Open Houses are held throughout the year, and you can RSVP online. Information tours are offered weekly.

In addition, visitors to the College are welcome. Requests for information may be made at the security desk in the lobby of each building. Visitors wishing to meet specific members of the faculty or administration are advised to make appointments in advance by calling the departmental office. Group visits may be arranged through the Office of Admissions by calling 215-751-8010.

Minors

The presence of minors on campus, other than Community College of Philadelphia students, is strongly discouraged because of important safety and liability issues. To ensure the safety of children, those under the age of 18 must not be left unattended on College property.

To prevent disruption of the learning process, children are not permitted in classrooms or laboratories when classes are in session. However, with regard to classrooms (but not laboratories), faculty members instructing a class may make exceptions in individual cases, provided that the learning process is not disrupted.

Under no circumstances are minors other than Community College of Philadelphia students allowed in the Athletics Center, instructional laboratories, laboratory prep areas, library and/or learning commons, student academic computer centers, learning laboratories, or administrative service areas, such as duplicating, mail room and craft shops. This policy does not preclude children's participation in events sanctioned by the College or the involvement of children in educational activities specific to a curriculum.

The College assumes no liability for any injury incurred by minors who are not registered Community College of Philadelphia students while they are on College property.

Controlled Substances

College policy prohibits the illegal possession, use, or sale of drugs or other controlled substances on College property. Where appropriate or necessary, the College will fully cooperate with law enforcement agencies. In addition, alcoholic beverages are not to be sold, served, used or possessed in any of the facilities of the College.

Smoke-Free Buildings Policy

Community College of Philadelphia is concerned about the health and comfort of its students, faculty members, administrators, staff and visitors. Smoking, including the use of nicotine-delivery systems, is, without exception, prohibited in every College building or facility. This includes all offices and any previously designated smoking areas inside any campus building.

Anyone who wishes to smoke must do so outside of College buildings and facilities. Smoking is prohibited within 25 feet of any entrance, exit or loading dock, or as posted otherwise. Smoking is also prohibited on adjacent stairways, ramps or landings leading to any entrance, exit or loading dock.

Selling and Soliciting

The College is a publicly funded institution. However, College buildings and facilities are provided for use exclusively by students, faculty, staff and the administration, and only for the educational purposes of the College. No individual or company may solicit or sell on campus for personal gain.

Selling or soliciting for charitable, political, social, religious or other causes by nonstudents is prohibited on College property. Distribution of literature (handbills, tracts, leaflets, etc.) by outside agents for external agencies is also prohibited on College property. Selling, distributing leaflets or soliciting by College students is regulated by College policy administered through the Office of Student Life.

Crime Act

Information regarding the Crime Act (commonly referred to as the Clery Act) is available through the Department of Safety and Security located in Room MG-12 or at the College's website under Consumer Information.

Inclusive Language

Throughout this website, every effort has been made to use inclusive language which does not discriminate with regard to gender. Any remaining references to the male gender shall be intended to include, wherever applicable, the female gender as well.

College Policies and Procedures

Student Responsibility

All students are expected to understand all regulations in the College Catalog that may affect their academic progress, financial obligations, relationships with College authorities, transferability of credits for courses completed, acceptance of credits for graduation and eligibility to graduate. To this end, it is their responsibility to become familiar with the information below as well as in their Student Handbook.

Students still in doubt about the meaning of any College regulation should seek advice from their academic advisor, a counselor or an appropriate officer of the College.

Academic and Time Amnesty

- Policy on Academic and Time Amnesty

Graduation

- Graduation and Commencement
- Issuance of Diplomas
- Graduation Honors

Policy on Academic Standards and Progress

- Policy on Academic Standards and Progress

Registration and Enrollment

- Registration Procedures
- Course Scheduling Preference for Veteran Students
- Attendance
- Withdrawal
- Student Load
- Grading System
- Reporting Grades
- Semester Honors
- Class Status
- Auditing
- Change of Student Information
- Change of Residency
- Change of Curriculum
- Formation of Sections and Cancellation of Courses

Student Rights and Responsibilities

- Student Appeals Procedures
- Student Code of Conduct
- Student Identification Card
- Academic Dishonesty
- Judicial Affairs
- Right to Know Law
- Privacy of Student Records — Family Educational Rights and Privacy Act (FERPA)
- Photo/Video Release Agreement

Transfer of Credits

- Transfer Credits
- Policy on Transfer Credit
- Foreign Educational Credentials

Degree and Certificate Programs

Community College of Philadelphia offers academic programs that lead to the following associate's degree and certificate programs. These programs all develop the broad competencies associated with 21st century skills.

Each academic program in the Catalog is described briefly and includes a grid of the requirements for graduation. This information will help guide you in selecting the courses you need for graduation in a sequence that will help you move through consecutively more challenging information.

Programs are listed in the recommended sequence for full-time students typically taking at least 15 credits per semester. Many students at the College spread their academic work across several years, attending part time rather than full time.

Some College-wide general education requirements are automatically fulfilled when students complete a required course within a program; this is indicated in the far right column on the program page. Other general education requirements are not automatically fulfilled, and students must choose an elective that meets the specified requirement. These requirements are listed beneath the grid under the heading General Education Requirements.

Regular consultation with an academic advisor or counselor is important, whether a student is planning to enter the employment market directly or continue on in higher education.

Degree Programs

Associate in Arts (A.A.)

A degree for those who plan to transfer to bachelor's degree-granting institutions.

The College offers the following A.A. degree programs:

- Architecture
- Art and Design
- Biological Sciences
- Black Studies
- Business - Accelerated *
- Business - General
- Communication Studies
- Education - Middle and Secondary Level
- Education: Early Childhood (Birth to 4th Grade)
- English
- Health Care Studies
- Health Services Management*

- Interior Design
- International Studies
- Liberal Arts
- Liberal Arts - Social/Behavioral Science
- Liberal Arts: Honors*
- Mass Media
- Music Performance*
- Psychology
- Public Health
- Theater
- Tourism and Hospitality Management

Associate in Science (A.S.)

A degree for those who plan to transfer to bachelor's degree-granting institutions.

The College offers the following A.S. degree programs:

- Biology*
- Chemistry*
- Computer Science*

- Engineering Science*
- Mathematics*

Associate in Applied Science (A.A.S.)

A degree that provides students career-specific skills leading directly to employment. Students with this degree may also transfer to bachelor's degree-granting institutions.

The College offers the following A.A.S. degree programs:

- Accounting
- American Sign Language/English Interpreting (INT)*
- Applied Engineering Technology
- Automotive Technology
- Behavioral Health/Human Services
- Biomedical Equipment Technology
- Business Leadership
- Computer Information Systems - Information Technology
- Construction Management
- Criminal Justice
- Culinary Arts
- Cybersecurity
- Dental Hygiene*

- Diagnostic Medical Imaging*
- Digital Video Production
- Facilities Management
- Fashion Merchandising & Marketing
- Fire Science
- Individualized Studies*
- Medical Laboratory Technician*
- Network Administration
- Nursing*
- Paralegal Studies*
- Photographic Imaging
- Respiratory Care Technology*
- Sound Recording and Music Technology

*Select program: please refer to the curriculum description for program entrance requirements.

Certificate Programs

Academic Certificates

Academic certificates prepare students for a variety of opportunities, including workplace preparation. They require two semesters of college-level English and one semester of College-level math. All coursework transfers seamlessly into the College's associate's degree programs.

The College offers the following academic certificates:

- Creative Writing Academic Certificate
- Human Services Academic Certificate
- Recovery and Transformation Academic Certificate

Proficiency Certificates

Proficiency certificates are short-term, focused course offerings that are primarily developed to prepare students for employment. Students may also continue their education, since all credits received through the proficiency certificates transfer seamlessly into an academic certificate or associate's degree program in a related field. Students may be eligible for financial aid for proficiency certificates consisting of 16 or more credits.

The College offers the following proficiency certificates:

- Accounting Paraprofessional Proficiency Certificate
- Acting Proficiency Certificate
- Advanced Automotive Repair Professional Proficiency Certificate*
- Architectural Visualization Proficiency Certificate
- ASL/English Interpreting I Post-Baccalaureate Proficiency Certificate*
- ASL/English Interpreting II Post-Baccalaureate Proficiency Certificate*
- Automotive Service I Proficiency Certificate
- Automotive Service II Proficiency Certificate*
- Biomedical Equipment Technology I Proficiency Certificate
- Biomedical Equipment Technology II Proficiency Certificate
- Business Leadership Proficiency Certificate
- Computer Programming I - Application, Web, and Database Development Proficiency Certificate
- Computer Programming II - Algorithms and Computation Proficiency Certificate
- Corporate Social Responsibility Proficiency Certificate
- Culinary Arts I Proficiency Certificate
- Culinary Arts II Proficiency Certificate*
- Cybersecurity I Proficiency Certificate
- Cybersecurity II Proficiency Certificate
- Data Science Proficiency Certificate
- Digital Imaging Proficiency Certificate
- Digital Investigations Proficiency Certificate
- Digital Video Production Proficiency Certificate
- Early Childhood Education Proficiency Certificate
- Electronic Discovery Proficiency Certificate
- Entrepreneurship and Small Business Management Proficiency Certificate
- Fashion Retail Sales & Customer Service Proficiency Certificate
- Fire Science and Public Safety Proficiency Certificate
- Geographic Information Systems Proficiency Certificate
- Medical Assistant Proficiency Certificate
- Medical Insurance Billing Proficiency Certificate
- Mobile Application Development Proficiency Certificate
- Music Production Proficiency Certificate
- Network and Systems Administration Proficiency Certificate
- Ophthalmic Assistant Proficiency Certificate
- Paralegal Studies Proficiency Certificate*
- Patient Service Representative Proficiency Certificate
- Personal Training Proficiency Certificate*
- Piano Technician Proficiency Certificate*
- Post-Baccalaureate Accounting Proficiency Certificate*
- Project Management Proficiency Certificate
- Recovery Leadership Proficiency Certificate
- Religious Studies Proficiency Certificate
- Technical Theater Proficiency Certificate
- Tourism and Hospitality Management Proficiency Certificate
- Web Development I Proficiency Certificate
- Web Development II - Cloud Computing*

General Education Requirements

The College is dedicated to providing all graduates of its associate degree programs a quality educational experience. All degree students, regardless of program, must complete the College's general education requirements to gain a breadth of experience outside as well as within their academic field and build interdisciplinary skills essential to academic, career, and personal development and success.

The general education requirements are grounded in six Essential Skills that students learn in required general education courses and develop in their program coursework at the College.

Community College of Philadelphia Essential Skills Definitions

Writing, Research, and Information Literacy

Students read critically, synthesize ideas from a variety of texts, and write essays that develop significant ideas in support of a thesis. Written works appropriately reflect the context and audience and adhere to the conventions of grammar, spelling, and formatting specific to the area of study. Building upon these skills, students will determine the extent of a need for information, access information effectively and efficiently, evaluate it critically, accomplish a specific purpose with it, and create new knowledge and participate ethically in communities of learning.

Cultural Analysis and Interpretation

Students analyze case studies, creative works, systems of human thought and behavior, material artifacts, and other primary and secondary sources from a range of academic disciplines to discern and respect diverse perspectives and experiences related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language.

Oral Communication / Creative Expression

Students examine issues, problems, and cultural and aesthetic connections, using verbal and nonverbal methods to send messages in various modes. Students produce creative, visual, and/or oral works that reflect the situation, audience, and medium of communication and adhere to the conventions of artistic, verbal and/or nonverbal methods of expression.

Quantitative Reasoning

Students communicate mathematical principles and apply them to follow an extended line of formal reasoning and critical thinking. Students read and identify mathematical information that is relevant in a problem; interpret and critically analyze mathematical information presented; select appropriate methods and solve problems, estimating and evaluating the validity of results and effectively communicating quantitative concepts using correct mathematical syntax.

Scientific Reasoning

Students describe the Scientific Method and apply the scientific principles they have learned to theoretical and practical issues. Students interpret measurable and observable information through inference and analogy to develop hypotheses and draw conclusions. Students describe methods of scientific inquiry and use critical thinking skills to investigate, question, and solve problems. Students describe and carry out experimental procedures and/or perform laboratory tasks when appropriate to the field, interpret and communicate scientific information using written, oral and/or graphical means, analyze one or more relationships among science, technology and society, and apply logical reasoning in explaining natural phenomena and experimental procedures or outcomes.

Technological Competency

Students identify, create, and manipulate technological tools and digital content. Students operate computers, peripherals, electronic devices, learning management systems, and other technology as related to their program of study. Students use electronic spreadsheets and/or database management systems to organize, analyze, and/or retrieve data. Students use word processing and slide presentation software to design clear academic and professional documents that integrate design concepts, elements, applications, and objects. Students use computer technology to collaborate and network. Students identify and respond appropriately to ethical and legal issues related to privacy and security in information technology and the handling of data.

General Education Requirements

Students who follow the recommended course sequence for their degree programs will see required courses that introduce and develop the Essential Skills. Note: Program faculty select general education courses based on programmatic needs and the requirements of transfer institutions, accrediting bodies, and professional organizations and also select courses that enable students to gain a breadth of experience and skills across academic disciplines.

The College requires students to complete credit courses in the Essential Skills as outlined below:

Essential Skills	Minimum Credits
Writing, Research & Information Literacy	6
Oral Communication/Creative Expression	3
Quantitative Reasoning	3

Scientific Reasoning	3
Cultural Analysis and Interpretation	3
Technological Competency	3
21 credits	

The requirements listed above apply to all students who began their studies in the Fall 2021 semester or later. Students who began their studies prior to September 2021 should refer to a catalog for the year that they entered the College or should consult an academic advisor or counselor. Students who changed their curriculum on or after September 2021 are required to follow the new general education requirements regardless of when they entered the College. For more information regarding general education requirements, please contact Academic Advising at 215-751-8777 or email Academic Advising.

Courses that Fulfill Essential Skills

Before reviewing the courses below, students should consult the catalog page for their programs. The catalog page includes a course sequence that shows the required courses for the program, and that is the best source of information about required courses.

The lists below are intended as a tool to help programs choose the general education courses that students are required take to fulfill general education requirements. In a few cases, a program may allow students to take any course that meets the general education requirement. In those cases, students may find the lists below useful. Students are encouraged to email or call Academic Advising (215-751-8777) or consult program faculty before choosing courses.

Writing, Research & Information Literacy

Currently, this requirement is met by taking two courses at the College: ENGL 101 and ENGL 102. Students must complete both courses.

Courses	Credit Hours
ENGL 101 - English Composition	3
ENGL 101H - English Composition I (Honors)	3
ENGL 102 - The Research Paper	3
ENGL 102H - The Research Paper (Honors)	3

Oral Communication/Creative Expression

Most programs require only one course in this category, which includes both Oral Communication and Creative Expression. The list below distinguishes between the two. Students should consult the catalog page for their programs for more information.

Courses	Credit Hours
ADC 160 - Presentation Techniques	3
ADC 163 - Architectural Visualization with Autodesk Revit	3
AH 116 - Therapeutic Communication	3
ART 105 - Drawing I	3
ART 109 - Ceramics I	3
ART 111 - Three-Dimensional Design I	3
ART 115 - Painting I	3
ART 125 - Design I	3
ART 150 - Introduction to Computer Art/Graphics	3
ENGL 115 - Public Speaking	3

Courses	Credit Hours
ENGL 116 - Interpersonal Communication	3
ENGL 117 - Group and Team Communication	3
ENGL 118 - Intercultural Communication	3
ENGL 120 - Voice and Articulation	3
ENGL 131 - Acting I	3
ENGL 135 - Movement and Dance for Actors	3
ENGL 141 - Introduction to Technical Theater	4
ENGL 146 - Advanced Technical Theater	4
ENGL 205 - Creative Writing	3
MUS 101 - Piano I	1
MUS 102 - Piano II	1
MUS 108 - Guitar I	1
MUS 109 - Guitar II	1
MUS 115 - Introduction to Music Technology	3
MUS 196 - Ensemble I	1
MUS 197 - Ensemble II	1
MUS 296 - Ensemble III	1
NURS 101 - Nursing I	7
PHOT 100 - Practical Photography for the Beginning Photographer	3
PHOT 101 - Introduction to 35mm Film Camera and Darkroom Techniques	4
PHOT 104 - Introduction to Video Production	3
PHOT 105 - Introduction to Digital Photography	4
PHOT 151 - Digital Imaging	3

Quantitative Reasoning

The list below includes only those Foundational Mathematics (FNMT) and Mathematics (MATH) courses open to students who are FNMT 118 ready. Students who place in mathematics courses at MATH 161 or above will meet their Quantitative Reasoning requirement upon successful completion of MATH 151, MATH 152, MATH 161, or another higher-level Mathematics course. Students should consult Mathematics course offerings for more information.

Courses	Credit Hours
FNMT 118 - Intermediate Algebra	3
FNMT 121 - Retail Mathematics & Merchandising	3
MATH 121 - Computer Mathematics and Logic	3
MATH 123 - Mathematical Principles I	3
MATH 137 - Geometry for Design	3
MATH 150 - Introductory Data Analysis	3

Scientific Reasoning

Some of the courses listed below require permission of the department head before registering. Students should consult the course offerings or the catalog page for their programs for more information.

Courses	Credit Hours
AET 101 - Introduction to Robotics	4
AET 102 - Scientific Technology and Public Policy	3
AET 140 - 3D Printing - Additive Manufacturing	4
BIOL 104 - Forensic Biology	4
BIOL 106 - General Biology I	4
BIOL 108 - Essentials of Human Anatomy and Physiology	4
BIOL 109 Anatomy and Physiology I	4
BIOL 123 - Principles of Biology I	4
CHEM 101 - Fundamentals of Chemistry I (Lab Based)	4
CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based)	3
CHEM 105 - Inquiry into Chemistry	4
CHEM 110 - Introductory Chemistry	4
CHEM 121 - College Chemistry I	4
EASC 111 - Environmental Conservation	3
EASC 111H - Environmental Conservation (Honors)	3
PHYS 105 - Survey of Physics	4
PHYS 108 - Descriptive Astronomy	3
PHYS 111 - General Physics I	4
PHYS 125 - Musical Acoustics	3
PHYS 140 - Mechanics, Heat and Sound	5
STS 101 - Introduction to Science, Technology and Society	4

Cultural Analysis and Interpretation

As there are a large number of courses that meet the Cultural Analysis and Interpretation requirement, they are divided into five sub-categories based on course content: 1) Study of Human Diversity, 2) Study of Human Behavior and Systems, 3) Study of Creative Works, 4) Study of Material Artifacts, and 5) Study of World, Country, Region, or Language. Students should consult the catalog page for their programs for more information.

Courses	Credit Hours
ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning	3
ANTH 101 - Introduction to Anthropology	3
ANTH 112 - Cultural Anthropology	3

ANTH 124 - Fundamentals of Archaeology	3
ANTH 125 - Physical Anthropology	3
ART 101 - Visual Communication	3
ART 101H - Visual Communication (Honors)	3
ART 103 - History of Art: Ancient to Renaissance	3
ART 103H - History of Art: Ancient to Renaissance (Honors)	3
ART 104 - History of Art II: Renaissance to Modern	3
ART 104H - History of Art: Renaissance to Modern (Honors)	3
BHHS 103 - Human Development and Behavior in the Social Environment	3
BHHS 171 - Introduction to Aging Studies	3
BHHS 191 - Introduction to Trauma and Trauma-Informed Care	3
BLAS 101 - Introduction to Black Studies	3
BLAS 250 - Special Topics in Black Studies	3
ECON 181 - Principles of Economics (Macroeconomics)	3
ED 231/ENGL 231 - Children's Literature	3
ENGL 107 - Society and Mass Communication	3
ENGL 137 - Introduction to Theater	3
ENGL 190 - Introduction to Literature	3
ENGL 211 - Survey of British Literature from Beginnings to 1750	3
ENGL 212 - Survey of British Literature: From 1750 to the Modern Era	3
ENGL 221 - Survey of American Literature: From the Beginnings to the Civil War	3
ENGL 222 - Survey of American Literature: From the Civil War to the Present	3
ENGL 231/ ED 231 - Children's Literature	3
ENGL 232 - Introduction to Drama	3
ENGL 241 - Introduction to Shakespeare	3
ENGL 245 - World Literature: From Antiquity to 1500	3
ENGL 246 - World Literature: From 1500 to the Present	3
ENGL 250 - Survey of African American Literature: From Colonization to the Harlem Renaissance	3
ENGL 251 - Survey of African American Literature: From the Harlem Renaissance to the Present	3
ENGL 256 - African Literature	3
ENGL 260 - Women in Literature	3
ENGL 297H - Literature in the Context of Intellectual History: Ancient and Medieval (Honors)	3
ENGL 298H - Literature in the Context of Intellectual History: Modern (Honors)	3

ENGL 299 - Special Topics in Literature	3
FMM 105 - Textiles	3
GEOG 101 - Introduction to Physical Geography	3
GEOG 103 - Introduction to Human Geography	3
GEOG 180 - Urban Geography	3
GLS 101 - Introduction to Global Studies	3
GS 101 - Introduction to Gender Studies	3
GS 110 - Global Perspectives in Gender Studies	3
HIST 101 - US History: Colonial America through the Revolutionary Era	3
HIST 102 - US History: The Civil War and the 19th Century	3
HIST 103 - US History: The 20th Century and Beyond	3
HIST 121 - World History: The Distant Past	3
HIST 122 - World History: The Recent Past	3
HIST 142 - Food History	3
HIST 150 - History of American Health Care	3
HIST 151 - History of Capitalism	3
HIST 170/RS 170 - Religion in American History	3
HIST 176/ADC 176 - Philadelphia History: Architecture and Planning	3
HIST 220 - African American History to 1877	3
HIST 221 - African American History After 1865	3
HUM 101 - Cultural Traditions: Ancient to the 13th Century	3
HUM 101H - Cultural Traditions: Ancient to the 13th Century (Honors)	3
HUM 102 - Cultural Traditions: 14th Century to the Present	3
HUM 102H - Cultural Traditions	3
HUM 120 - Introduction to Chinese Culture and Civilization	3
HUM 130 - Introduction to Japanese Culture and Civilization	3
HUM 150 - Introduction to Latin American Cultures and Civilizations	3
HUM 170 - Middle East Cultures and Civilizations	3
HUM 180 - Introduction to African Cultures and Civilizations	3
JUS 101 - Survey of Criminal Justice	3
JUS 122 - Race and Justice	3
MUS 103 - Introduction to Music	3

MUS 105 - Music of the Baroque and Classical Eras	3
MUS 106 - Great Romantic Music	3
MUS 120 - Music of African-Americans	3
MUS 121 - Modern American Music	3
PHIL 101 - Introduction to Philosophy	3
PHIL 101H - Introduction to Philosophy (Honors)	3
PHIL 151/RS 151 - World Religions	3
PHIL 152/RS 152 - Philosophy of Religion	3
PHIL 202 - Philosophy of Love	3
PHIL 211 - Ethical Problems	3
PHIL 215 - Social and Political Philosophy	3
PHIL 297H - Philosophy in the Context of Intellectual History: Ancient and Medieval (Honors)	3
PHIL 298H - Philosophy in the Context of Intellectual History: Modern (Honors)	3
PHOT 111 - History of Photography	3
PHOT 113 - Digital Technology, Art, and Culture	3
POLS 101 - Introduction to Political Science	3
POLS 111 - American Government	3
POLS 111H - American Government (Honors)	3
POLS 112 - Introduction to International Relations	3
POLS 117 - City and State Government and Politics, with Cases from Philadelphia and Pennsylvania	3
PSYC 101 - Introduction to Psychology	3
RS 101 - Introduction to Religion	3
RS 151/PHIL 151 - World Religions	3
RS 152/PHIL 152 - Philosophy of Religion	3
RS 160 - Death and Dying	3
RS 170/HIST 170 - Religion in American History	3
RS 175 - Religions of the Middle East	3
RS 180 - Religions of Asia	3
SOC 101 - Introduction to Sociology	3
SOC 105 - Health and Society	3
SOC 115 - Gender and Society	3

Technological Competency

A few programs require students to complete two courses in order to meet the Technological Competency requirement. Students should consult their program's catalog page to

determine which course (or pair of courses) meet the requirement.

Courses	Credit Hours
ADC 101 - Introduction to Design and Construction (with ADC 103)	3
ADC 103 - CAD Basics (with ADC 101)	3
ART 150 - Introduction to Computer Art/Graphics (with ART 290)	3
ART 290 - Portfolio Preparation (with ART 150)	3
BUSL 125 - Customer Service Leadership (with ECON 120)	3
CIS 103 - Computer Applications & Concepts	3
CSCI 111 - Computer Science I (with CSCI 112)	4
CSCI 112 - Computer Science II (with CSCI 111)	4
ECON 120 - Introduction to Business Analytics (with BUSL125)	3
JUS 131 - Technology in Criminal Justice	3
MUS 280 - Music Entrepreneurship, Licensing and Marketing	3

How to Read Course Numbers

- The three numbers under each course title indicate (left to right):
  - Class hours per week
  - Laboratory or required student practice time hours per week
  - Credit hours per semester, respectively.*
- The four numbers under each course title in Allied Health curricula as well as Music courses indicate (left to right):
  - Class hours per week
  - Laboratory hours per week
  - Clinical hours per week or required student practice time
  - Credit hours per semester, respectively.
- The one-hour lab indicated for all foreign language courses is a period in which students are required to complete listening and speaking exercises using various technologies as instructed by faculty.
- A two-semester course is designated by a hyphenated number: for example, 101-102. The first half of such a course is prerequisite to the second half. Credit is usually given if only the first half of the course is completed unless otherwise stated in the course description.
- All other courses are one semester in length.
- Please check course listings, published each semester, to determine if and when a specific course may be offered.

* In some courses that are followed by three numbers, the second number refers not to "laboratory hours per week" but to hours per week of an internship, partial employment, practicum or other off-campus, program-related activity. (The specific activity is usually referred to in the course description.)

A

Accounting Courses
Allied Health Courses
American Sign Language and English Interpreting Courses
Anthropology Courses
Applied Engineering Technology Courses
Applied Science and Engineering Technology Courses
Architecture, Design and Construction Courses
Art Courses
Automotive Technology Courses

B

Behavioral Health Human Services Courses
Biology Courses
Biomedical Equipment Technology Courses
Biomedical Technician Training Courses
Black Studies Courses
Business Leadership Courses

C

Chemistry Courses
College Success Courses
Computer Information Systems Courses
Computer Science Courses
Corporate Social Responsibility Courses
Counseling Courses
Criminal Justice Courses
Culinary Arts Courses

D

Dental Hygiene Courses
Diagnostic Medical Imaging Courses
Digital Forensics Courses
Digital Video Production Courses

E

Earth Science Courses
Economics Courses
Education Courses
Electronics Courses
Engineering Courses
English Courses
Entrepreneurship Courses

Geography Courses
Global Studies Courses

H

History Courses
Humanities Courses

I

Interdisciplinary Studies Courses

L

Leadership Studies Courses

M

Management Courses
Marketing Courses
Mathematics Courses
Medical Laboratory Technician Courses
Music Courses

N

Nursing Courses
Nutrition Courses

O

Office Administration Courses
Ophthalmic Courses

P

Paralegal Studies Courses
Philosophy Courses
Photographic Imaging Courses
Physical Education Courses
Physics Courses
Political Science Courses
Project Management Courses
Psychology Courses
Public Health Courses

R

Real Estate Courses
Religious Studies Courses

F

Fashion Merchandising & Marketing Courses
Finance Courses
Fire Science Courses
First Year Experience
Foundational Mathematics Courses

G

Gender Studies Courses
Geographic Information Systems Courses

Respiratory Care Technology Courses

S

Science, Technology and Society Courses
Sociology Courses

T

Tourism & Hospitality Management Courses

W

World Languages Courses

Student Support Services

You will find information about the following College centers, labs, resources and student services on this page:

- Academic Advising
- Assessment Center
- Career Connections
- CCAMPIS Program
- Center for Male Engagement
- Center on Disability
- Child Development Center
- Counseling Center
- I Am More Reentry Engagement Program
- Learning Labs
- Library
- MarcDavid LGBTQ Center
- New Student Orientation
- Office of Collegiate Recovery
- Single Stop
- Student Academic Computer Centers
- Student Success Initiatives
- Veterans Resource Center
- Women's Outreach and Advocacy Center

Academic Advising

Academic Advising is an integral part of the student experience at Community College of Philadelphia. Advisors work closely with students to develop educational plans, review program requirements, and select appropriate courses for the purpose of integrating program of study with personal, academic and career goals. Students are strongly encouraged to be an active part of the advising relationship by engaging with their Advisor throughout their time at the College.

In addition, students work with Advisors to plan for the transfer process by understanding of policies and procedures, and referrals to college resources. While the ultimate responsibility for making decisions about personal goals and educational plans rests with each student, Advisors support and assist by helping to identify and assess options.

For more information about Academic Advising, please visit us at any college location (Room BG-12 Main Campus or regional centers). For contact and location information, please visit the Office of Academic Advising website.

Assessment Center

In the College Assessment Center, new students can complete placement tests prior to orientation and registration in order that they may demonstrate their skill level in the areas of reading, writing and math. Students returning to the College will be tested if they have not previously and successfully completed an English or mathematics course.

Testing may be waived for students with qualifying scores on the SAT of 560 in Evidence Based Reading/Writing and 510 Math and on the ACT of 21 English and 17 in Math. Once the student has taken the College placement test, test scores are valid for two years. Students must be retested after a two-year period unless they have successfully completed an English and/or a mathematics course during this time.

The Assessment Center administers admissions tests for select programs and placement for specific courses. For additional information, please email us at assessmentcenter@ccp.edu or visit us online.

Career Connections

The Career Connections Department is excited to Prepare, Empower and Connect our students to the world of work through our comprehensive career services and online platforms to help students prepare for their career and experiential learning opportunities. Career Connections offers one-on-one appointments, empowerment workshops on r√©sum√© and cover letter guidance, interview preparation, job search strategies so much more! The department assists students and graduates in developing successful strategies to identify on-campus and off-campus work-study opportunities; part-time, full-time and summer employment; and experiential learning opportunities.

Students can access three career-readiness software platforms through MyCCP:

- Career Connections Employment Hub is the portal that connects students to employers and other professional opportunities. The job recruitment system provides career readiness tools, on-campus interviewing opportunities with employers and customized job search capabilities. Login to MyCCP to set up your account.
- Big Interview is an interview prep service that provides you with a personalized opportunity to improve your job interviewing skills. Through a step-by-step system, you'll receive expert training and unlimited interview practice. Build your confidence; avoid job interview surprises with mock interview practice directly related to your specific industry and experience.
- Virtual Job Shadow is a video-based career planning service. It offers engaging, real life job shadowing insight from real people across multiple professions and industries. Students can explore career opportunities and plan their success path through interactive tools that align educational and career goals.

Over 100 plus employers engage with the College annually via the Career Connections department with the goal of engaging with students in our credit and noncredit programs. Our department's goal is to ensure that our students and alumni are prepared to apply, interview and land the jobs that align with their career and current job needs. Our employer partners frequently participate in our career-readiness activities which include, but are not limited to participating in our job fairs, facilitating career empowerment workshops and actively recruiting

our students through our on-campus recruitment tabling events, and partnering with the College to hire students for their experiential learning opportunities and collaborating with the College to develop internships and externships.

Our partnerships with employers throughout the City and region have resulted in more than 200 students reporting hiring outcomes over the past two years. As a result, employers continue to partner with Career Connections to meet their talent pipeline needs.

Contact the Career Connections department to learn about the eight ways that we support our employer partners and how we prepare students for these opportunities. If you know of any employer looking to partner with the College for their recruitment and/or experiential learning needs, they can register for an employer account via the Career Connections Employment Hub.

Career Connections is located in C1-34 of the Center for Business and Industry. For further information, please call 215-496-6176 or email us at careerconnections@ccp.edu.

CCAMPIS

The Community College of Philadelphia Child Care Access Means Parents in School (CCAMPIS) Program: The CCAMPIS Program is designed to help low-income student-parents pay for child care. A maximum of $833 per month is awarded for student-parents who are in good academic standing according to the College catalog, enrolled in at least six credits (Nursing students, three or six credits) and who are Pell-eligible. Children of student-parents must enroll/or be enrolled in an accredited day care center that has a Keystone Stars 2 or higher designation. Application can be made throughout the year. Contact the Women's Outreach and Advocacy Center at womencenter@ccp.edu or call (215) 751-8828 for more information.

Center for Male Engagement

The Center for Male Engagement (CME) is a program designed to increase the retention and graduation rates of male students of color on campus through intentional, coordinated, and culturally responsive programming.

College can be a challenging experience without proper support, particularly for incoming first-generation students. To that end, the CME provides its participants with one-on-one coaching, ongoing academic support, career and leadership development, life skills training, mentorship, and culturally relevant social enrichment activities.

Membership in the program is limited. To be eligible, interested students must have either successfully completed the Summer Enrichment Program designed for first-time incoming students or have 30 credits or less at the beginning of the fall or spring semester. All students will be interviewed by staff to determine fit, and sign an agreement of participation that outlines program expectations.

Summer Enrichment Program

The Summer Enrichment Program is a free, four-week program for first-time incoming male students of color designed to provide an enhanced orientation to the College and its resources, as well as promote academic, career, financial and personal preparedness, and success at the College.

Program features include:

- Refresher courses in writing and math
- Free four-week summer program
- Writing materials including access to iPads
- Weekly SEPTA TransPass for transportation to and from the College
- Leadership retreat (off campus and overnight for three days)
- Stipend based on meeting program expectations

The Center for Male Engagement is located in the Winnet Student Life Building in Room S1-05. For more information, call 215-751-8817 or email the Center for Male Engagement.

Center on Disability

The Center on Disability reviews and approves student requests for academic accommodations related to disability. To request academic accommodations, students must submit informative and relevant documentation from a qualified professional stating the nature and impact of their disability. Additionally, students must attend a meeting at the Center on Disability located on Main Campus for an individualized review of accommodation requests. To ensure timely service provision, we urge students requiring accommodations to apply to the College and complete the Center on Disability registration process at least six (6) weeks before the start of the semester. We encourage students with disabilities to call the Center on Disability at 215-751-8050 or visit us online.

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Child Development Center

Child care is available for students at the College's Child Development Center, which is located at 440 N. 16th Street, between Callowhill and Spring Garden streets. The Center is managed by KinderCare Education at Work LLC, and serves children ages 6 weeks to 5 years. Hours of operation are 7 a.m. to 6 p.m. Children bring their lunches. Morning and afternoon snacks are provided. The Center is a "peanut free" environment. Foods containing nuts or nut byproducts are not permitted. The Child Development Center offers a program for infants age 6 weeks to 12 months, a toddler program from 13 months to age 2, pre-school for ages 3 to 4 and pre-K for ages 4 to 5. Recognizing that a child's first educational experiences are very important, all four programs are designed to meet the developmental needs of children as they grow. The Child Development Center also provides drop-in care on a space-available basis, requiring copies of a child's most recent physical.

The Center adheres to all state requirements and currently has National Association for the Education of Young Children (NAEYC) and Keystone Stars accreditations. For further information regarding registration procedures, fees, fee payment policies, summer programs, required physical and health policies, and visits/tours, call the Center director at 215-751-8764 or -8765.

Counseling Center

The College offers free, comprehensive counseling to all its students. The Counseling Center is staffed by professional counselors. Educational, career and personal counseling are available to individuals and groups. Counselors also assist students and graduates who wish to continue their education at other institutions. Information discussed in counseling is kept strictly confidential.

The Counseling Center is located in BG-7 and can be reached by calling 215-751-8169. Counselors are also available at each of the Regional Centers. Please visit the Counseling Center online for more information on counseling services.

I Am More Reentry Engagement Program

The I Am More Reentry Engagement Program is a College-wide initiative designed to holistically address the academic, career and social needs of formerly incarcerated students as they actively pursue a certificate or associate degree at the College. The College values the diversity of our students' lived experiences and is committed to creating programming that meets students where they are, and providing the best means of support in the attainment of their academic and career goals.

I am more participants receive:

- **Case Management**—An assigned Support Coach who will help balance the competing demands of a college student, both on and off campus
- **Program Support**—Workshops and training regarding academic success, including tutoring by Learning Specialists in writing, math and CIS courses, career development, leadership development, life skills, and mentorship
- **Social Support**—Identification of and assistance with basic needs and health and wellness resources

Eligibility

To be eligible, prospective students must be currently enrolled in a certificate or degree program at the College, and been sentenced and served time in a county, state or federal correctional facility. All participants are required to sign an agreement of participation that outlines program expectations.

Connect with us:
Derrick A. Perkins
Director, Student Transition Success Programs | 215.751.8877 | iammore@ccp.edu

Learning Labs

The Learning Labs provide supplementary instructional assistance by faculty and peer tutors to students registered in a variety of college courses. Peer tutors are accomplished students who have been trained to assist other students. The Lab's faculty members include specialists in reading, study skills, English as a Second Language, writing, mathematics, science and learning disabilities. Together, peer tutors and faculty reinforce and supplement material taught in class.

The Central Learning Lab (Room B1-28) specializes in Humanities, Social Science and English. The Math and Business Learning Lab (B2-36) handles Accounting, Finance, Economics and Mathematics. The Science, Technology, & Allied Health Learning Lab (Library, L1-LL) deals with Biology, Chemistry, Allied Health and Nursing. Services are also provided at the Northeast, Northwest and West Regional Centers. For more information and a complete list of day, evening and Saturday hours, call 215-751-8480 or visit us online.

Library

The Main Campus Library is located just beyond the entrance to the Mint Building near 17th and Spring Garden streets. An online catalog and integrated network provide access to the College Library collection and numerous electronic databases. Classes taught by the Library faculty provide students with the knowledge and skills to locate, evaluate and use a wide range of resources to support their college coursework. The hours for the Main Campus Library are available from the Library Web page and posted at the main entrance to the Library.

The Northeast Regional Center, located at 12901 Townsend Road, the Northwest Regional Center, located at 1300 W. Godfrey Avenue and the West Philadelphia Regional Center, located at 4725 Chestnut Street have library facilities. The hours for each Regional Center Library are available from the Library Web page and posted at each location. Your College ID card, with current validation, is required to enter the Library and to borrow materials.

For more information, visit the Library online.

MarcDavid LGBTQ Center

The MarcDavid LGBTQ Center offers support services, programming activities, and educational opportunities to members of the LGBTQ community and to the entire College community. Student outreach and support efforts consist of working with LGBTQ and ally student groups, working with other student groups on inclusion and support initiatives, and connecting students with City and College resources.

Contact the MarcDavid LGBTQ Center at (215) 972-6232 or visit S1-19E.

New Student Online Orientation

The New Student Online Orientation (NSOO) portal provides strong visual reinforcement and a clear linear process for new, first-time students to follow while navigating through the enrollment process. It clearly defines the steps to enrollment with easily identified check marks for items completed and those not, and it mirrors a checklist-type of system that is responsive to a variety of student-initiated activities. This platform serves as an introduction and transition to the College. To access the NSOO portal:

- Log-in to the MyCCP portal.
- Click on New Student Online Orientation Portal (located under the "New Student Resources" channel).
- Students need to review the content in each individual module before moving on to the next module; complete all modules prior to attending a New Student Registration Event (NSRE) and New Student Orientation (NSO).

New Student Orientation

Upon completing the Online Orientation (NSOO) portal, all new, first-time students are invited to attend a New Student Orientation (NSO) session on campus - offered prior to the start of the Fall and Spring semesters. Students will receive important information about academic and student resources, student processes and initiatives that will help them navigate their new environment and achieve their goals. Orientation will familiarize students with policies and procedures, and highlight services offered at the College. Students will meet our faculty, staff, and other students; participate in discussions about their responsibilities as a college student; and learn strategies that will help them successfully transition to being a college student. Orientation programs are offered at each Regional Center, in addition to the Main Campus.

Office of Collegiate Recovery

The Office of Collegiate Recovery is a resource for information, friendship and socialization for students at Community College of Philadelphia who are in recovery by providing an on-campus collegiate experience that integrates off-campus therapeutic and wellness support. It also is an outreach program to engage the recovery community in the benefits of a college experience to strengthen and support an individual's recovery plan.

Our Collegiate Recovery network of services range from student support coaches, peer membership, structured activities, study groups and coordination among residential programs supported by the City of Philadelphia's Department of Behavioral Health and Intellectual disAbilities.

The Office of Collegiate Recovery is dedicated to reaffirming the reality of long-term recovery by celebrating and enhancing the variety, availability and quality of local and regional recovery support.

For More Information, Contact:
Pascal Scoles, DSW, LCSW
Director, Office of Collegiate Recovery and Professor, Behavioral Health/Human Services
pscoles@ccp.edu

Single Stop

Community College of Philadelphia connects students with state and federal financial resources, as well as local community services. Its aim is to help students overcome economic barriers so that they can continue with their education and move towards economic mobility.

At Single Stop, staff will meet individually with students to help them determine and apply for those potential resources and benefits that ultimately enable them to achieve their educational goals.

Single Stop services include:

- Benefits screening - determine eligibility, then apply for federal and state benefits
- Financial counseling - financial services to help establish and achieve financial goals
- Healthcare enrollment assistance - students receive guidance assessing different options to obtain health insurance coverage
- Immigration consultations - students receive free legal advice about status adjustment and naturalization process
- Legal assistance - access to attorneys and off-campus referrals to assist with and answer legal issues
- Referral services - connections to other community resources
- Tax preparation and filing - tax preparers assist students with filing tax returns and/or amendments

All Single Stop services are free to currently enrolled students. For additional information or to make an appointment, contact Single Stop:

Main Campus: Room M1-21, phone 215-516-3710, singlestop@ccp.edu
Northeast Regional Center: Room 102i, phone 215-972-6268, singlestopRC@ccp.edu
Northwest Regional Center: Room 119, phone 215-972-6367, singlestopRC@ccp.edu

Student Academic Computer Centers (SACC)

The Student Academic Computer Centers (SACC) offer students access to computer workstations with various software applications required in all disciplines at the College, including email, the Web and laser printing. Student computer access is available on the Main Campus in Rooms B2-33 and C3-17 and at the Regional Centers in Rooms NW-120 and NE-123. Informational brochures detailing services and hours are available at each site.

Student Success Initiatives

Student Success Initiatives offers programs and services designed to support students with the goal of increasing rates of academic success at the College. Services include oversight of Starfish Connect, the College's Academic Early Alert system, and Complete with 15, a degree completion scholarship.

Starfish Connect

Starfish Connect, the College's academic early alert system, is a communication tool for students, faculty and staff at the College, designed to provide students with feedback about academic performance with the purpose of helping students successfully complete their courses and connecting them with important campus resources.

Goals:

- Assist students in being academically successful
- Help students achieve their educational goals
- Provide individually tailored assistance to students
- Engage students in their academic success

Using Starfish Connect, faculty members can raise academic alert flags (concerns), give kudos (acknowledge good performance) and refer students to campus resources for extra support. The Starfish Connect system allows faculty to easily communicate their concerns to students while at the same time communicating these concerns to student support staff on campus. The office of Student Success Initiatives monitors Starfish Connect and offers outreach and support to students receiving alerts to increase their likelihood of academic success.

Complete with 15 Scholarship

The Complete with 15 Scholarship can offer students a faster path to completing a degree. This scholarship is appropriate for students who have earned at least 24 credits, have a 2.5 GPA and meet additional requirements. Complete with 15 provides eligible students, who enroll in four courses (minimum 12 credits) each semester, with a scholarship that will fund an additional 3-credit course. By enrolling in five courses per semester for a minimum of 15 credits, students can complete an associate degree in less time while saving money. The office of Student Success Initiatives processes Complete with 15 applications. Once determined eligible, students work with an advisor to create an academic plan outlining all courses from the start of receiving the scholarship through to earning all credits needed for graduation. Depending on the number of earned credits at time of application, students may take advantage of the Complete with 15 Scholarship for up to three semesters.

For additional information about services offered by the Office of Student Success Initiatives, please call 215-751-8202, email studentsuccess@ccp.edu or visit our office in Room S3-09.

Veterans Resource Center

Community College of Philadelphia is the largest public institution of higher education in Philadelphia and currently serves a number of students attending the College under the GI Bill. The Veterans Resource Center (VRC) offers specialized services for our veteran students and their families.

The VRC, located on the ground level of the Bonnell Building, Room BG-43, is dedicated to serving students who are veterans and dependents of veterans. A Veterans Resource coordinator is available to answer questions and provide resources and referrals to assist veterans and qualifying dependents in understanding and accessing all services and options available to them on the Main Campus and at the Regional Centers. Services include:

- Access to resources, periodicals, and other academic material for veterans
- Information regarding VA laws and regulations and College policy
- An online community for student veterans
- Peer group discussions
- Guest speakers on topics relevant to veterans
- Transition workshops during the new student orientation program

For more information about the resources, visit the VRC, Room BG-43 or e-mail Veterans Resource Center. For more information about Veterans Education Benefits, visit the G.I. Bill® Website at https://benefits.va.gov/gibill/.**

Note: To receive assistance in completing the veteran's certification and veteran's scholarship forms, students may visit the Veterans Resource Center located on the ground level of the Bonnell Building, room BG-43, or send an inquiry via e-mail.

**GI Bill®" is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website.

Women's Outreach and Advocacy Center

The Women's Outreach and Advocacy Center is dedicated to issues of gender equity on campus. Its mission is to foster a community where women can exist, learn and work in an environment that promotes dignity, understanding, equality and mutual respect. Its vision is to serve the College Community as an advocate for gender equality and mutual respect among women and men.

The Center provides a focal point where women can convene as a community for advocacy, collaboration, research and education. Through various educational, professional, cultural, social and supportive services and programs, female students are empowered to take responsibility and control of their own life choices. The Center also provides lactation services and child care grants for Pell-eligible students. The Center is located in Room S1-19 in the Winnet Student Life Building. The hours of operation during the academic year are Monday through Friday, 9 a.m. to 5 p.m. Please stop by, call 215-751-8828, or email Women's Outreach and Advocacy Center for additional information.

Specialized Programs

You will find information about the following on this page:

- Programs for High School Students
- Transfer Opportunities and Services
- Study Abroad
- Degree Programs at Regional Centers
- Shared Programs

Alliance for Minority Participation (AMP)

The Alliance for Minority Participation (AMP) is a consortium of institutions in the Greater Philadelphia area with the shared mission of increasing the number of under-represented minority students receiving degrees in Science, Engineering and Mathematics. The College's specific role is to advise and encourage you to transfer to other AMP institutions where you may ultimately earn baccalaureate degrees. Services and activities include specialized advising, book stipends and research. For more information about AMP, please contact Linda Powell.

Developmental Education Program

The College is committed to assisting students in successfully attaining college-level skills in reading, writing and mathematics; therefore, the Developmental Education program collaborates with other College departments and programs to provide you with a variety of academic courses and support services. The College requires you to complete placement tests in these three areas so that if you need help in developing one or more basic skills, you can be placed into appropriate courses and provided with important academic support services. In addition, a few College courses are offered especially for Developmental Education students. Classroom instruction is supplemented by small group workshops, tutoring, academic advising, individual counseling and counseling workshops. The primary mission of the Developmental Education program is to prepare students to succeed at the College. For more information, please call 215-751-8867.

English as a Second Language (ESL) Programs and Services: Academic Preparation

The ESL program and services provide students who speak English as a Second Language with the opportunity to improve their English language skills so that they are better prepared for the College's educational programs. In addition, a few College courses are offered specifically for ESL students. Classroom instruction is supplemented by small group workshops, tutoring, academic advising, individual counseling and counseling workshops.

The overall goal of the program and services is to assist you in improving your English language abilities to the degree that will lead not only to success in the College's academic and career programs, but also to effective participation in the community at large. For more information about ESL, please call 215-751-8867.

English as a Second Language (ESL): Community Education

Classes are designed for non-native speakers of English who wish to improve their basic English language skills in order to more actively participate in the larger society or prepare for citizenship. The program provides three levels of ESL instruction. ESL classes are available to adults 18 years of age and older. For more information about the ESL program, please visit the ESL website; email adultliteracy@ccp.edu or call 215-751-8531.

High School Equivalency Program (HSE)

Classes are designed to help prepare students for the HiSET and/or GED ® exams. You must be at least 18 years of age and not enrolled in high school to enroll in the HSE program. The classes emphasize the reading, writing and math skills necessary to successfully earn a high school equivalency credential. HiSET is a trademark of Educational Testing Service (ETS). GED is a trademark of GED Testing Service.
For more information, please visit the HSE website; email adultliteracy@ccp.edu or call 215-751-8531. Updates are also available on the HSE hotline at 215-751-8376.

Honors Opportunities

Community College of Philadelphia is pleased to recognize academic excellence and provides a number of opportunities to promote student success. These opportunities vary from a specialized Liberal Arts curriculum to honors courses and the recognition of graduation with Departmental Distinction.

The Liberal Arts Curriculum - Honors Option

This degree program provides rich academic experiences to qualified students. The curriculum encourages you to be self-reflective about your own intellectual processes and to become more aware of the requirements of academic discourse in the humanities and social sciences. For additional information, please refer to the degree program information or contact the coordinator, Dr. Sarah Iepson at siepson@ccp.edu.

Specialized Honors courses in a variety of disciplines including Art, English, Earth Science, History, Humanities, Interdisciplinary Studies, Philosophy, Political Science, Psychology and Sociology offer students challenging activities and additional research opportunities. For additional information, contact the coordinator, Dr. Sarah Iepson at siepson@ccp.edu.

Students with a strong background in science are invited to participate in special honors sections of general Chemistry coursework. Interested students may contact the chair of the Chemistry Department at 215-751-8416 for additional information.

Departmental Distinction

Departmental Distinction recognizes student achievement and is conferred on students at graduation from a wide range of programs. In order to qualify, you must achieve a minimum grade point average of 3.2 and complete a project (separate from required coursework) which has been approved by the department. For more detailed information on eligibility and

requirements, please contact the department chair of the program in which you are enrolled.

Keystone Education Yields Success (KEYS)

[Keystone Education Yields Success](#) (KEYS) is designed to assist students who receive support through Temporary Assistance for Needy Families (TANF) Program and Supplemental Nutritional Assistance Program (SNAP) support in their pursuit of postsecondary education. Students enrolled in the program have the opportunity to meet regularly with program staff who help them address barriers and promote achievement of their educational and employment goals. Students are connected with appropriate support services both in and outside the College. Academic performance is monitored and students are referred to needed services such as tutoring, advising, and career and personal counseling. In addition, KEYS can assist students in maintaining basic benefits and accessing additional allowances and services through the County Assistance Office and other community agencies essential in ensuring their ability to persist.

KEYS is funded by the Pennsylvania Department of Human Services. Eligible students who are interested in enrolling in KEYS should contact their caseworker at their assigned County Assistance Office (CAO) for referral or the KEYS Program office in M1-24 at 215-751-8025.

Lifelong Learning Programs and Workshops

The College's lifelong learning programs include an array of workshops and classes designed to enhance an individual's experience and skills in various areas of interest. The variety of classes offered gives community members options to enhance their social development and personal enrichment. For more information, email adultliteracy@ccp.edu or call 215-751-8531.

TRiO Student Support Services

TRIO Upward Bound is a U.S. Department of Education grant-funded project for high school students who are either from a low-income or from families where neither parent holds a Bachelor's degree. Students from Benjamin Franklin and South Philadelphia High Schools are eligible to participate. The program offers academic instruction, tutoring, mentoring, career exploration and cultural enrichment activities, college visits, college application assistance, financial aid instruction, and parent workshops. For information about TRIO Upward Bound and eligibility requirements, please call 215-751-8780 or [visit us online](#).

Programs for High School Students

Advance at College — Dual Enrollment

The Advance at College program offers motivated and academically-talented 11th and 12th grade Philadelphia students the opportunity to take developmental and/or college-level courses while still attending high school and seeks to facilitate a successful transition from high school to college. General College fees are waived for students in the program. Advance at College students are not eligible for financial aid. A special admissions application must be completed and signed by either "the" or "a" parent/guardian and school principal. Entrance into the program is determined by the College's placement test. Tuition is discounted for Advance at College students. For more information about Advance at College, please call 215-751-8585 or [visit us online](#).

Advanced College Experience (ACE)

The ACE program provides motivated Philadelphia students entering the 9th, 10th, 11th and 12th grades, and students pursing their GED, the opportunity to experience a college atmosphere and earn college credits. Courses are offered in a variety of subject areas and designed with additional hours of instruction to give participants the best possible chance for success.

Classes are offered during the summer at the College beginning in early July. Tuition for the program is offered at a rate that is less than regular College tuition and includes all fees and instructional materials. For additional information on the ACE program, please call 215-751-8585, [visit us online](#) or [email us](#).

Gateway to College

Gateway to College is an alternative education program for School District of Philadelphia students, ages 16 to 21, who have disengaged from high school but desire to get back on track and earn a diploma. What makes Gateway to College truly unique is that our students will not only have a second chance to earn a high school diploma but will also earn college credits toward an associate's degree or certificate.
The Gateway to College Program is part of a National Network that works to build the capacity of colleges, school districts, and states to revolutionize education for disengaged high school students and underprepared college students so that all young people can achieve college credentials.

The Philadelphia Gateway to College Program is funded through Community College of Philadelphia and our partner in student success, the School District of Philadelphia. For additional information about the program, please call 215-751-8425, [email us](#) or [visit us online](#).

TRIO Upward Bound

TRIO Upward Bound is a federally funded program that aims to increase college enrollment and graduation rates for high school students from [low-income households](#), from homes where neither parent has earned a 4-year Bachelor's degree, or for students at a high academic risk of failure. The program offers academic instruction, tutoring, mentoring, career exploration and cultural enrichment activities, college visits, college application assistance, financial aid instruction, and parent workshops. For information about TRIO Upward Bound and eligibility requirements, please call 215-751-8840 [visit us online](#).

Transfer Opportunities and Services

After successful completion of coursework at the College, many students continue their education at a four-year college or university. The success these students enjoy is a reflection of the transfer curricula and related support offered by the College.

Transfer Services

A goal of many students is to earn a bachelor's degree. Academic advisors and counselors can assist students in the development of an educational plan and the exploration of academic programs and transfer institutions.

Students are encouraged to discuss the transfer process and to review their goals with a Community College of Philadelphia academic advisor or counselor. On Main Campus the Academic Advising Center is located in the Bonnell Building Room BG-12 and the Counseling Center is located in the Bonnell Building Room BG-7. Academic advisors and counselors are also available at the Regional Centers.

To schedule an appointment with an academic advisor, login to MyCCP for the Starfish Connect appointment system, call 215-751-8777 or stop by BG-12 on Main Campus. To schedule an appointment with a counselor, please call 215-751-8169, email counseling@ccp.edu or stop by BG-7 on Main Campus. Academic advisors and counselors are also available at the Regional Centers.

For more information visit the Academic Advising Information page or the Counseling Center information page.

Transfer Agreements

There are three types of transfer agreements: **dual admissions, core-to-core and program-to-program**.

To participate as a transfer student in dual admissions, core-to-core and program-to-program agreements, you must earn an appropriate associate degree before transfer. These agreements are not exclusive of one another. If you transfer to a school with more than one type of agreement, the agreements can complement one another. Information on transfer agreements and other information helpful to the transfer process is available on the transfer opportunities website.

Dual Admissions

Community College of Philadelphia has developed dual admissions agreements with area colleges and universities. These agreements are designed to assist students who earn an appropriate associate degree to transfer to one of these four-year institutions. Support and financial incentives, including scholarship awards, are built-in to offer you the best opportunity for success.

Students who are interested in dual admissions should complete an intent form early in their academic career. Many of the institutions listed below require that students signal their intent to participate before they have earned no more than 30 college-level credits.

For additional information and to submit a Dual Admissions intent form, login to MyCCP and go to the Transfer/Dual Admissions channel on the MyGPS tab. You should meet with an academic advisor or counselor for assistance in identifying the appropriate courses at the College in order to transfer into the program of your choice.

The College maintains dual admissions partnerships with the following institutions:

- Arcadia University
- Cabrini University
- Chestnut Hill College
- Cheyney University
- Drexel University
- Eastern University
- Harrisburg University
- Holy Family University
- Immaculata University
- Kutztown University
- La Salle University
- Lincoln University
- Peirce College
- Rosemont College
- Rutgers University - Camden
- Saint Joseph's University
- Shippensburg University
- Temple University

Core-to-Core

These agreements specify the acceptance of approved associate degree programs in which the general education reflects the core requirements of the four-year institution's curriculum. If you earn an appropriate associate degree (usually an A.A. or A.S.), the four-year institution's core requirements are satisfied except for core courses required by the intended major and possibly other requirements that reflect the specific values of the transfer institution (e.g., religion, World Language). Below is a list of four-year institutions with which Community College of Philadelphia has core-to-core agreements:

- Arcadia University
- Cabrini University
- Chestnut Hill College
- Holy Family University (Community Bridge)
- Kutztown University
- La Salle University
- Lincoln University
- Rosemont College (Gen Ed-to-Gen Ed)
- Rutgers University - Camden
- Temple University (Gen Ed-to-Gen Ed)

West Chester University offers students a similar benefit called Academic Passport.

Program-to-Program

These are agreements in which an entire curriculum or program of study is accepted to provide a graduate of a specific associate degree advanced standing in a specific bachelor's degree program. The College maintains selected program-to-program agreements with the following colleges and universities:

- Alvernia University
- Arcadia University
- Berkee Online
- Bloomsburg University
- Cabrini University
- Chestnut Hill College
- Cheyney University
- Drexel University
- Drexel University Online
- East Stroudsburg University
- Eastern University
- Excelsior College
- Goddard College
- Gwynedd Mercy University
- Harrisburg University
- Holy Family University
- Immaculata University
- Jefferson University (Philadelphia University + Thomas Jefferson University)
- La Salle University
- Lincoln University
- Moore College of Art and Design

- Pennsylvania College of Technology
- Rosemont College
- Rutgers University
- Rutgers University - Camden
- Rowan University
- Saint Joseph's College of Maine
- Saint Joseph's University
- School of the Art Institute of Chicago
- Shippensburg University
- Southern New Hampshire University
- Springfield College School of Human Services
- Strayer University
- Temple University
- University of Cincinnati
- University of the Arts
- University of the Sciences in Philadelphia
- Villanova University
- West Chester University
- Western Governors University
- Widener University
- Wilmington University

The College continues to seek and implement new agreements. Students should confer with an academic advisor, counselor or the curriculum coordinator in their area of interest to find out about specific agreements. Selected transfer guides are available on the Transfer Agreements page as well as transfer institution's page.

Pacollegetransfer.net

Pacollegetransfer.net facilitates exploration of colleges, universities and community colleges that belong to a Statewide Transfer System dedicated to the seamless transfer of courses within a 30-credit framework. In addition, the Statewide Transfer System has been expanded to require participating institutions to accept the transfer of Associate in Arts and Associate in Science degrees into parallel baccalaureate programs with full junior standing, recognizing all the competencies attained within the associate degree programs. College degree programs approved for the Statewide Transfer System are:

- Art and Design
- Biology
- Business Administration
- Business - General
- Chemistry
- Communication Studies
- Computer Science
- Education (Birth to 4th Grade)
- English
- Mass Media
- Mathematics
- Psychology
- Theater

Not all baccalaureate institutions offer parallel majors for each college program.

Students can explore information about the institutions and obtain information on course and program transfer at pacollegetransfer.net. Pennsylvania's 14 community colleges are Statewide Transfer System members, as are the Pennsylvania State System of Higher Education's (PASSHE) 14 universities. The following PASSHE, state-related institutions and private institutions have opted to participate as full Statewide Transfer System members:

- Bloomsburg University
- Cabrini University
- California University of Pennsylvania
- Carlow University
- Cheyney University
- Clarion University
- East Stroudsburg University
- Edinboro University
- Geneva College
- Indiana University of Pennsylvania
- Kutztown University
- Lackawanna College
- Lincoln University
- Lock Haven University
- Mansfield University

- Millersville University
- Shippensburg University
- Slippery Rock University
- West Chester University

Study Abroad

Studying in another country while earning credits toward graduation can be one of the most rewarding experiences of a student's undergraduate career. Study abroad can be a program or courses, through which you complete part of the formal college program while studying in another country.

Recognizing that time constraints and personal obligations may make a full semester study abroad experience impossible for many students, Community College of Philadelphia has developed several non-traditional short-term programs to help you experience different cultures. These programs range from one to four weeks in length and offer noncredit or credit experiences. For information on current study abroad programs, please visit the Study Abroad web page.

Students receiving financial aid can usually apply most sources of aid to study abroad fees. The Higher Education Act of 1965, amended in 1980, says that a student enrolled in a formal program of study abroad may be considered for federal financial aid for "reasonable costs" associated with such study. Contact the Office of Financial Aid and the study abroad coordinator for more information about financial aid and other options for financing study abroad.

Students desiring information about participating in non-Community College of Philadelphia study abroad programs must meet with the College's study abroad coordinator and complete the appropriate form. To learn more more about study abroad and international education, contact the coordinator and visit the Study Abroad web page.

Degree & Certificate Programs at Regional Centers

The three Regional Centers provide a convenient entr√©e to all of the College's degree and certificate programs. In conjunction with online course offerings, the Regional Centers offer you the added advantage of taking all of the courses needed to satisfy the requirements for 15 degree and certificate programs.

Full degree/certificate options available at the Regional Centers include the following:

Northeast Regional Center (NERC)

The following degrees can be earned on-site at NERC:

- Health Care Studies
- Liberal Arts
- Liberal Arts - Social/Behavioral Science

The following degrees can be earned on-site at NERC combined with online classes:

- Accounting
- Business
- English
- Justice
- Psychology
- Religious Studies

The following certificate can be earned on-site at NERC combined with online classes:

- Accounting Paraprofessional Proficiency Certificate
- Medical Assistant Proficiency Certificate

Northwest Regional Center (NWRC)

The following degrees can be earned on-site at NWRC:

- Behavioral Health and Human Services
- Business Accelerated
- Liberal Arts

The following degrees can be earned on-site at NWRC combined with online classes:

- Liberal Arts - Social/Behavioral Science
- Psychology
- Religious Studies

The following certificate can be earned on-site at NWRC in conjunction with Salus University:

- Ophthalmic Technician Proficiency Certificate

West Regional Center (WERC)

The following degrees can be earned on-site at WERC:

- Automotive Technology

- [Liberal Arts](#)

The following degrees can be earned on-site at WERC combined with online classes:

- [Liberal Arts - Social/Behavioral Science](#)
- [Psychology](#)
- [Religious Studies](#)

The following proficiency certificate can be earned on-site at WERC:

- [Automotive Service Proficiency Certificate](#)

Even if a student is interested in a program that is not listed above as a full degree option, a Regional Center can still be the place to start. You may begin your college career at a Center in any one of the College's degree or certificate programs and take the remainder of the courses at the Main Campus. In these cases, you can complete 30 or more credits at a convenient Regional Center before moving on to the Main Campus. Learn more about the [Northeast Regional Center](#), [Northwest Regional Center](#) and the [West Regional Center](#).

Shared Programs

Community College of Philadelphia, in cooperation with Bucks, Delaware and Montgomery County community colleges, offers approved shared programs. These are programs that are offered by one community college, but not another. Shared program students may complete some or all of their general education and elective courses at their home college while taking the program specialty courses at the host college. Students enrolled in shared programs pay the in-district tuition rate at the host college. Community College of Philadelphia is the home college for the following programs, and students who elect to enroll in these approved shared programs must be authorized by the Dean of Enrollment Management:

Shared Program	Host College
Fine Woodworking	Bucks County Community College
Furniture and Cabinetmaking	Bucks County Community College
Health and Fitness Professional A.A.S.	Montgomery County Community College
Historic Preservation	Bucks County Community College
Machine Tool Technology	Delaware County Community College

Community College of Philadelphia is the host college for the following programs. Students from Bucks County, Delaware County, Montgomery County, and Reading Area community colleges must receive approval from their home college. An appropriate representative from the home college (such as someone from the Office of Admissions/Enrollment Management, a program coordinator, or an advisor) should write and send a letter/email to Admissions stating the home college approves the student to take the requested course(s) at CCP. The letter should be on the home college's letterhead.

Community College of Philadelphia Program	Home College
American Sign Language/English Interpreting A.A.S.	Bucks County Community College, Delaware County Community College, Montgomery County Community College
Architecture A.A.	Bucks County Community College
Automotive Technology A.A.S.	Bucks County Community College, Montgomery County Community College
Black Studies A.A.	Reading Area Community College
Dental Hygiene A.A.S.	Bucks County Community College, Delaware County Community College
Diagnostic Medical Imaging A.A.S.	Delaware Community College
Facility Management A.A.S.	Bucks County Community College
Photographic Imaging A.A.S.	Delaware County Community College
Respiratory Care Technology A.A.S.	Bucks County Community College

College Faculty & Staff

Faculty, Visiting Lecturers, Instructional Aides

View a Listing of Faculty

Adjunct Instructors

View a Listing of Adjunct Instructors

College Administrators

View a Listing of College Administrators

Student Life - Beyond the Classroom

Community College of Philadelphia offers exciting and rewarding opportunities outside of the classroom that allow you to explore interests, expand your knowledge and become involved in the College community. This out-of-class involvement is meant to support your in-class performance.

Office of Student Engagement (OSE)

The Office of Student Engagement is responsible for programs such as Online Orientation; New Student Orientation; Welcome Week; Student Involvement Days; Spring Fling; the Student Programming Board; trips to Broadway shows; thematic and cultural programming; and many other ways to help you get involved.

Students who are involved are more connected to the campus and tend to have higher grades, and graduate and transfer on time. Don't wait. There is more to college than just going to class. Let us help you to succeed! Opportunities for involvement exist at each Regional Center, in addition to the Main Campus.

For a list of current campus programs and activities, you can view the student events calendar in the Pride Portal. Interested in helping to plan student activities? Email studentdevelopment@ccp.edu for more information.

The Office of Student Engagement offers currently enrolled students discounts to various museums, movie theaters, and special events. Visit us in the Winnet Student Life Building (S1-19) for current available options or contact us at (215) 751-8164 or studentdevelopment@ccp.edu.

Pride Portal - Your One-Stop Hub for Campus Engagement

Want to get involved but not sure where to start? Pride Portal is your one-stop hub for campus engagement and serves as "your path to pawsibilities." Login to learn about all the incredible opportunities available to enrich your college experience. Click here to get involved and make it a roarin' good year.

Athletics

The College offers a rich variety of competitive and fitness activities:

- Athletics Center: This facility features a weight training room, cardio room, and exercise room for aerobics and yoga classes.
- Intercollegiate Athletics: Offering nine sport teams for men and women, the College is a member of the National Junior College Athletic Association (NJCAA) and competes in Region XIX as part of the Eastern Pennsylvania Athletic Conference (EPAC).
- Intramural Sports: Our programs include volleyball, basketball, kickball and Ultimate Frisbee.
- Health and Wellness: Events throughout the year serve students, faculty and staff at the College. Examples include health screenings, healthy cooking demonstrations and dietary information exchanges.

Center for Student Leadership Development

There are several ways you can participate in campus life to enhance your leadership, teamwork and communication skills:

- You may choose to get involved in the **Student Government Association**.
- Become a member of a **student club or organization**.
- Contribute to the ***Vanguard,*** the student newspaper.
- The College's honor societies, including the Phi Theta Kappa International Honor Society and the Alpha Beta Gamma International Business Honor Society, offer you several leadership, networking and academic growth opportunities.
- The Lion Leaders Program: these are student employees at the College. Students serve as Lion Leader - Customer Service Representatives, Lion Leader - Student Programmers or Lion Leader - Student Ambassadors.
- The Student Leadership and Involvement Center houses Philadelphia L.E.A.D.S. - our premier student leadership programs, including:
  - Emerging Leaders, specifically designed for incoming new students;
  - Gold Leaders, which certifies students through the Student Leadership Challenge; and
  - Pathway Leaders, which guides seasoned student leaders through the tenants of Servant Leadership.
- Student Leadership retreats, conferences, workshops and annual awards ceremonies.
- Volunteer to help out with the College's Snack Rack Food Pantry Program and/or the Healthy Choices Initiative - Grady's Community Garden.

Location: Winnet Student Life Building; Room S1-11/S1-12; phone numbers: 215.496.6112 or 215.496.6196.

Archived Catalogs

Individualized Studies

Description:

The Individualized Studies program recognizes valuable training and/or work experience by giving students in technical fields the opportunity to receive college credits for their experiences and to apply that experience and knowledge to an associate's degree. It assists individuals in their preparation for career advancement or change. In the first semester, the student will develop a Personal Education Plan (PEP) directly related to career or educational goals. The PEP requires the approval of the department head.

This select program has three components:

1. Prior learning assessment:12-30 credits in the Technical/Occupational core from industry certifications, work experience, non-credit to credit program articulations, and evidence of other demonstrated competencies
2. 21 credits of General Education
3. 6-24 credits taken as part of a Personal Education Plan

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Use oral, written, and non-verbal methods of communication to examine and discuss problems and issues.
- Analyze primary and secondary sources in different academic disciplines to discern and respect diverse perspectives and experiences.
- Use critical thinking to solve problems within and across disciplines.
- Demonstrate proficiency in a Technical/Occupational Core.

Program Entry Requirements:

This is a select program. Prospective students must attend a program orientation prior to admission. All students need to take the College's placement tests at their time of entry into the College. Students who are identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses as part of the program. Students are accepted into the program upon assessment of their prior learning and the application of credits to the Technical /Occupational Core.

Program of Study and Graduation Requirements:

A minimum of 60 credits and a grade point average of 2.0 are required for graduation with an Associate in Applied Science (A.A.S.) degree in Individualized Studies.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
Technical/Occupational Core Students submit industry certifications, work experience, non-credit to credit program articulations, and evidence of other demonstrated competencies for consideration for prior learning assessment.		12-30 credits	
ENGL 101 - English Composition		3 credits	Writing, Research, and Info Lit 1
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
BIOL 123 - Principles of Biology I or CHEM 101 - Fundamentals of Chemistry I (Lab Based) or CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based) or CHEM 105 - Inquiry into Chemistry or CHEM 110 - Introductory Chemistry or CHEM 121 - College Chemistry I or EASC 111 - Environmental Conservation or PHYS 105 - Survey of Physics or PHYS 108 - Descriptive Astronomy or PHYS 111 - General Physics I or PHYS 125 - Musical Acoustics or PHYS 140 - Mechanics, Heat and Sound or STS 101 - Introduction to Science, Technology and Society	For BIOL 123: CHEM 121 or CHEM 110 with a "C" or better and high school biology or permission of the department head. For CHEM 105: ENGL 101 ready. For CHEM 110: FNMT 118 or MATH 118 placement and ENGL 101 ready. For CHEM 121: CHEM 110 with a grade of "C" or better and FNMT 118 or MATH 118. For Phys 105: FNMT 118 (or higher) placement or a passing grade in FNMT 017 (or higher) are required. For PHYS 111: MATH 162 or Math 171 or MATH 171 placement. For Phys 140: MATH 171. For STS 101: MATH 118 or higher placement	3 or 4 credits	Scientific Reasoning

Notes

The sequence shown is for illustration purposes. The length of time it takes for a student to complete the Program will vary depending on many factors including how many credits he or she transfers into the Program.

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, and Info Lit 2
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond or SOC 101 - Introduction to Sociology or any Cultural Analysis & Interpretation Elective		3 credits	Cultural Analysis & Interpretation
General Elective		3 or 4 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
Personal Education Plan (PEP) To make sure the student takes a coherent and thoughtful series of courses, the student and department chair will develop the Personal Education Plan, which focuses on the student's anticipated career path. The PEP will be approved by the department head within the student's first semester.		6 to 24 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
Personal Education Plan (PEP) To make sure the student takes a coherent and thoughtful series of courses, the student and department chair will develop the Personal Education Plan, which focuses on the student's anticipated career path. The PEP will be approved by the department head within the student's first semester.		6 to 24 credits	

Minimum Credits Needed to Graduate:

60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose Request For Course Substitution Of Graduation Requirement link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8785; or the College Information Center (215) 751-8010

Academic and Time Amnesty

The College recognizes that sometimes students are unsuccessful academically for a variety of reasons. Later the students may discover that a low GPA is a barrier to entry into occupational fields or further academic progress. Therefore, the College has established Academic and Time Amnesty Policies to allow students a second chance.

Amnesty refers to "forgiveness" of a student's grade of "D", "F", and/or "W". Amnesty results in the recalculation of GPA and a reassessment of a student's academic progress. Students are eligible for one application of Academic Amnesty and one application of Time Amnesty. Requests for additional Amnesty approval of either type must stipulate the extenuating circumstances and will be considered, on an individual basis, by the Vice President for Academic Affairs.

Two types of Amnesty exist at Community College of Philadelphia: Academic Amnesty and Time Amnesty. Academic Amnesty is limited to grades of "D" and "F" received in courses which are peculiar to and required by the student's previous curriculum. Time Amnesty applies to students who have interrupted their attendance for three or more years and affects all courses in which a grade of "D", "F" or "W" was earned.

Federal Student Aid program regulations do not provide for Time Amnesty or for Academic Amnesty in evaluating a student's eligibility for financial aid.

I. Academic Amnesty Requirements

A. In order to qualify for Academic Amnesty:
   a. The student must be transferring from one Community College of Philadelphia curriculum to a different Community College of Philadelphia curriculum;
   b. The student must not have received Academic Amnesty for past performance.
   c. The cumulative earned GPA for the associate's degree or the academic certificate cannot be adjusted; therefore, a student who has already earned an associate's degree or an academic certificate is not eligible for academic amnesty.
B. Once approval for Academic Amnesty has been granted, the recalculation of the student's academic record shall:
   a. Exclude previous "D" and "F" grades, for which Academic Amnesty has been granted, from the GPA calculation;
   b. Retain "D", "F" or "W" grades as part of the academic progress assessment;

II. Time Amnesty Requirements

A. In order for a student to qualify for Time Amnesty:
   a. The student must be currently enrolled and attending classes at the time of the amnesty request;
   b. Three or more years must have elapsed since the last grade was received;
   c. The student must have successfully completed six (6) credits, with at least a grade of "P" or "C" in each course;
   d. The student must not have received Time Amnesty prior to the amnesty request.
   e. The cumulative earned GPA for the associate's degree or the academic certificate cannot be adjusted; therefore, a student who has already earned an associate's degree or an academic certificate is not eligible for time amnesty; and
   f. The student will not be granted Time Amnesty for courses taken as part of an earned proficiency certificate.
B. Once approval for Time Amnesty has been granted, the recalculation of the student's academic record shall:
   a. Exclude from the GPA calculation previous "D" or "F" grades;
   b. Eliminate course credits for "D" grades from the student's academic record;
   c. Exclude previous "F" and "W" grades from calculation for academic progress.

III. Procedure for Academic or Time Amnesty Approval

A. The student will file a petition for Academic or Time Amnesty with the Counseling Department.
B. The petition will be forwarded to the Vice President for Academic Affairs for approval.
C. All approved petitions will be forwarded to the Office of Student Records and Registration for appropriate action.
D. The Office of Records and Registration will notify the student of the outcome of the petition.
E. The grades of "D", "F" and "W" that have been granted Amnesty will remain on the student's academic record followed by the appropriate code.

Graduation

Graduation and Commencement

Commencement and the official awarding of degrees take place only at the conclusion of the spring semester. However, a student may fulfill graduation requirements at the conclusion of any semester or summer.

Students who intend to meet the requirements for graduation at the end of any semester or summer session must apply to graduate via _My_CCP. Students should complete this application immediately after finalizing enrollment for all courses required to complete that degree or certificate program.

Community College of Philadelphia will grant degrees and academic certificates only to students who have earned at least 30 credit hours in residence for a degree and 15 credit hours for an academic certificate. Prior learning assessment can be counted towards the residency requirement. Students on active duty with the Armed Forces need to earn only 15 credits in residence for a degree.

Issuance of Diplomas

Diplomas will be issued as soon as possible after the completion of the student's final semester/term.

Students who, in the opinion of the Office of Student Records and Registration, are reasonably sure of completing their degree requirements at the end of early summer term, have the option of attending the commencement ceremonies prior to the beginning of early summer term or those of the following spring.

Students who have completed their degree requirements by the end of the spring semester (or by the preceding academic year's fall semester or late summer term) will be invited to commencement ceremonies after the end of that spring semester. Students enrolled in curricula normally mandating attendance during late summer term to complete requirements will be permitted to attend commencement ceremonies just prior to the beginning of early summer term of that year only if given permission by the dean of Enrollment Management.

Graduation Honors

The Commencement program and the diploma will carry special designations for students who complete their work with outstanding academic records according to the following cumulative grade point averages:

3.2 - With Honor
3.5 - With High Honor
3.8 - With Highest Honor

Note: Commencement honors for the May commencement are based on the cumulative GPA on record at the end of summer or fall semester.

Policy on Academic Standards and Progress

I. Grading Systems, Academic Standards, and Progress Policy

(Note: Students receiving financial aid are held to additional satisfactory academic progress regulations found in section VI.)

A. **Grading System of Community College of Philadelphia**

The grading system at Community College of Philadelphia is a letter system with associated quality points, which are used to compute cumulative grade point averages.

Grade	Q.P.*	Note
A	4	Outstanding
B	3	Good
C	2	Satisfactory
D	1	Pass
F	0	Fail
FS	0	Fail - stopped attending

*Number of quality points earned

Other Grades

As a result of testing and placement, students may be required to register for certain courses which do not carry credit towards graduation. These courses are numbered below 100. They are graded "Pass," "Making Progress" and "Fail."

Grade	Note
P	Pass
MP	Making Progress
F	Fail
FS	Fail - stopped attending

Other Designations

Grade	Note
W	Withdrawal
M	Military Leave of Absence
AU	Audit
NR	No report from instructor at the time grades were processed
I	Incomplete

B. **Grade Point Average (GPA) Policy**: Students must maintain a cumulative grade point average for all college-credited courses according to the following College schedule. GPA will be assessed after a student has attempted 12 college credited hours. (Note: Developmental courses will not count toward GPA calculation.)

Minimum Required Cumulative GPA	GPA Credit Hours Cumulative Attempted

1.40	12
1.50	18
1.60	25
1.75	37
1.85	49
2.00	Graduation

C. **Academic Progress Policy:** Students must maintain satisfactory progress for all courses. Satisfactory progress will be based on a cumulative successful completion of 67% of all credits attempted and will be assessed after a student has attempted 12 credit hours. For the purposes of calculating satisfactory progress, withdrawals made within the refund period will not count toward the calculation of progress. A grade of "A," "B," "C," "D," "P" or "MP" will be considered a successful completion. However, a grade of "MP" cannot be given in the same course more than two times. On the third attempt, a grade of "MP" will be converted to a grade "F".

D. **Academic Probation Policy:** Students who do not maintain satisfactory course completion and/or GPA will:

1. Be put on full-time (13 credits maximum) academic probation. Students on academic probation of any kind must meet with a counselor before registering for any term.

2. At the end of any full-time academic probation term, a student will be evaluated as follows:

   a. If the student has met the cumulative 67% completion rate and the GPA requirements, he/she will be removed from academic probation.

   b. If the student is either below the cumulative 67% completion rate or the GPA standard but has earned grades of "A," "B," "C," "P" or "MP" in 67% of the credits attempted for that term, he/she will continue on full-time academic probation. When the student achieves the cumulative 67% completion rate and GPA requirements, he/she will be removed from academic probation. Students may not register until they have met with a counselor.

   c. If the student fails to earn a grade of "A," "B," "C," "P" or "MP" in 67% of the credits attempted for the term, he/she will be placed on part-time (7 credits maximum) academic probation. Students on part-time academic probation during any summer term will be limited to 3 credits or 6 credits for offerings spanning 14 weeks. Students may not register until they have met with a counselor. Students wishing to appeal their part-time academic probation status may do so through the Counseling Center.

3. At the end of the first part-time academic probation term, a student will be evaluated as follows:

   a. If the student has met the cumulative 67% completion rate and the GPA requirements, he/she will be removed from academic probation.

   b. If the student is either below the cumulative 67% completion rate or the GPA standard but has earned grades of "A," "B," "C," "P" or "MP" in all credits attempted for that term, he/she will be permitted to continue on part-time (7 credits) academic probation until such time that the student achieves the cumulative 67% completion rate and GPA requirements, and is removed from academic probation. Students may not register until they have met with a counselor

   c. If the student fails to earn a grade of "A," "B," "C," "P" or "MP" in all credits attempted for the term, he/she will be dropped from the College for poor scholarship and/or insufficient progress.

4. After a student is dropped for poor scholarship and/or insufficient progress for the first time, he/she will be required to sit out for one term, with summer counting as one term, before applying for reinstatement. Students wishing to appeal the requirement to sit out for one term may do so through the Counseling Center.

5. After a student has sat out the minimum of one term, he/she may return to the college on part-time (7 credits) academic probation but cannot be registered until he/she has met with a counselor. Students who return to the College after being dropped will be assessed at the end of each term in accordance with the part-time academic probation sequence described above.

6. Students who are dropped for either insufficient progress or poor scholarship two or more times must complete an Application for Reinstatement. Students are not officially reinstated until they are notified in writing of their status. . All students who are reinstated based on appeals must see a counselor to register for courses and will be placed on part-time (7 credits) academic probation. Academic performance will be assessed at the end of each term in accordance with the part-time academic probation sequence described above.

The chart below shows sample calculations of necessary course completion rates based on the 67% completion rate and minimum GPA requirements.

Attempted Credits	Minimum GPA	Calculation Applied	Required Completion Rate
12	1.40	12 x 67% =	8 credits completed

18	1.50	18 x 67% =	12 credits completed
25	1.60	25 x 67% =	17 credits completed
37	1.75	37 x 67% =	25 credits completed
49	1.85	49 x 67% =	33 credits completed
60	2.00	60 x 67% =	40 credits completed
72	2.00	72 x 67% =	48 credits completed
84	2.00	84 x 67% =	56 credits completed
90	2.00	90 x 67% =	60 credits completed

II. Policy on Repeated Courses

A. Students may repeat courses to improve an initial grade of "B," "C," "D" or ," "F" or "FS."
The following conditions apply:
- When a course is repeated the highest grade will be included in the GPA calculations, although all prior grades will appear on the academic transcript.
B. A grade of "MP" will not be given for a third time in the same course. The "MP" grade may be awarded no more than twice. Any "MP" for a third subsequent attempt will be converted to an "F."
C. Credit for a course is given only once. Each attempted grade will appear on a transcript. Note: Some colleges to which students may wish to transfer do not accept this method of calculating grade point averages.

III. Incomplete Work

A. The letter "I" on a student's grade report or transcript indicates that a student has not completed all the requirements for a grade in a course.
B. The instructor will inform the student of the work to be completed and the date that it is due. Notification of the incomplete grade will be forwarded to the department head through the use of the incomplete grade form.
C. An incomplete grade becomes a failing grade ("F") if the work is not completed within six weeks from the end of the final exam period in which the "I" grade was assigned.
D. An "I" will not be counted in the student's grade point average and academic progress in determining academic standing.
E. Since only completed work can be counted as making progress toward the degree, students must be aware that an incomplete grade may have implications for qualifying for financial aid. In addition, incomplete grades will not satisfy requirements for prerequisites.

IV. Withdrawals from Courses

A. Students may withdraw from a course(s) but must do so by the published deadline for each term. After this date, students will be assigned the grades they have earned. Students who withdraw after the refund period and before the deadline date for any term will earn a grade of "W" on their transcript. Note that excessive withdrawals will affect academic progress
B. Students may drop a class via *My*CCP or by completing the necessary form, available from the Office of Student Records and Registration, and submitting the form to this same office. Students are strongly encouraged to consult a counselor, if on academic probation, or an academic advisor prior to dropping courses.
C. Students completely withdrawing from a term must complete the necessary form, available from the Office of Student Records and Registration, and submit the form to this same office. Students must consult a counselor prior to withdrawing from an entire roster of classes for any term.
D. The date when the Office of Student Records and Registration is in receipt of the appropriate drop or withdrawal form is the official date of withdrawal. A student who cannot appear in person to fill out a withdrawal form must send a letter or e-mail stating the date and reason for the withdrawal. Absence from class or merely notifying the professor does not constitute withdrawal. An instructor may initiate a withdrawal (according to Policies and Procedures No. 5). (Note: Students should not assume that an instructor will initiate such withdrawals.)
E. Students who are unable to complete a course(s) because of serious illness or other emergency may apply for an excused withdrawal within two years of the occurrence to the Office of Student Records and Registration. Excused withdrawals are not counted in determining academic progress; however, excused withdrawals are counted as an attempt when awarding financial aid. Satisfactory documentation of the illness or emergency will be required.
F. Students who are unable to complete a course because they or their spouse are a member of the Pennsylvania National Guard or other reserve component of the armed forces of the United States and are called or ordered to active duty (other than active duty for training) shall receive an "M" for military leave of absence. Courses earning an M shall not be counted in determining academic progress.
G. Students who stop attending class or, in the case of online courses, stop participating (failure to submit or participate in coursework) will receive a grade of FS, failure -stopped attending. Instructors who issue an FS grade must also report the student's last date of attendance or, in the case of an online course, last date of participation.

V. Reinstatement

Students applying for reinstatement to the College must submit an "Application for Reinstatement Form" which may be obtained in the Educational Support Services Office or at the Counseling Center. Once completed, forms can be dropped off at the Educational Support Services Office. Forms must be submitted no later than the deadline dates stated in the calendar in the College catalog. Applications received after the deadline dates will be rolled over and considered for the following academic term. Once a decision has been made about reinstatement, students will be notified in writing.

VI. Satisfactory Academic Progress Requirements for Students Receiving Financial Aid

A student receiving financial aid is required to make progress towards his or her program of study each term. To maintain eligibility for financial aid, the course completion rate is two-thirds successful completion (67%) and maintaining minimum GPA requirements. However, academic progress standards set by Financial Aid Regulations are stricter than the College's Academic Standards and Progress Policy:

A. Neither academic nor time amnesty, which the College approved, can be used when computing financial aid satisfactory academic progress (SAP).

B. All excused withdrawals are counted as attempted credits.

C. Financial aid eligibility is limited to 150% of the credits needed to graduate for each program of study. All attempted credits are counted toward this maximum, regardless of whether or not a student received aid during previous periods of enrollment. Credits transferred into the College are counted toward the 150% maximum limit.

D. There is a maximum limit of 30 developmental course credits.

E. Incomplete ("I") or unreported ("NR") grades are counted as attempted credits.

F. All attempted credits are counted whether or not a student received financial aid. The following new provisions became effective July 1, 2011 and are applicable to all students receiving federal student aid:

G. Financial aid can be applied only once to repeat any course where the student received a passing grade of "A," "B," "C," "MP," "P" and "D". Students who failed (grade of "F" or "FS") or withdrew from a course ("W") in any previous attempts are not restricted by this one repeat limitation. However, once the student does earn a passing grade, then financial aid will only pay once to repeat that course.

The Office of Financial Aid will review academic progress after the Fall and Spring semesters, and Summer. Students deemed not to be making satisfactory academic progress will be placed on a financial aid warning status for the next term. Students may continue receiving financial aid while on financial aid warning status. No appeal is necessary. After the financial aid warning period, a student who fails to meet the Satisfactory Academic Progress Requirements for Students Receiving Financial Aid (as outlined above), will be ineligible for aid. Students may submit to the Office of Financial Aid a request to have his/her financial aid eligibility reinstated based on:

    a. Death of a relative;

    b. Injury or illness of the student; or

    c. Other special circumstances.

    d. The appeal must be submitted along with written explanation about why the student failed to make satisfactory academic progress and what has changed that will allow the student to be successful for the next term. Students must also provide appropriate supporting documentation, e.g., doctor's note, receipts or obituary with their appeals. Students who successfully appeal their aid ineligibility will be placed on financial aid probation. The decision of the Office of Financial Aid Satisfactory Academic Progress Appeals is final.

    e. A student on financial aid probation may receive financial aid for one semester or summer. At that point, the student must meet the College's Academic Standards and Progress policy or the requirements of an established individual probation conditions plan to maintain financial aid eligibility. The probation conditions plan is a set of academic performance expectations to ensure that the student is able to meet satisfactory academic progress (SAP) standards by a specified point in time. If a student begins and continues to follow the set plan, she/he may continue receiving financial aid.

H. If appeals have been approved for students who are dropped for poor scholarship and/or insufficient progress after failing to meet the probation conditions plan that was established for them, the students will be ineligible for financial aid until they return to good academic standing.

Registration and Enrollment

Registration Procedures

Currently enrolled and previously enrolled students in good academic standing in any credit degree or certificate program may utilize online registration to enroll for courses. All other students, including those who are not permitted to drop/add classes via the Web, may visit Enrollment Central at the Main Campus or any of the Regional Centers.

Students will be permitted to attend only those sections of courses for which they have officially registered and paid. Students are not permitted to sit in on classes for which they have not registered.

Priority Web Registration is available to students based on the total number of credits transferred into and earned at the College. Eligible students are permitted to register via the Web before in-person registration begins. A Web Registration Guide is available to students on *MyCCP* regarding how to activate their portal account (if they have not done so) and register for classes via the Web. Online registration can be accessed through the Enrollment Services Channel on the Student Tab, and clicking on the "Register for Courses/Change Class Schedule" link on *MyCCP*.

It is the students' responsibility, in consultation with their advisors, to make certain that any registration changes will fulfill the degree requirements.

Course Scheduling Preference for Veteran Students

Veteran students (as defined below) are granted course scheduling preference (in accordance with Pennsylvania legislation - Act 46 of 2014 - (Act of May 14, 2014, P.L. 667, No. 46) during the priority registration period. Active military members also receive course scheduling preference during the priority registration period.

Course scheduling preference means veteran students are able to start registering for courses sooner than students with the same class standing. Dates for priority registration and the procedure for veterans scheduling are published each semester on the College's website.

Eligible students must provide documentation confirming their status as an active military member or veteran as defined below. Supporting documentation such as the DD-214 must be received before the priority registration period.

A Veteran - Per Act 46 of 2014 (Act of May 14, 2014, P.L. 667, No. 46):

1. Has served in the United States Armed Forces, including a reserve component and National Guard; and
2. Was discharged or released from such service under conditions other than dishonorable.
3. Veterans who completed their obligated service in the Reserves and National Guard but were not deployed to active duty are included in this definition.

A Veteran Student - Per Act 46 of 2014 (Act of May 14, 2014, P.L. 667, No. 46):

1. Is a veteran.
2. Has been admitted to a public institution of higher education; and
3. Resides in Pennsylvania while enrolled in the public institution of higher education.
4. Veteran students may or may not be using veterans educational benefits at the institution.
5. Act 46 of 2014 applies to veteran students admitted to all for-credit courses and programs offered at the institution.

For additional information or questions regarding course scheduling preference for veteran students, contact the Veteran's Resource Center at vets@ccp.edu.

Act 46 of 2014 requires public institutions of higher education in Pennsylvania to provide veteran students, as defined in the Act, with preference in course scheduling. Non-compliance may be reported to the Pennsylvania Department of Education by submitting the Higher Education Student Complaint form found at www.education.state.pa.us.

Attendance

Students' participation in regularly scheduled sessions or classes is an essential part of the instructional process. College students are expected to fulfill their academic responsibilities by attending all classes unless prevented from doing so by illness or emergency.

Faculty submit attendance reports after the 20 percent point for all terms and the 50 percent point for any term that meets 10 weeks or longer.

If a student has been absent from class for an amount of days equal to the equivalent of two weeks or more, the instructor may initiate a withdrawal (W) after the 20% attendance reporting period.

For Distance Education courses, the minimum standard for a faculty-initiated withdrawal (W) is measured by a student's failure, during the time referenced above, to engage in an academically related activity, such as contributing to an online discussion or initiating contact with a faculty member to ask a course-related question.

Individual faculty members have the right to establish regulations regarding attendance at class sessions and laboratories that they consider necessary for successful completion of the course materials. These regulations may include a reduced grade for students who miss classes.

Withdrawal

- A student may withdraw from a course or courses without academic penalty up to and including the eleventh (11th) week of a regular term, and up to and including the equivalent of

the eleventh (11th) week in a nonstandard term

- Students may process an official withdraw online using the student portal, or by speaking with a counselor
- If the official withdrawal is processed with the Office of Student Records & Registration within the established time limit, the student's grade report will show the grade W (withdrawal)
- If the official withdrawal is not processed within the established time limit, the student's grade report will show F (failure)
- Students who are members of the Pennsylvania National Guard or other reserve component of the armed forces who are called or ordered to active duty, and the student's affected spouse, can request an excused withdrawal, with proper documentation, and receive a leave of absence for military duty. The student and the affected spouse will receive an "M" grade on their transcript.

Student Load

A full-time student is one taking 12 or more credit hours. Students expecting to graduate within two years must successfully complete 15 to 17 credit hours each semester or complete summer courses. The required number of credit hours depends on the curriculum in which the student is enrolled.

Many full-time students take longer than four semesters to complete the requirements for graduation and to reach their personal goals. Some find it necessary to take developmental courses, for which they do not receive credit, to develop critical basic skills in their first semesters. Others elect to take only four courses a term to meet both the requirements of college-level academic work and their own personal needs.

A credit hour at the College is defined as an amount of work that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class work each week for approximately 15 weeks or its equivalent over a different period of time.

Courses are designed such that students should expect to study a minimum of two hours outside of class for every hour of classroom or direct faculty instruction. Therefore, a full-time student registered for 12 hours per week should expect to spend at least 24 hours a week studying (12 x 2 = 24).

Careful planning and discussion with faculty and counselors can establish the best plan for the student, who should keep an open mind in developing plans for educational and career success.

Grading System

The grading system at Community College of Philadelphia is a letter system with associated **quality points**, which are used to compute **cumulative grade point** averages.

Grades	Q.P.*	
A	4	Outstanding
B	3	Good
C	2	Satisfactory
D	1	Passing
F	0	Failure
FS	0	Failure - Stopped Attending
*Number of **quality points** earned		

Other Grades	
As a result of testing and placement, students may be required to register for certain courses which do not carry credit towards graduation. These courses are numbered below 100. They are graded "Pass," "Making Progress" and "Fail."	
P	Pass
MP	Making Progress
F	Fail
(Not factored into grade point average)	
Other Designations	
M	Military Absence Withdrawal
W	Withdrawal

AU	Audit
NR	No report from instructor at the time grades were processed
I	Incomplete

The total number of quality points received for the semester may be computed as follows:

- For each course for which a grade was received, multiply the number of credit hours for that course by the number of quality points earned (determined by the grade received for that course, using the chart of equivalents above).
- Total the results.
- The grade point average for the semester may then be computed by dividing the total number of quality points received by the total number of credit hours for all of the courses for which grades were received. (The cumulative grade point average is determined by doing the above figuring for the total number of semesters attended.) Courses from which a student has officially withdrawn are not included in the computation; however, they are counted in calculating academic progress.

Reporting Grades

Mid-term grades reflecting a student's level of academic performance as of the 50 percent point of the semester are assigned by faculty members. These grades are unofficial and do not appear on the student's transcript. The grades are designed to inform students of their mid-term standing and assist in making course selections for the next term.

Students may access mid-term and final grade information online using _My_CCP. Paper grade mailers may be provided upon written request made to the Office of Student Records and Registration.

Semester Honors

Students must:

1. Achieve a semester grade point average of at least 3.2;
2. Complete at least 6 credit hours in courses carrying credit toward graduation;
3. Receive no grade of less than "C" during an academic honors list semester (i.e., fall or spring semester);
4. Receive no "Incomplete" grade during the academic honors semester.

Class Status

Class status, either freshman or sophomore, is determined by the number of credit hours earned. Freshman status is maintained up to and including 29 credit hours. Sophomore status begins when 30 credits have been earned.

Auditing

With permission of the instructor teaching the course, a student may register in a course as an auditor. No credit will be given.

Permission to change from study-for-credit status to auditing (no credit) status must be obtained from the instructor by the end of the equivalent second week of each term. The instructor must submit an Audit Form to the Office of Student Records and Registration. The instructor may change the grade of an auditor either at mid-term or on the final grade report from "AU" to "W" in case of excessive absence or lack of participation in the course.

Audited courses do not count in determining student eligibility for financial aid. Students receiving financial aid should contact the Office of Financial Aid before changing a course from study-for-credit status to auditing status. Audit grades will not be used in determining academic load for veteran certification.

Change of Student Information

The Office of Student Records and Registration must be notified in writing of all changes of name, address and Social Security Number. It is the student's responsibility to keep the College informed.

Official or legal documentation is required to change a name or Social Security Number. A valid Social Security card is required to change or correct a Social Security Number. To change or correct a name requires a state-issued photo ID or driver's license, court order, marriage license or birth certificate.

Change of Residency

Students attending the College who wish to change their residency must complete a Change of Residency form as follows:

1. Login to MyCCP to access the secure portal.
2. Under the "Student" tab, locate the Electronic Forms section block in the right-hand column.
3. Click "Records and Registration Forms" to show available forms.
4. Select the form you wish to complete. Once all information is correct, "Submit" the form for review.

Change of residency for tuition and mailing purposes is the sole responsibility of the student. Please note that a student's residency classification for purposes of tuition calculation will not be adjusted after the third week of the semester. Any changes made to residency after the third week will be reflected in the following semester.

Change of Curriculum

To change curriculum, a student may go to Counseling or Advising and discuss the proposed change. With their advice and approval, they will submit a Change of Curriculum form that will require the student's signature for approval.

Any curriculum changes made after the third week of the fall or spring semester will be reflected in the following semester; this may impact the academic year of the new program. Students seeking entrance to an Allied Health program by way of the change of curriculum process must consult the specific counselors designated to advise these students and meet the required deadlines.

Students must follow the curriculum outlined in the Catalog in effect for the academic year they enter a program. If students change their curriculum, they must then follow the Catalog in effect for the academic year that they enter the new program.

If a curriculum is revised while students are enrolled in the program, students have the following options:

1. Continue to follow the requirements in the existing curriculum; OR
2. Change to the revised curriculum if the new requirements are better suited for transfer or employment. If students elect to follow the new curriculum, they may not return to the previous curriculum requirements.

Formation of Sections and Cancellation of Courses

Formation and continuation of class sections and courses of instruction are subject to adequate enrollment. The administration, acting on behalf of the Board of Trustees, reserves the right to cancel a course or section, to change the time of meeting, to subdivide a section, or to combine two or more sections as circumstances may require.

Student Appeals Procedures

A student may lodge a complaint about any matter in which he or she feels unjustly treated by following the College's appeals procedures, details of which are available in the *Student Handbook* or in the Counseling Center located in Room BG-7.

Student Code of Conduct

Every student is expected to be fully acquainted with and comply with all policies, rules, and regulations outlined in the Student Code of Conduct. The Student Code of Conduct □ is contained in the *Student Handbook,* which is published and updated each year. Copies of the *Student Handbook* are available through the Student Life Center located in Room S1-19, the Regional Centers or online.

Student Identification Card

All credit students at the College are required to have a College photo identification card. It is the student's official College identification. Photo ID cards are used for admission to the campus and access to its facilities. A valid ID card is required for various student services on campus such as all in-person transactions, checking out materials in the library, access to computer labs and using the Athletics Center.

Students who for religious or other reasons require a student identification card *without* a photo may make arrangements through the Security office.

Your card must be shown upon request by any faculty member, security officer or any other official member of the College staff. You also may be asked for other identification to prove who you are. You must show it if requested.

Abuse of an ID card could result in disciplinary action by the College. If the card is lost or stolen, contact the Security Office, Room MG-12, for information on replacing it. Each additional replacement is $10.

Academic Dishonesty

All students are expected to understand what constitutes cheating and plagiarism. Conduct involving academic standards may be found in the *Student Handbook* □, which is available through the Student Life Center located in Room S1-19, the Regional Centers or online.

Community College of Philadelphia uses Turnitin.com, an online plagiarism detection software. Turnitin.com serves as a teaching tool and promotes academic integrity at the College. Subject to FERPA, student writing assignments may be submitted to Turnitin.com as required by a department or faculty member for the purpose of plagiarism detection and/or prevention. Turnitin.com checks students' writing assignments for originality by comparing them to internet sources, other student submissions, academic databases, and other resources. Written work submitted to Turnitin.com may be stored in the Turnitin.com reference database for the purpose of detecting plagiarism. Use of Turnitin.com is subject to the Usage Policy posted on the Turnitin.com site. More information regarding plagiarism is available in the Student Code of Conduct.

Judicial Affairs

The Judicial Affairs officer, located in the Office of the Dean of Students, Room S1-10, is responsible for administering the College's Judicial Affairs program. The Student Code of Conduct provides the specific policies and procedures for governing student behavior. All students are expected to become familiar with their rights and responsibilities and the standards of student behavior as outlined in the *Student Handbook* □ under the Student Code of Conduct.

Right to Know Law

Pursuant to the Pennsylvania Right to Know Law, Community College of Philadelphia has established a Right to Know Office. The Vice President for Human Resources and General Counsel is the College's Right to Know Officer. Requests for information pursuant to the Pennsylvania Right to Know Law should be directed to RTK@ccp.edu □. For additional information, click here □.

Privacy of Student Records - Family Educational Rights and Privacy Act (FERPA)

Community College of Philadelphia accords all the rights under the Family Educational Rights and Privacy Act of 1974 to its students. The College collects, maintains, secures and destroys student records for the educational welfare and advancement of students. This act is intended to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings.

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

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

   Students should submit to the director of Student Records and Registration, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Community College of Philadelphia to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

The College, at its discretion, may disclose directory information upon request without consent. The College has identified the following as directory information: student's name; program of study; dates of attendance; and degrees, honors and awards received along with dates.

Currently enrolled students may, under the provisions of FERPA, withhold disclosure of such information. To prevent disclosure, written notification must be received by the Office of Student Records and Registration by October 1 of the fall semester and February 15 of the spring semester.

The College will honor each request to withhold the information listed above but cannot assume responsibility to contact a student for subsequent permission to release it. Decisions about withholding information should be made very carefully. Should a student decide to inform the College not to release information, any future requests for such information from non-institutional persons or organizations will be refused.

Community College of Philadelphia assumes that failure to request the withholding of directory information indicates approval for disclosure.

Social Security Number

In order to access the College's portal, _My_CCP □, or online services, a system-generated student identification number must be used with a personal identification number (PIN) provided by the College. In addition, the College requires the Social Security Number (SSN) as a condition of enrollment. Although it is not used as the primary student identification number, the SSN is required for tax reporting, financial aid processing and educational tracking purposes. Community College of Philadelphia will not disclose the SSN without student consent unless required to do so by federal, state or local law.

Photo/Video Release Agreement

Community College of Philadelphia uses photographic, video and/or digital images taken of students on College property and at College events, as well as quotes provided by students, in publications, advertisements, promotional materials and audiovisual productions associated with marketing and/or student recruiting.

Currently enrolled students may request not to be photographed or videotaped by sending written notification to the Office of Student Records and Registration by October 1 of the fall semester and February 15 of the spring semester.

Community College of Philadelphia assumes that failure to request in writing not to be photographed or videotaped demonstrates approval for the College to use images in its marketing and/or student recruitment materials.

Transfer of Credits

Transfer Credits

Transfer credit evaluation is the appraisal of a student's transcript from another institution to determine eligibility for credit to be granted. At Community College of Philadelphia, the Office of Student Records and Registration will evaluate all official transcripts received from the student's previous college or university for all students seeking a degree. Evaluation of transcripts is a two-step process: First, students must request that all postsecondary institutions previously attended send transcripts of their academic records to:

Community College of Philadelphia
Transfer Credit and Placement Office
Office, MG-17
1700 Spring Garden Street
Philadelphia, PA 19130-3991

Second, students must complete an online Transcript Evaluation Request form. Log into MyCCP and access the Electronic Forms Channel. Complete and submit the Transcript Evaluation Request form for processing.

Policy on Transfer Credit

The consideration of transfer credit or recognition of degrees will not be determined exclusively on the basis of the accreditation of the sending institution or the mode of delivery but, rather, will consider course equivalencies, including expected learning outcomes, with those of the receiving institution's curricula and standards.

GENERAL STATEMENT: Community College of Philadelphia will accept courses in which the grade earned was a "C" or better, unless otherwise specified by program requirements.

This statement is qualified as follows:

A. The Vice President for Student Affairs, or the Vice President's designee, is responsible for the development and implementation of this policy, in collaboration with other affected offices. The final determination for the acceptance of courses will be made by the Vice President for Academic Affairs or the Vice President's designee in consultation with Academic Divisions as deemed appropriate.
B. Transfer credit will not be granted if granting such credit is contrary to the requirements of any recognized local, state, or federal accrediting or certifying agencies.
C. Transfer of course credit earned ten or more years prior will be accepted in the same manner as all other requests, except where the department requires more current studies for certain majors.
D. Credit may be awarded for courses from an institution, whether or not similar courses are offered at Community College of Philadelphia. These courses must satisfy both general elective and graduation requirements. A student must still complete all academic content and the total quantitative requirements for graduation.
E. Community College of Philadelphia will grant degrees and academic certificates only to students who have earned at least 30 credit hours in residence for a degree and 15 credit hours for an academic certificate. Credit by Examination or Credit for Life Experience can be counted towards the residency requirement. Students on active duty with the Armed Forces need to earn only 15 credits in residence for a degree.
There are institutions that offer some courses that are two credit hours, and these are often scheduled in a sequential manner. These two-credit courses will be transferred in as follows:
    a. If one course of a two-course sequence is completed, the student will receive two (2) transfer credits which may, with the appropriate discipline approval, satisfy a course prerequisite. Students must complete the minimum number of credits to graduate from the College.
F. The College operates under the semester system. If a student seeks transfer credit for work completed under the "quarter" system, credits will be transferred in as follows:
    a. A one-year course of nine credits taken over three quarters will transfer in as six semester hours.
    b. Two quarters of coursework totaling six credits will transfer in as a two-course sequence of two credits each, and will be treated as explained under section E above.
    c. One quarter of coursework totaling three credits equals two semester credits and will be transferred in as explained under section E above.

In general, where a student has completed only six hours of the nine quarter hour system, this is equal to four credit hours under the semester system. Where a student has completed only three hours of the nine quarter hours, this is equal to two semester credit hours.

1. APPEAL PROCEDURES:
Academic transcripts are evaluated based upon the procedures established in this policy and through the guidance provided by the Academic Affairs areas. When transcripts are received for which there appears to be no Community College of Philadelphia equivalent, or for which no equivalency can be established based upon the course name and/or course description, the Academic Affairs areas are contacted to make a determination.

It is possible that errors in the articulation of coursework, or omission of prior coursework can occur. In the event a student believes that this has happened, the appeal procedure is as follows:
    a. Students should first contact the Office of Student Records and Registration to discuss the evaluation results with a Placement/Transfer Credit Specialist, and provide any additional documentation needed to assist with the review (e.g., an updated transcript or college catalog, or other documentation from the sending institution).
    b. If the issue is not resolved in step A, the student may request a conference with the administrator responsible for Placement/Transfer Credit. After conferring with the student, the administrator will present the student's claim along with any additional documentation to the academic area department head for consideration, and send written communication to the student within ten (10) working days regarding the decision.
    c. If the issue is not resolved in step B, the student may then request a meeting and final review with the Director of Student Records and Registration. The Director will consult with the appropriate academic dean for further guidance, and will communicate the dean's decision to the student in writing, within ten (10) working days. The decision of the dean is final.
    d. Appeals must be submitted no later than four months after the completion of the initial evaluation.

Foreign Educational Credentials

Foreign educational credentials must be evaluated initially by a recognized evaluation and/or translation service. Contact the Transfer Credit and Placement Office, Room MG-17, at 215-

751-8866 for a list of service agencies.

Architecture

Description:

This program leads to the Associate of Arts degree in Architecture. It prepares students for transfer to professional schools of architecture. The primary goals of the program are to provide students with the fundamental professional knowledge and technical skills needed to compete in the challenging and rewarding career of architecture, and to foster the development of each student's creative capacities, reflecting an integrated understanding of the multi-faceted factors influencing design decisions.

The curriculum and faculty are dedicated to providing each student with strong design skills and technical experiences early in his or her education. In the Architecture program, the design studio is the focus. It is here that design fundamentals are acquired, and technical, historical and theoretical concepts are synthesized and applied. Students increase their spatial visualization capabilities and are guided in developing a design process and a personal creative vision. At the same time, they learn to work as part of a design team. The design projects are organized to build aesthetic understanding, technical abilities, sensitivity to human needs and awareness of the social consequences of design decisions.

At the College, the study of architecture reflects the diverse and evolving roles and responsibilities of the design professional. The program provides a broad liberal arts education, drawing upon art, science, humanities, social science, and the history of architecture and interior design. This is the vital foundation that leads to the ability to design buildings that are functional, lasting and beautiful.

Program Learning Outcomes:

Upon completion of this program, graduates will be able to:

- Creatively solve specific design problems related to the fundamentals of architectural design in the built environment with the use of critical thinking, analysis, research, 2-D and 3-D formal ordering systems, and visual perception throughout the design process.
- Communicate effectively individually or as a member of a team:
    1. Orally
    2. Written
    3. In design drawings utilizing freehand drawing, manual and computer drafting
    4. By producing three-dimensional analog models and computer modeling.
- Describe the fundamentals of common construction materials and methods, their use in building components and assemblies, and their environmental impact.
- Explain the complex interaction of people, place, historical / cultural / environmental / technological contexts in architecture.

Program Entry Requirements:

Interested high school students should complete a year of geometry, two years of algebra and two years in art-related areas (drawing, sculpture, photography or related areas). Mechanical drafting or Computer Assisted Design is also advantageous.

Students are required to take the College's placement tests at the time of admission. Students identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses prior to enrolling in courses required by the degree program.

Program of Study and Graduation Requirements:

To qualify for the A. A. degree in Architecture, a student must complete a minimum of 64 credits as prescribed, attain a minimum grade point average of 2.0 ("C" average) and earn a "C" or higher in all ADC and ART courses.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 101 - Introduction to Design and Construction		3 credits	Tech Comp*
ADC 103 - CAD Basics		3 credits	Tech Comp*
ADC 109 - Design Studio I		4 credits	
MATH 161 - Precalculus I (or above as per placement) **	FNMT 118 or MATH 118 with a grade of "C" or better	3 credits	Quantitative Reasoning
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 159 - Design Studio II	ADC 103 , ADC 109	4 credits	
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 , ADC 109	3 credits	
ADC 160 - Presentation Techniques	ADC 103	3 credits	
ART 105 - Drawing I		3 credits	Oral Communication/Creative Expression

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 209 - Design Studio III	ADC 159, ADC 160	4 credits	
ADC 212 - Construction Materials and Detailing: Methods	ADC 103 or ADC 109	3 credits	
ADC 221 - History of Architecture and Interiors I	ENGL 101	3 credits	
ADC 260 - Advanced Presentation Techniques	ADC 160; and ADC 209 which may be taken be taken concurrently, or ADC 163 which may be taken concurrently	3 credits	
PHYS 111 - General Physics I** or Scientific Reasoning Elective	For PHYS 111: MATH 162 or MATH 171	3 or 4 credits	Scientific Reasoning

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 222 - History of Architecture and Interiors II	ADC 221 and ENGL 102 which may be taken concurrently	3 credits	
ADC 253 - Environmental Systems I or ADC 254 - Environmental Systems II	ADC 101 and ADC 103 or ADC 109	3 credits	
ADC 259 - Design Studio IV	ADC 209	4 credits	
ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning		3 credits	Cultural Analysis & Interpretation
SOC 101 - Introduction to Sociology or HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and beyond		3 credits	

Notes

  * Students must complete ADC 101 and ADC 103 to meet the Technological Competency requirement.
  ** MATH 162 or MATH 171 and PHYS 111 recommended for transfer students

Minimum Credits Needed to Graduate:

64

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Art and Design

Description:

The Art and Design curriculum leads to the Associate in Arts (A.A.) degree for students planning to transfer to baccalaureate programs or accredited art schools after study at Community College of Philadelphia. This curriculum prepares students for either a B.F.A. (Bachelor of Fine Arts) or a B.A. (Bachelor of Arts) program.

The curriculum has been designed to be consistent with the foundation program of art schools and art programs at four-year colleges. Because transferability is most important, students will develop skills accordingly and also prepare a comprehensive transfer portfolio.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate proficiency in basic foundation level 2D and 3D design concepts, including perceptual drawing.
- Utilize learned technical studio and/or computer-based skills to realize and test visual ideas and concepts.
- Use a wide range of materials and means of expression to communicate visual ideas.
- Critically interpret and analyze visual concepts.
- Identify associated terminology, historical practices and contemporary developments in order to demonstrate knowledge of the arts.
- Create a comprehensive portfolio of original art work to demonstrate ability, talent and originality

Program Entry Requirements:

Students are required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

Students in the Art and Design curriculum must complete a series of General Education requirements that include English 101 and 102, a quantitative reasoning course, a cultural analysis and interpretation course, and a scientific reasoning course in addition to the program specific courses. English 101 is expected to be completed within the first 30 credits. To qualify for the Associate in Arts (A.A.) degree in Art and Design, a student must complete a minimum of 63 credit hours as prescribed and attain a grade point average of 2.0 or better and no grade below "C" in any program core and directed elective course.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing, Research, and Info Lit 1
ART 105 - Drawing I		3 credits	Oral Communication/Creative Expression
ART 125 - Design I		3 credits	
ART 111 - Three-Dimensional Design I		3 credits	
ART 150 - Introduction to Computer Art/Graphics		3 credits	Technological Competency

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ART 106 - Drawing II	ART 105	3 credits	
ART 126 - Design II	ART 125	3 credits	
ART 112 - Three-Dimensional Design II	ART 111	3 credits	
ART 103 - History of Art: Ancient to Renaissance		3 credits	Cultural Analysis & Interpretation
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, and Info Lit 2

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FNMT 118 - Intermediate Algebra or MATH 137 - Geometry for Design	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
ART 290 - Portfolio Preparation	ART 106, ART 111, ART 125	3 credits	Technological Competency

Course Number and Name		Credits	
ART 207 - Drawing III	ART 106	3 credits	
ART 104 - History of Art II: Renaissance to Modern		3 credits	
Directed Elective - choose ONE from list below: ART 109 - Ceramics I or ART 115 - Painting I or ART 151 - Graphic Design I or PHOT 101 - Introduction to 35mm Film Camera and Darkroom Techniques or PHOT 151 - Digital Imaging or Combine 3 credits worth of ART 180 or ART 170 Special Topics courses		3 or 4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ART 208 - Drawing IV	ART 207	3 credits	
ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning or ANTH 112 - Cultural Anthropology or GEOG 103 - Introduction to Human Geography or HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or SOC 101 - Introduction to Sociology or SOC 115 - Gender and Society		3 credits	
BIOL 106 - General Biology I or CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based) or CHEM 105 - Inquiry into Chemistry or PHYS 101 - Revolutionary Concepts in Physics or EASC 111 - Environmental Conservation or PHYS 107 - Matter and Energy or PHYS 108 - Descriptive Astronomy		3 or 4 credits	Scientific Reasoning
ART 205 - Modern and Contemporary Art	ART 103 and ART 104	3 credits	
Directed Electives - choose TWO from list below: ART 109 - Ceramics I or ART 115 - Painting I or ART 151 - Graphic Design I or ART 209 - Ceramics II or ART 215 - Painting II or ART 251 - Graphic Design II or PHOT 101 - Introduction to 35mm Film Camera and Darkroom Techniques or PHOT 105 - Introduction to Digital Photography or PHOT 151 - Digital Imaging or Combine 3 credits worth of ART 180 or ART 170 Special Topics courses	For ART 151: ART 150 For ART 205: ART 103 or ART 104 For ART 209: ART 109 For ART 215: ART 115 For ART 251: ART 151	6 to 7 credits	

Minimum Credits Needed to Graduate:

63

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Biological Sciences

Description:

The Associate in Arts Degree in Biological Sciences is a non-select two-year program in the Science and Technology academic pathway primarily intended to prepare students for transfer to four-year programs in science and technology related fields, including but not limited to pharmaceuticals, biotechnology, elementary and middle school education. Students in this program include those interested in non-allied health STEM-related fields, those who wish to build prerequisites for select programs in the Science and Technology academic pathway, and those who wish to obtain a two-year Science and Technology degree with the intention of transfer into a related field.

Program Learning Outcomes:

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

- Demonstrate an understating of the Scientific Method and utilize it for the development of hypotheses, the collection and analysis of data, and the presentation of results.
- Effectively communicate, in a classroom setting, scientific information via written and graphical methods.
- Summarize the major biological and chemical concepts and processes essential to the living organism.
- Explain the hierarchy of organization in living things, from the chemical level to the biosphere.

Program Entry Requirements:

This program is open to all interested students. New students are normally required to take College's placement tests at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

Students in the Biological Sciences program are required to enroll in BIOL 100: Introduction to Life Sciences within the first 18 credits. To qualify for the Associate in Arts (AA) degree in Biological Sciences, a student must complete a minimum of 61 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
BIOL 106 - General Biology I		4 credits	Scientific Reasoning
ENGL 101 - English Composition	ENGL 101 Placement	3 credits	Writing, Research, Info Lit 1
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
SOC 101 - Introduction to Sociology* or ANTH 101 - Introduction to Anthropology or ECON 181 - Principles of Economics (Macroeconomics) or POLS 111 - American Government		3 credits	Cultural Analysis & Interpretation
BIOL 100 - Introduction to Life Sciences	FNMT 017 or FNMT 019 completed or placement in FNMT 118 or higher	4 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
BIOL 107 - General Biology II	BIOL 106 with a "C" or better.	4 credits	
CHEM 110 - Introductory Chemistry	FNMT 118 or MATH 118 placement and ENGL 101 ready.	4 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ENGL 102 - The Research Paper		3 credits	Writing, Research, Info Lit 2
FREN 101 - Elementary French or HUM 101 - Cultural Traditions Ancient to the 13th Century or SPAN 101 - Elementary Spanish		3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
BIOL 108 - Essentials of Human Anatomy and Physiology		4 credits	

MATH 161 - Precalculus I	FNMT 118 with a grade of "C" or better	3 credits	
Directed Elective (Choose two): ART 103 - History of Art: Ancient to Renaissance or ECON 182 - 182 Principles of Economics (Microeconomics) or HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The 19th Century or HIST 103 - United States History: The 20th Century and Beyond or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or ENGL 190 - Introduction to Literature or MUS 103 - Introduction to Music or PHIL 101 - Introduction to Philosophy* or PHIL 211 - Ethical Problems or PSYC 101 - Introduction to Psychology or PSYC 201 - Child Psychology or SOC 231 - Social Problems	For ENGL 190: ENGL 101, which may be taken concurrently For PSYC 201: PSYC 101 For SOC 231: SOC 101 or ANTH 112	6 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
BIOL 104 - Forensic Biology or BIOL 123 - Principles of Biology I or BIOL 211 - Genetics or BIOL 225 - Ecology and Field Biology or BIOL 241 - Principles of Microbiology or STS 101 - Introduction to Science, Technology and Society	For BIOL 104 and STS 101: FNMT 118 or higher placement For BIOL 123: CHEM 121 or CHEM 110 with a grade of "C" or better and high school biology or permission of the department head For BIOL 211: BIOL 106 or BIOL 108 or BIOL 109 or BIOL 123 with a grade of "C" or better or permission of the department head For BIOL 225: BIOL 107 or BIOL 124 with a grade of "C" or better in either For BIOL 241: BIOL 106 or BIOL 107 or BIOL 109 or BIOL 123 with a "C" or better or permission of the department head	4 credits	
CHEM 118 - Introduction to Biochemistry	CHEM 101, CHEM 110 or CHEM 121 with a grade of "C" or better.	4 credits	
MATH 162 - Precalculus II	MATH 161 with a grade of "C" or better, or placement in MATH 162 or higher.	3 credits	
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression

Minimum Credits Needed to Graduate:

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* Students who wish to transfer to the Associate of Science in Biology degree program should take SOC 101, PSYC 101 and PHIL 101. Students should consult an advisor and the requirements of their chosen transfer institution before choosing their directed electives.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science, and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or the College Information Center (215) 751-8010.

Black Studies

Description:

The Black Studies Program provides a coherent set of courses for the development of the academic knowledge and skills appropriate to the scholarly study of global African and African American communities. The program includes Afrocentric courses, a critical race theory framework, a focus on social justice, and a capstone course that may include service learning or an African destination study abroad option. Students will engage topics such as African intellectual genealogies, historical patterns of resistance movements, and relevant theoretical frameworks.

The Black Studies curriculum is for students planning to transfer to baccalaureate programs after study at Community College of Philadelphia. Students are expected to consult with an academic advisor, counselor and/or program coordinators upon entry to the program and in subsequent semesters.

Transfer planning should begin early so that the student can gain the most benefit from the curriculum. Students who follow the Black Studies curriculum and plan to attend a specific four-year college after graduation should choose elective courses that duplicate as closely as possible those in the first two years of the program of that college.

Program Learning Outcomes:

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

- Create and refine a personal leadership vision that develops pathways to transfer, internship, or future employment within local and global Black communities
- Evaluate and interpret primary and secondary texts using global Black Studies theories and concepts.
- Apply relevant critical race and social justice theories as they pertain to local-global Black communities.
- Produce independent research and apply research and other relevant theoretical frameworks to resolve local and global concerns within Black communities.
- Evaluate the intersections of historical, socio-political, economic, and environmental discourses and its impact on local global Black communities.

Program Entry Requirements:

Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

Students in the Black Studies curriculum are recommended to enroll in FYE 101: First Year Experience within the first 12 credits and complete recommended courses ENGL 101, ENGL 102, college-level math, CIS 103, SOC 101, BLAS 101, and BLAS 102 within the first 24 credits. To qualify for the Associate in Arts (A.A.) degree in Black Studies, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FYE 101 - First Year Experience		3 credits	
ENGL 101 - English Composition		3 credits	Writing, Research, Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
FNMT 118 - Intermediate Algebra or higher*	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
BLAS 101 - Introduction to Black Studies		3 credits	Cultural Analysis & Interpretation

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2
Language Cluster Options: ARAB 101 - Elementary Arabic or FREN 101 - Elementary French or SWAH 101 - Elementary Swahili or SPAN 101 - Elementary Spanish **		3 credits	
SOC 101 - Introduction to Sociology		3 credits	
ENGL 250 - Survey of African American Literature: From Colonization to the Harlem Renaissance or ENGL 251 - Survey of African American Literature: From the Harlem Renaissance to the Present	ENGL 101 with a grade of "C" or better	3 credits	
BLAS 102 - Global Black Theory and Social Change	BLAS 101	3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
HIST 220 - African American History to 1877 or HIST 221 - African American History After 1865		3 credits	
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3 credits	Oral Communication/Creative Expression
LEAD 120 - Introduction to Conflict Resolution Theory and Practice or ENGL 116 - Interpersonal Communication or BHHS 103 - Human Development and Behavior in the Social Environment	For ENGL 116: ENGL 101, which may be taken concurrently For BHHS 103: ENGL 101	3 credits	
Language Cluster Options:*** ARAB 102 - Elementary Arabic or FREN 102 - Elementary French or SWAH 102 - Elementary Swahili or SPAN 102 - Elementary Spanish	ARAB 101 or FREN 101 or SWAH 101 or SPAN 101	3 credits	
BIOL 106 - General Biology I or CHEM 105 - Inquiry into Chemistry		4 credits	Scientific Reasoning

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
HUM 180 - Introduction to African Cultures and Civilizations	ENGL 101, which may be taken concurrently	3 credits	
ENGL 256 - African Literature	ENGL 101 with a grade of "C" or better	3 credits	
BLAS 250 - Special Topics in Black Studies	ENGL 101, which may be taken concurrently	3 credits	
JUS 122 - Race and Justice		3 credits	
BLAS 290 - Black Studies Capstone Course: Community Engagement and Civic Leadership	BLAS 102, ENGL 102	3 credits	

Minimum Credits Needed to Graduate:

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*Students should consult with an advisor to choose a mathematics course that meets the requirements of their transfer institution.
**Students may take a higher level of a world language if placed there.
***Students should take two sequential semesters of their chosen world language.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450 or the College Information Center (215) 751-8010.

Business - Accelerated

Description:

The Business — Accelerated program is a select enrollment program that allows motivated students to learn what it takes to be an effective member of the business community and prepares them to transfer to a four-year business school, in just 21 months. Select students start and complete the program in a cohort, moving through the accelerated program together taking one course during four-week terms or two courses during seven-week terms. All courses are offered in either an online or hybrid format, with on-campus sessions held on Saturdays.

The four or seven-week term format, along with the hybrid or online delivery method, allows students to finish their course work taking only one or two courses at a time, and is designed to enable motivated students working full time to complete their degree in 21 months.

The program allows students to transfer to a variety of business programs, including Accounting, Finance, Marketing, Management, or other business areas. It provides the fundamental knowledge necessary to be a successful business student with the ultimate goal of graduation from a business transfer institution and finding employment in the business field. To remain in the program, students are required to enroll in program courses when, and in the sequence, they are offered for the student's cohort.

The student's chosen transfer institution determines the mathematics courses to complete in order to be a successful transfer candidate. Students completing MATH 162 and MATH 171 will be best prepared to transfer to baccalaureate programs accredited by the Association to Advance Collegiate Schools of Business (AACSB). Students who graduate with FNMT 118 and MATH 161 can still transfer to an AACSB-accredited program but will need to take higher level Math at their transfer institution in order to graduate, or they can transfer to a number of non-AACSB programs and continue in those programs, usually without taking additional math courses. Students should consult with an advisor or their intended transfer institution for additional guidance.

Program Learning Outcomes:

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

- Prepare, analyze, interpret and discuss an entity's basic financial statements verbally and in writing.
- Analyze the legal, economic and social impact of business decisions.
- Quantitatively evaluate the impact of business decisions, activities and events.
- Explain the role business has historically taken in different societal and economic systems.

Program Entry Requirements:

Demonstration of readiness for ENGL 101 and FNMT 118, as determined by the College's placement tests or by successfully completing developmental coursework.

Admissions Process:

- Attend an information session facilitated by the Business Administration department.
- Complete and submit a Business — Accelerated Application Package (application, essay, letter of commitment).
- For candidates meeting admissions criteria, interview with the Program Advisor.

Note: Meeting minimum requirements does not guarantee admission.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in Business — Accelerated, a student must complete a minimum of 63 credit hours as prescribed, earning a "C" or better grade in all courses and earning at least a 2.0 GPA. Most receiving institutions require a higher grade point average. To learn more about requirements of specific four-year schools, students should contact an advisor within the Business — Accelerated program, the Career and Transfer Center at Community College of Philadelphia, or the four-year college to which they intend to transfer.

Course Sequence:

Semester 1

Fall Semester

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BUSL 101 - Navigating Leadership and Business Professions		3 credits	
MNGT 121 - Introduction to Business		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

Notes

Note: All courses are offered in either the four-week or seven-week format and either online or in the hybrid format, with on-campus sessions held on Saturdays.

Semester 2

Spring Semester

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ECON 181 - Principles of Economics (Macroeconomics)	FNMT 118 or higher	3 credits	Cultural Analysis and Interpretation
FNMT 118 - Intermediate Algebra or MATH 162 - Precalculus II	For FNMT 118: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 162: MATH 161 with a grade of "C" or better	3 credits	Quantitative Reasoning
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2
ACCT 101 - Financial Accounting		4 credits	
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3 credits	

Notes

Note: All courses are offered in either the four-week or seven-week format and either online or in the hybrid format, with on-campus sessions held on Saturdays.

Summer 1

Early Summer Semester

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MATH 161 - Precalculus I or MATH 171 - Calculus I*	For MATH 161:FNMT 118 with a grade of "C" or better. For MATH 171: MATH 162 with a grade of "C" or better.	3 or 4 credits	
MNGT 141 - Principles of Management	MNGT 121, which may be taken concurrently	3 credits	

Notes

Note: All courses are offered in either the four-week or seven-week format and either online or in the hybrid format, with on-campus sessions held on Saturdays.

Summer 2

Late Summer Semester

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past		3 credits	
ECON 182 - Principles of Economics (Microeconomics)	FNMT 118 or higher	3 credits	

Notes

Note: All courses are offered in either the four-week or seven-week format and either online or in the hybrid format, with on-campus sessions held on Saturdays.

Semester 3

Fall Semester

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MKTG 131 - Principles of Marketing	MNGT 121, may be taken concurrently	3 credits	
ECON 112 - Statistics I	FNMT 118 or MATH 118, or higher than FNMT 118 placement on placement test	4 credits	
MNGT 142 - Management Information Systems	MNGT 121	3 credits	

Notes

Note: All courses are offered in either the four-week or seven-week format and either online or in the hybrid format, with on-campus sessions held on Saturdays.

Semester 4

Spring Semester

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MNGT 262 - Business Law		3 credits	
BIOL 106 - General Biology I		4 credits	Scientific Reasoning
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently.	3 credits	Oral Communication/Creative Expression
ANTH 112 - Cultural Anthropology		3 credits	

Notes

Note: All courses are offered in either the four-week or seven-week format and either online or in the hybrid format, with on-campus sessions held on Saturdays.

[*]Students completing MATH 162 and MATH 171 will be best prepared to transfer to baccalaureate programs accredited by the Association to Advance Collegiate Schools of Business (AACSB). Students who graduate with FNMT 118 and MATH 161 can still transfer to AACSB-accredited programs but will need to take higher level Math at their transfer institution in order to graduate, or they can transfer to a number of non-AACSB programs and continue in those programs without taking additional math courses. Students should consult with an advisor or their intended transfer institution for additional guidance.

Minimum Credits Needed to Graduate:

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General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

Business - General

Description:

The Business - General program is specifically designed to prepare students to transfer to a four-year business school. The program allows students to transfer to a variety of business programs, including Accounting, Finance, Marketing, Management, or other business areas. It provides the fundamental knowledge necessary to be a successful business student with the ultimate goal of graduation from a business transfer institution and finding employment in the business field. Students are required to enroll in BUSL 101 within the first twelve credits.

The student's chosen transfer institution determines the mathematics courses to complete in order to be a successful transfer candidate. Students completing MATH 162 and MATH 171 will be best prepared to transfer to baccalaureate programs accredited by the Association to Advance Collegiate Schools of Business (AACSB). Students who graduate with FNMT 118 and MATH 161 can still transfer to an AACSB-accredited program but will need to take higher level Math at their transfer institution in order to graduate, or they can transfer to a number of non-AACSB programs and continue in those programs without taking additional math courses. Students should consult with an advisor or their intended transfer institution for additional guidance.

Program Learning Outcomes:

Upon completion of this program, students will be able to:

- Prepare, analyze, interpret and discuss an entity's basic financial statements verbally and in writing.
- Analyze the legal, economic and social impact of business decisions.
- Quantitatively evaluate the impact of business decisions, activities and events.
- Explain the role business has historically taken in different societal and economic systems.

Program Entry Requirements:

Students are required to take the College's placement test at their time of admission. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in Business - General, a student must complete a minimum of 63 credit hours as prescribed, earning a "C" or better grade in all courses and earning at least a 2.0 GPA. Most receiving institutions require a higher grade point average. To learn more about requirements of specific four-year schools, students should contact an advisor within the Business - General program, the Career and Transfer Center here at Community College of Philadelphia or the four-year college to which they intend to transfer.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BUSL 101 - Navigating Leadership and Business Professions		3 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
FNMT 118 - Intermediate Algebra or MATH 162 - Precalculus II*	For FNMT 118: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 162: MATH 161 with a grade of "C" or better	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ACCT 101 - Financial Accounting		4 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ECON 181 - Principles of Economics (Macroeconomics)	FNMT 118 or higher	3 credits	Cultural Analysis and Interpretation
MATH 161 - Precalculus I or MATH 171 - Calculus I*	For MATH 161: FNMT 118 with a grade of "C" or better For MATH 171: MATH 162 with a grade of "C" or better	3 or 4 credits	
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
MNGT 121 - Introduction to Business		3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MNGT 141 - Principles of Management	MNGT 121, may be taken concurrently	3 credits	
ECON 182 - Principles of Economics (Microeconomics)	FNMT 118 or higher	3 credits	
MKTG 131 - Principles of Marketing	MNGT 121, may be taken concurrently	3 credits	
ECON 112 - Statistics I	FNMT 118 or MATH 118, or higher than FNMT 118 placement on placement test	4 credits	
ANTH 112 - Cultural Anthropology or GEOG 103 - Introduction to Human Geography or GLS 101 - Introduction to Global Studies		3 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ECON 114 - Statistics II or FIN 151 - Risk Management and Insurance or MNGT 142 - Management Information Systems	For ECON 114: ECON 112 and CIS 103 For MNGT 142: MNGT 121	3 credits	
CHEM 101 - Fundamentals of Chemistry I (Lab Based) or BIOL 106 - General Biology I or PHYS 111 - General Physics I	For PHYS 111: MATH 162 or MATH 171 or placement	4 credits	Scientific Reasoning
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or HIST 151: History of Capitalism		3 credits	
MNGT 262 - Business Law		3 credits	

Minimum Credits Needed to Graduate:

63

*Students completing MATH 162 and MATH 171 will be best prepared to transfer to baccalaureate programs accredited by the Association to Advance Collegiate Schools of Business (AACSB). Students who graduate with FNMT 118 and MATH 161 can still transfer to AACSB-accredited programs but will need to take higher level Math at their transfer institution in order to graduate, or they can transfer to a number of non-AACSB programs and continue in those programs without taking additional math courses. Students should consult with an advisor or their intended transfer institution for additional guidance.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

Communication Studies

Description:

The Communication Studies program leads to the Associate in Arts (A.A.) degree. The program gives students a concentration in the field of communication studies with a liberal arts foundation. The program is primarily intended for students seeking transfer to a four-year institution, although some graduates may plan on immediately entering the work force as communications professionals.

Surveys of employers conducted by the National Association of Colleges and Employers (NACE) and the federal report, *21st Century Skills for 21st Century Jobs*, both stress the importance of interpersonal and professional communication competence as critical to success in virtually all fields.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate critical thinking and communication competence by recognizing multiple choices in a given communication situation and making choices that lead to achieving specific goals.
- Apply the basic theories and principles of communication to one's lived experience in various contexts.
- Utilize proficient oral communication skills of multiple forms, including one-on-one conversation, small group communication, and public speaking.
- Demonstrate an understanding of ethical communication, with an ability to communicate in ways that promote dialogue within a context of diversity.

Program Entry Requirements:

The program is open to interested students. New students are normally required to take the College's placement tests at their time of entry. Students who are identified as needing developmental course work must complete satisfactorily the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

A minimum of 61 credits and a grade point average of 2.0 ("C" average) are required for graduation.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
ENGL 116 - Interpersonal Communication	ENGL 101, may be taken concurrently	3 credits	Oral Communication/Creative Expression
FNMT 118 - Intermediate Algebra or MATH 150 - Introductory Data Analysis or MATH 161 - Precalculus I or other MATH course *	For FNMT 118 and MATH 150: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 161: FNMT 118 with a grade of "C" or better	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
FYE 101 - First Year Experience or other General Elective		3 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
BIOL 106 - General Biology I or BIOL 108 - Essentials of Human Anatomy and Physiology or CHEM 105 - Inquiry into Chemistry or CHEM 110 - Introductory Chemistry or other Lab Science	For BIOL 108: FNMT 118 (or higher) placement	4 credits	Scientific Reasoning
ENGL 107 - Society and Mass Communications	ENGL 101 which may be taken concurrently	3 credits	
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3 credits	
SOC 101 - Introduction to Sociology or			

PSYC 101 - Introduction to Psychology or ANTH 112 - Cultural Anthropology		3 credits	Cultural Analysis & Interpretation

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 117 - Group and Team Communication	ENGL 101 which may be taken concurrently	3 credits	
ENGL 118 - Intercultural Communication	ENGL 101 which may be taken concurrently	3 credits	
ENGL 221 - Survey of American Literature: From the Beginnings to the Civil War or ENGL 222 - Survey of American Literature: From the Civil War to the Present or ENGL 245 - World Literature: From Antiquity to 1500 or ENGL 246 - World Literature: From 1500 to the Present or ENGL 250 - Survey of African American Literature: From Colonization to the Harlem Renaissance or ENGL 251 - Survey of African American Literature: From the Harlem Renaissance to the Present or ENGL 260 - Women in Literature	ENGL 101, with a grade of "C" or better	3 credits	
MATH 150 - Introductory Data Analysis or MATH 161 - Precalculus I or ECON 112 - Statistics I or Other General Elective **	For MATH 150: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 161: FNMT 118 with a grade of "C" or better, or placement in MATH 161 or higher For ECON 112: FNMT 118 or placement in MATH 161 or higher	3 or 4 credits	
Directed Elective: Choose one ENGL 114 - Introduction to Speech Communication or ENGL 120 - Voice and Articulation or ENGL 122 - Writing for Mass Media or ENGL 131 - Acting I or ENGL 132 - Acting II or ENGL 137 - Introduction to Theater or ENGL 205 - Creative Writing or ENGL 271 - The Language of Film or ENGL 272 - Topics in Film Study or ENGL 282 - Scriptwriting or ENGL 283 - Nonfiction Writing: Memoir and Literary Journalism **	For ENGL 114: ENGL 101, which may be taken concurrently For ENGL 122, ENGL 271, and ENGL 272: ENGL 101 For ENGL 132: ENGL 131, or permission of the department head For ENGL 282: ENGL 205 For ENGL 283: ENGL 102 or ENGL 205	3 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 214 - Communication Theory	ENGL 115 with a grade of "C" or better and ENGL 107 or ENGL 116 with a grade of "C" or better	3 credits	
Directed Elective (choose two)**: ENGL 114 - Introduction to Speech Communication or ENGL 120 - Voice and Articulation or ENGL 122 - Writing for Mass Media or ENGL 131 - Acting I or ENGL 132 - Acting II or ENGL 137 - Introduction to Theater or ENGL 205 - Creative Writing or ENGL 271 - The Language of Film or ENGL 272 - Topics in Film Study or ENGL 282 - Scriptwriting or ENGL 283 - Nonfiction Writing: Memoir and Literary Journalism **	For ENGL 114: ENGL 101, which may be taken concurrently For ENGL 122, ENGL 271, and ENGL 272: ENGL 101 For ENGL 132: ENGL 131, or permission of the department head For ENGL 282: ENGL 205 For ENGL 283: ENGL 102 or ENGL 205	6 credits	
ANTH 202 - Gender Roles in Cross-Cultural Perspective or PSYC 202 - Human Sexuality or PSYC 215 - Developmental Psychology or SOC 212 - Sociology of Marriage and Family or SOC 231 - Social Problems	For ANTH 202: ENGL 101 and ANTH 101 or ANTH 112 or SOC 101 For PSYC 202: PSYC 101 For PSYC 215: PSYC 101 or BIOL 109 For SOC 212 and 231: SOC 101 or ANTH 112	3 credits	
General Elective**		3 credits	
General Elective**		3 credits	

Minimum Credits Needed to Graduate:

61

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Education - Middle and Secondary Level

Description:

Education: Middle and Secondary Level provides two opportunities for students. It offers a pathway for students to earn an Associate in Arts degree in education, which is now required for many entry-level jobs in Pennsylvania K-12 schools. It also serves as a first step for those students who wish to transfer to four-year schools so that they may earn their baccalaureate degrees in education. The program offers two levels (Middle and Secondary) with two areas of concentration for each level (Math/Science and Humanities).

The Education: Middle and Secondary Level program prepares students for transfer to baccalaureate-degree granting institutions by introducing them to the field of education while guiding them through a coherent and well-rounded sequence of courses. Within each concentration, there are several possible subject areas in which to specialize; therefore, students choose from a list of content electives in those subjects.

After successful completion of this curriculum, students receive an Associate in Arts (A.A.) degree. Most graduates then transfer to a four-year institution where they earn a Bachelor of Science or Bachelor of Arts in Education and are eligible for certification to teach at the middle or secondary levels, in areas related to their concentration.

Because transfer institutions require specific courses, it is highly recommended that students consult catalogues of schools to which they might transfer along with transfer information available in the Counseling Center, as well as their advisor, to make appropriate course selections.

According to Pennsylvania mandates, under Chapter 354, students need a 3.0 GPA for entry into upper-level education courses and teacher certification programs at four-year schools. In addition, they must pass the Pre-Professional Academic Performance Assessment (PAPA) before being admitted into these upper-level courses at four-year schools.

Note for Students in Middle Level: The Pennsylvania Department of Education (PDE) requires candidates for 4th-8th grade teacher certification to earn 66 credits across four content areas: mathematics, science, English/language arts/reading and social studies. Students will not earn all the necessary content electives in this A.A. program. Depending on their transfer institution, students may apply the credits earned in their content electives towards those 66 content area credits. General education courses required by the program may also apply. *Students must take additional content area courses at their transfer institution to fulfill that institution's requirements for content courses.*

Program Learning Outcomes:

Upon successful completion of the Education: Middle and Secondary Level degree program, graduates will be able to:

- Identify career options open to an individual with a background in education and describe the path required to Pennsylvania Teacher Certification
- Apply theories of adolescent development and cognitive processes to enhance student learning
- Explain the education models in the United States and the impact they have on teaching and learning
- Demonstrate the use of effective assessments that align with the professional teaching standards of the Pennsylvania Department of Education (PDE)
- Demonstrate effective teaching practices for diverse learners
- Demonstrate effective oral and written communication skills

Program Entry Requirements:

New students are normally required to complete the College's placement test prior to their enrollment. Students identified as needing developmental work must satisfactorily complete the appropriate developmental English and mathematics courses as part of the program.

Since students in the Math/Science concentration begin mathematics with MATH 171: Calculus I, it is necessary for those students who have not tested into this level of mathematics to take the prerequisite math courses (MATH 161 and MATH 162, or to have taken their equivalents at another college) either before enrolling or while enrolled in the program.

Because students will be required to observe and work with children, the program requires students to meet the requirements of the Child Protective Services Law, 23 Pa. C.S.A., section 6344 (relating to prospective childcare personnel). Students must therefore present up-to-date Pennsylvania criminal history reports, Federal Bureau of Investigation criminal history reports, Department of Public Welfare (child abuse) reports, and health clearances, clearly stating that they are eligible to work with children. Up-to-date clearance is defined as being no more than 12 months old on the first day of working with children. Failure to produce up-to-date clearances or a change of clearance status may result in a student's removal from the program. A student who believes that an error of fact has been made in his/her removal may appeal that decision. Information regarding the appeal procedure will be provided with the letter of removal.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) Degree in Education: Middle and Secondary Level, a student must complete a minimum of 61 credit hours as described in the following course sequence. Depending on the courses taken, students in the Math/Science concentration may earn additional credits. In addition, the student must have a cumulative grade point average of 2.0, and a minimum grade of "C" in all Education courses. During their matriculation in the program, it is strongly recommended that students meet with a designated Education academic advisor to choose their courses.

Students whose behavior is viewed as inconsistent with professional standards may be dropped from the curriculum pending a departmental hearing.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - College Composition		3 credits	Writing, Research, Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

PSYC 101 - Introduction to Psychology		3 credits	Cultural Analysis & Interpretation
Middle Level (any concentration) or **Secondary Level, Humanities Concentration:** MATH 150 - Introductory Data Analysis or MATH 161 - Pre-Calculus I[*] **Secondary Level,** **Math/Science Concentration:** MATH 171 - Calculus I	MATH 150: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement MATH 161: FNMT 118 with a grade of "C" or better or placement in MATH 161 or higher MATH 171: MATH 162 with a grade of "C" or better, or placement in MATH 171 or higher	3 or 4 credits	Quantitative Reasoning
ED 201 - Foundations of Education for Middle and Secondary Years	ENGL 101 with a grade of "C" or better	3 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
PSYC 209 - Adolescent Psychology	PSYC 101	3 credits	
ED 265 - Introduction to Special Education and Inclusive Practices	ED 105 or ED 201 and PSYC 201 or PSYC 209 or PSYC 215	3 credits	
Middle Level (any concentration) or **Secondary Level, Humanities Concentration:** MATH 151 - Linear Mathematics or MATH 162 - Precalculus II[*] **Secondary Level,** **Math/Science Concentration:** MATH 172 - Calculus II	MATH 151: FNMT 118 with a grade of "C" or better or placement in MATH 161 or higher MATH 162: MATH 161 with a grade of C or better, or placement in MATH 162 or higher MATH 172: MATH 171 with a grade of "C" or better, or placement in MATH 172 or higher	3 or 4 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ED 214 - Cognition and Learning in the Classroom	ENGL 101 and ED 105 or ED 201	3 credits	
Middle Level or **Secondary Level, Humanities Concentration:** BIOL 106 - General Biology I **Middle Level and Secondary Level, Math/Science Concentration:** CHEM 110 - Introductory Chemistry or PHYS 111 - General Physics I or PHYS 140 - Mechanics, Heat and Sound or BIOL 123 - Principles of Biology I	PHYS 111: MATH 162 or MATH 171 or MATH 171 placement PHYS 140: MATH 171 BIOL 123: CHEM 121 or CHEM 110 with a grade of "C" or better and high school biology or permission of the department head	4 or 5 credits	Scientific Reasoning
History Course (choose one): HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond[**]		3 credits	
Content Elective (see chart below for choice of content electives) [***]		3 to 5 credits	
Content Elective (see chart below for choice of content electives) [***]		3 to 5 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.

ED 255 - Teaching English Language Learners	ED 105 or ED 201 and ED 204 or ED 214	3 credits	
Middle Level (any concentration) or **Secondary Level, Humanities Concentration:** BIOL 107 - General Biology II or EASC 111 - Environmental Conservation **Secondary Level, Math/Science Concentration:** ART 103 - History of Art: Ancient to Renaissance or ART 104 - History of Art II: Renaissance to Modern or MUS 103 - Introduction to Music or PHIL 101 - Introduction to Philosophy or Any 100 or 200-level World Language course or Any Religious Studies course (RS)		3 or 4 credits	
Content Elective (see chart below for choice of content electives) ***		3 to 5 credits	
Content Elective (see chart below for choice of content electives) ***		3 to 5 credits	
Content Elective (see chart below for choice of content electives) ***		3 to 5 credits	

Notes

*Students should choose math courses according to transfer institution.

**Students planning to transfer to Temple University should take HIST 101 or HIST 103, not HIST 102.

*** Students selecting their content electives must receive approval from their education faculty advisor before they can register for their content electives. Banner will prevent students from registering without their advisor's approval.

The Pennsylvania Department of Education (PDE) only certifies baccalaureate programs in education; PDE does not certify Associate programs. Therefore, the College cannot guarantee that the content electives listed below will count towards the PDE requirement. Acceptance will be determined by the four-year college to which the student transfers, and courses accepted vary by institution.

Middle Level (4th-8th) Content Electives

In consultation with an advisor, students should choose FIVE content electives from the chart below based on 1) their concentration (Math/Science or Humanities) and 2) the subject they plan to teach.

CONCENTRATION: MATH/SCIENCE

- SUBJECT: Mathematics
    - MATH 162, MATH 171, MATH 172, MATH 251, MATH 270 and/or MATH 271
- SUBJECT: Science
    - BIOL 106 and BIOL 107 or BIOL 123 and BIOL 124
    - CHEM 105, CHEM 110, CHEM 121, and/or CHEM 122
    - EASC 111
    - PHYS 111 and 112 or PHYS 141 and PHYS 240

CONCENTRATION: HUMANITIES

- SUBJECT: English/Language Arts/Reading
    - Any 200-level ENGL course, except 214 (includes Creative Writing courses)
- SUBJECT: Social Studies
    - ANTH 112, POLS 111, SOC 101, SOC 233, RS 101, RS 151[1]
    - ECON 181 or ECON 182
    - GEOG 101, GEOG 103, GEOG 180, and/or GEOG 222
    - HIST 121, HIST 122, HIST 220, and/or HIST 221

Secondary Level Content Electives

In consultation with an advisor, students should choose FIVE courses from the chart below based on 1) their concentration (Math/Science or Humanities) and 2) the subject they plan to teach.

CONCENTRATION: MATH/SCIENCE

- SUBJECT: Math or Physics

MATH 270 and MATH 271
- PHYS 111 and PHYS 112 or PHYS 140 and PHYS 241
- SUBJECT: Chemistry
  - CHEM 121, CHEM 122, CHEM 221, and CHEM 222
- SUBJECT: Biology or General Science
  - CHEM 121 and CHEM 122
  - BIOL 123 and BIOL 124

CONCENTRATION: HUMANITIES

- SUBJECT: Art [2]
  - ART 103
  - ART 104
  - ART 105
  - ART 109
  - ART 115
- SUBJECT: English
  - Any 200-level ENGL course, except ENGL 214 (includes Creative Writing courses)
- SUBJECT: Music [3]
  - MUS 105
  - MUS 106
  - MUS 116
  - MUS 118
  - MUS 120
  - MUS 121
- SUBJECT: Social Studies
  - ANTH 112
  - POLS 111
  - SOC 101
  - SOC 233
  - ECON 181 ECON 182
  - GEOG 101 GEOG 103 GEOG 180 GEOG 222
  - HIST 121
  - HIST 122
  - HIST 220
  - HIST 221
  - RS 101
  - RS 1511
- SUBJECT: World Languages [4]
  - Students should take a minimum of two courses in the language they plan to teach and three additional courses in the Secondary Humanities content elective list.

[1] Students who plan to attend a religiously-affiliated college or university should take Religious Studies (RS) courses.

[2] Students who intend to teach art at the secondary level should also prepare a portfolio.

[3] Most baccalaureate programs in music education require testing and/or auditions for incoming transfer students. CCP students who intend to teach music should contact their intended transfer institutions for details.

[4] Students who are already fluent in the language they intend to teach should take five of the other courses in the Secondary Humanities concentration content electives list instead.

Minimum Credits Needed to Graduate:

61

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request for Course Substitution of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450 or the College Information Center (215) 751-8010.

Education: Early Childhood (Birth to 4th Grade)

Description:

The Education: Early Childhood (Birth to 4th Grade) Program develops the knowledge and competence of students interested in teaching or working in related careers with children birth through fourth grade. The Program provides a sound theoretical foundation in principles of child growth and development from the prenatal period through the primary years, as well as a functional understanding of programs and curricula appropriate for young children. Skills emphasized include child observation, curriculum planning for diverse learners, advocacy, and interpersonal and communication abilities.

Upon completion of the Program students receive an Associate in Arts degree and may either enter the workforce or transfer to a baccalaureate program in Education.

Because the curriculum supports the needs of those wishing to pursue a variety of options including transfer, it is highly recommended that students consult Program advisors, catalogs, and transfer worksheets available in the Career and Transfer Center in order to make appropriate course selections.

Graduates of the Program will be prepared to work as childcare practitioners and directors, parent educators, children's recreation staff, teacher assistants and instructional aides. Graduates who wish to become certified teachers will need to transfer to and complete a Pennsylvania Department of Education approved teacher certification program at a four year college or university.

Program Learning Outcomes:

Upon successful completion of the Education: Early Childhood degree program graduates will be able to:

- Identify key theories of child development
- Responsibly apply systemic observation, documentation, and other assessment techniques, in partnership with families and other professionals
- Design, implement, and assess differentiated curricula and experiences to positively influence the development of every child
- Demonstrate ethical and professional standards and make decisions as part of continuous collaborative learning, informed reflective practice, and diverse field experiences
- Demonstrate effective oral and written communication skills in the discourse of the discipline.

Program Entry Requirements:

New students are normally required to complete the College's placement test prior to their enrollment. Students identified as needing developmental work must satisfactorily complete the appropriate developmental English and mathematics courses as part of the program.

Because students will be required to observe and work with young children the Program requires students to meet the requirements of the Child Protective Services Law, 23 Pa. C.S.A., section 6344 (relating to prospective child care personnel). Students must therefore present up-to-date Pennsylvania criminal history reports, Federal Bureau of Investigation criminal history reports, Department of Public Welfare (child abuse) reports, and health clearances, clearly stating that they are eligible to work with children. (Up-to-date clearance is defined as being no more than 12 months old on the first day of working with children.) Failure to produce up-to-date clearances or a change of clearance status may result in a student's removal from the program. A student who believes that an error of fact has been made in his/her removal may appeal that decision. Information regarding the appeal procedure will be provided with the letter of removal.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) Degree in Education: Early Childhood (Birth-4th grade) program, a student must complete a minimum of 62 credit hours as described in the course listing below. Students enrolled this program who are also enrolled in the Early Childhood Education Proficiency Certificate must complete an additional course, ED 151: Health, Safety and Nutrition of Young Children, resulting in 65 credits. In addition, the student must have a cumulative grade point average of 2.0, and a minimum grade of "C" in all Education courses. During their matriculation in the Education: Early Childhood (Birth-4th grade), it is strongly recommended that students meet with a designated Education academic advisor to choose their courses. Students whose behavior is viewed as inconsistent with professional standards may be dropped from the curriculum pending a departmental hearing.

Prior Learning Assessment:

Students may be eligible to apply for credits for prior learning. Interested students should contact the program coordinator for further information regarding the criteria and an application.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ED 105 - Foundations of Early Childhood Education		3 credits	
PSYC 101 - Introduction to Psychology		3 credits	Cultural Analysis & Interpretation
MATH 151 - Linear Mathematics * or	For MATH 151 or MATH 152: FNMT 118 with a grade of "C" or better or placement in MATH		

MATH 152 - Probability or MATH 123 - Mathematical Principles I	161 or higher For MATH 123: FNMT 017 or FNMT 019 completed or placement in FNMT 118 or higher	3 credits	Quantitative Reasoning

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2
ED 135 - Family and Community Relationships		3 credits	
MATH 133 - Mathematical Principles II or MATH 161 - Precalculus I *	For MATH 133: MATH 123 For MATH 161: FNMT 118 with a C or better or MATH 161(or higher) placement	3 credits	
PSYC 201 - Child Psychology	PSYC 101	3 credits	
ED 204 - Curriculum and Instruction: Engaging Young Children in the Learning Process or ED 214 - Cognition and Learning in the Classroom	ED 105 ENGL 101 and ED 105 or ED 201	3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ED 222 - Language and Literacy Development in Early Childhood	PSYC 201, ED 204 or ED 214	3 credits	
ED 230 - Integrating the Arts into Early Childhood Education	ED 105	3 credits	
ED 245 - Assessment of Young Children	ED 204 or ED 214	3 credits	
BIOL 106 - General Biology I		4 credits	Scientific Reasoning
ED 250 - Infant and Toddler Development and Curriculum	ED 204 or ED 214	3 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ED 255 - Teaching English Language Learners	ED 105 or ED 201 and ED 204 or ED 214	3 credits	
ED 265 - Introduction to Special Education and Inclusive Practices	ED 105 or ED 201 and PSYC 201 or PSYC 209 or PSYC 215	3 credits	
HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond		3 credits	
ED 290 - Early Childhood Education Practicum	ED 222 and ED 245	3 credits	
ENGL 115 - Public Speaking		3 credits	Oral Communication/Creative Expression

Minimum Credits Needed to Graduate:

62

* Students who are planning to transfer to Temple University should enroll in MATH 151 or MATH 152 and MATH 161.

Directed Electives should be selected in consultation with an advisor based on career goals and requirements of the institution to which the student plans to transfer. Note that many baccalaureate programs in education require two semesters of college level math and two semesters of lab science.

Students who enter the College at the MATH 161 level or higher can complete this program in 62 credits. Students who enter the College at a lower level on the Math placement exam will need to take FNMT 118 - Intermediate Algebra and thus will need 65 credits to graduate.

Students enrolled in the Early Childhood Education Proficiency Certificate should also complete ED 151 - Health, Safety and Nutrition of Young Children

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

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English

Description:

The English degree program is for Community College of Philadelphia students planning to transfer to baccalaureate programs in English and for students interested in literature and writing. The A.A. degree in English is appropriate for students who wish to focus on literature and writing, including critical approaches to literary study, considering how elements typical of a literary genre help to create a work's theme or artistic impact; analyzing how race, class, gender, citizenship, and sexuality intersect in literature; and writing effectively in the discipline of literature. Because transfer institutions require students to take specific courses, it is highly recommended that students consult catalogs of schools to which they might transfer and transfer worksheets available in the Career and Transfer Center (or from the English Department), as well as their advisors and mentors, in order to make appropriate selections for their elective courses. The A.A. degree in English is appropriate for students who wish to focus on literature and writing, while improving their ability to read, analyze, interpret, research and persuade.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Identify elements typical of a literary genre and communicate how those elements work together to create a work's theme or artistic impact.
- Employ relevant terminology associated with literary analysis.
- Analyze how race, class, gender, citizenship, and sexuality intersect in literature across regions, cultures, and time periods.
- Engage in effective academic writing within the discipline of literature.

Program Entry Requirements:

Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and Mathematics courses as a part of their degree program. Students must place into ENGL 098/ENGL 099 or ENGL 084/ENGL 094 or higher to enter the program.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in English, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average)

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
ENGL 190 - Introduction to Literature	ENGL 101 which may be taken concurrently	3 credits	Cultural Analysis & Interpretation
FNMT 118 - Intermediate Algebra or MATH 150 - Introductory Data Analysis or MATH 161 - Precalculus I*	For FNMT 118 and MATH 150: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 161: FNMT 118 with a grade of "C" or better	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts **		3 credits	Technological Competency
HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States: The Civil War and the19th Century or HIST 103 - United States History: The 20th Century and Beyond or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or HIST 220 - African American History to 1877 or HIST 221 - African American History After 1865		3 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BIOL 106 - General Biology I or BIOL 108 - Essentials of Human Anatomy and Physiology or CHEM 105 - Inquiry into Chemistry or STS 101 - Introduction to Science, Technology, and Society or other 4-credit lab science, selected in consultation with an advisor		4 credits	Scientific Reasoning
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
MATH 150 - Introductory Data Analysis or MATH 161 - Pre-Calculus I or ENGL 205 - Creative Writing *** or other general elective selected in consultation with an advisor	For MATH 150 or MATH 161: FNMT 118 with a grade of "C" or better, or placement in MATH 161 or higher	3 credits	
ENGL 211 - Survey of British Literature: From Beginnings to 1750 or ENGL 212 - Survey of British Literature: From 1750 to the Modern Era or ENGL 221 - Survey of American Literature: From the Beginnings to the Civil War or ENGL 222 - Survey of American Literature: From the Civil War to the Present	ENGL 101 with a grade of "C" or better	3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
World Language 101 (Arabic, Chinese, French, Italian, Japanese, or Spanish) or other general elective selected in consultation with an advisor ****		3 credits	
ENGL 250 - Survey of African American Literature: From Colonization to the Harlem Renaissance or ENGL 251 - Survey of African American Literature: From the Harlem Renaissance to the Present or ENGL 256 - African Literature	ENGL 101 with a grade of "C" or better	3 credits	
Any 200-level English course (with the exception of ENGL 214) or ENGL 106 - Grammar or ENGL 137 - Introduction to Theater or ENGL 122 - Writing for Mass Media	For ENGL 122: ENGL 101 with a grade of "C" or better For ENGL 211 through ENGL 272: ENGL 101 with a grade of "C" or better	3 credits	
ENGL 245 - World Literature: From Antiquity to 1500 or ENGL 246 - World Literature: From 1500 to the Present	ENGL 101 with a grade of "C" or better	3 credits	
BHHS 103 - Human Development and Behavior in the Social Environment or ENGL 107 - Society and Mass Communication or JUS 101 - Survey of Criminal Justice or SOC 101 - Introduction to Sociology		3 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
General Elective		3 or 4 credits	
Any 200-level English course (with the exception of ENGL 214) or ENGL 106 - Grammar or ENGL 122 - Writing for Mass Media or ENGL 137 - Introduction to Theater	For ENGL 122: ENGL 101 with a grade of "C" or better For ENGL 211 through ENGL 272: ENGL 101 with a grade of "C" or better	3 credits	
World Language 102 (Arabic, Chinese, French, Italian, Japanese, Spanish) or other general elective selected in consultation with an advisor ****	For ENGL 122: ENGL 101 with a grade of "C" or better	3 credits	
ANTH 112 - Cultural Anthropology or HUM 130 - Introduction to Japanese Culture and Civilization or HUM 150 - Introduction to Latin American Cultures and Civilizations or HUM 180 - Introduction to African Cultures and Civilizations or RS 151 - World Religions	For HUM 130, 150, and 180: ENGL 101, which may be taken concurrently	3 credits	
ENGL 285 - Portfolio Development or other general elective in consultation with an advisor ,Ä†		3 credits	

Notes

*Students planning to transfer to Temple should choose MATH 150 or higher

**Students with computer skills may apply for credit by exam through the Computer Technologies Department.

***Students in the Creative Writing Academic Certificate should take ENGL 205 in the second semester, ENGL 280, 281, 282, or 283 in the third semester, and ENGL 280, 281, 282, or 283 concurrently with ENGL 285 in the fourth semester.

**** Students who wish to study a world language or who plan to transfer to an institution that requires a world language are advised to take at least two semesters of a world language as electives.

,Ä† Students enrolled in Creative Writing Certificate must take ENGL 285: Portfolio Development. ENGL 285 is only open to students enrolled in the Creative Writing Certificate. Other

students choose a General Elective based on area of interest and transfer institution, selected in consultation with an advisor.

Minimum Credits Needed to Graduate:

61

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Health Care Studies

Description:

The Health Care Studies program is designed for students interested in entering the health care profession. The program provides students with the foundational courses necessary to either enter one of the College's other health care programs, or, for interested students, transfer to bachelor's or master's degree programs in the health sciences fields such as nursing, health information management, occupational therapy and speech therapy. The program also enables students to graduate with an A.A. degree in Health Care Studies. While in the program, students may also opt to obtain a proficiency certificate to enhance their knowledge and skills of a particular area in health care and to increase their employment opportunities upon graduation from the College.

Program Learning Outcomes:

Upon completion of this program, graduates will be able to:

- Communicate effectively with others orally and in writing.
- Demonstrate quantitative reasoning skills, particularly as they apply to the health care setting.
- Explain the factors that influence health and disease.
- Explain social and psychological factors that influence human behavior.
- Define a career goal and outline the academic process required to reach that goal.

Program Entry Requirements:

Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of the degree program.

Program of Study and Graduation Requirements:

Allied Health 101, Introduction to the Health Care Professions, must be taken before 12 college credits have been earned. This course is a cornerstone of the Health Care Studies program, requiring students to define a career goal and outline the academic process required to reach that goal.

To qualify for the A.A. Degree in Health Care Studies, students must complete a minimum of 60 credit hours as prescribed and attain a 2.0 cumulative grade point average and complete all course and credit requirements with no grade below a "C" in any course. It is recommended that students who transfer into the program with earned credits take AH 101 during their first semester in the Health Care Studies Program.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AH 101 - Introduction to the Health Care Professions		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, and Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
FNMT 118 - Intermediate Algebra or higher	For FNMT 118: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
BIOL 106 - General Biology I or BIOL 109 Anatomy and Physiology I		4 credits	Scientific Reasoning

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, and Info Lit 2
MATH 150 - Introductory Data Analysis or MATH 251 - Statistics for Science	For MATH 150: FNMT 118 ready For MATH 251: FNMT 118 with a grade of "C" or better, or MATH 150 with a grade of "C" or better	3 or 4 credits	
BIOL 108 - Essentials of Human Anatomy and Physiology or BIOL 109 - Anatomy and Physiology I or BIOL 110 - Anatomy and Physiology II	For BIOL 110: BIOL 109 with a grade of "C" or better	4 credits	
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis and Interpretation

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AH 116 - Therapeutic Communication or ENGL 115 - Public Speaking	For ENGL 115: ENGL 101 which may be taken concurrently	3 credits	Oral Communication/ Creative Expression

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NUTR 106 - Nutrition for Healthy Lifestyle or NUTR 111 - Introduction to Nutrition	For NUTR 111: ENGL 101 and BIOL 109	3 credits	
General Elective****		3 or 4 credits	
General Elective****		3 or 4 credits	
PSYC 101 - Introduction to Psychology or PSYC 215 - Developmental Psychology or Health Elective **	For PSYC 215: PSYC 101 101 or BIOL 109	3 or 4 credits	
Health** or Science Elective ***		3 or 4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PSYC 101 - Introduction to Psychology or PSYC 215 - Developmental Psychology or Health Elective **	For PSYC 215: PSYC 101 or BIOL 109	3 or 4 credits	
Health** or Science Elective***		3 or 4 credits	
General Elective****		3 or 4 credits	
General Elective****		3 or 4 credits	
General Elective****		3 or 4 credits	

Minimum Credits Needed to Graduate:

60

* Students should select Biology courses according to academic goal. Required science courses vary per program or certificate.

** Health Elective - includes any Allied Health, Dental Hygiene, Diagnostic Medical Imaging, Medical Laboratory Technology, Nursing, Ophthalmic Technician, Physical Education, or Respiratory Technology course.

***Science Elective - includes any Biology, Chemistry, Physics or STS course

**** All students must have a minimum of 60 credits in order to graduate. Depending on courses selected above, the number of general electives required will vary. Students must earn at least a 2.0 cumulative grade point average and complete all course and credit requirements with no grade below a "C" in any course.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

Contact The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010

Health Services Management

Description:

The Health Services Management program teaches students the foundational knowledge and skills needed to become health care managers for advancement in health care disciplines. It prepares students to transfer to a baccalaureate degree program in Health Services Management/Administration, where upon graduation they can hold the position of medical office manager, health care administrator, practice administrator, regional operations director, manager of operations, associate administrator for strategic planning and director of patient access.

Understanding the social, political, economic and financial issues affecting health care will provide students with the knowledge to transfer to a baccalaureate program and become effective health care managers. The components of finance, technology, health care policy and economics that comprise the U.S. health care system and how each element interrelates with one another are emphasized in this curriculum.

Students interested in working in health care but in non-direct patient care environments are encouraged to apply to this program.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate effective communication, both orally and in writing.
- Demonstrate critical thinking and problem-solving skills in preparation for a career in health care.
- Identify current issues and trends affecting the U.S. health care delivery system and strategies to address them.
- Analyze health care policies and critique their effectiveness in serving the needs of the intended stakeholders.

Program Entry Requirements:

This is a select program. Students may apply for admission into the program after they have demonstrated readiness for ENGL 101 and FNMT 118 as determined by the College's placement tests or by successfully completing identified developmental course work. The program requires students to have completed the FNMT 118 course by the time they have earned 12 credits in order to remain in the program. They will also need to complete either MATH 150 or MATH 251; ENGL 102 and CIS 103 by the time they have earned 24 credits.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in Health Services Management, a student must complete 60 credit hours as prescribed, attain a grade point average of 2.0 in all program core courses and no grade below a "C" in any course.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AH 103 - Medical Terminology		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit. 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
FNMT 118 - Intermediate Algebra or higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
BIOL 109 - Anatomy and Physiology I		4 credits	Scientific Reasoning

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with grade of "C" or better	3 credits	Writing, Research, Info Lit. 2
MATH 150 - Introductory Data Analysis or MATH 251 - Statistics for Science	For MATH 150: FNMT 118 ready. For MATH 251: FNMT 118 with a grade of "C" or better, or MATH 150 with a grade of "C" or better	3 or 4 credits	
BIOL 110 - Anatomy and Physiology II	BIOL 109 with grade of "C" or better	4 credits	
AH 112 - Medical Administrative Procedures		3 credits	
AH 116 - Therapeutic Communication		3 credits	Oral Communication / Creative Expression

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AH 120 - Reimbursement Methodologies in Health Care		3 credits	
AH 204 - Medical Law and Ethics	ENGL 101 with grade of "C" or better	3 credits	
ACCT 101 - Financial Accounting or ACCT 111 - Business Accounting		4 credits	
SOC 101 - Introduction to Sociology or ANTH 112 - Cultural Anthropology or GEOG 103 - Introduction to Human Geography		3 credits	Cultural Analysis & Interpretation
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or HIST 150 - History of American Health Care or HUM 101 - Cultural Traditions: Ancient to the 13th Century or PHIL 111 - Critical Thinking or PHIL 211 - Ethical Problems or SPAN 111 - Elementary Spanish for Healthcare I	For ENGL 115, ENGL 117, and HUM 101: ENGL 101, which may be taken concurrently	3 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AH 222 - Health Care Policy and Administration	AH 120, AH 204 with grade of "C" or better, MATH 150 or MATH 251 with grade of "C" or better	3 credits	
AH 224 - Current Issues and Trends in Health Care	MATH 150 or MATH 251 with grade of "C" or better	3 credits	
AH 260 - Supervisory Management in Health Care	AH 204 with grade of "C" or better	3 credits	
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or HIST 150 - History of American Health Care or HUM 101 - Cultural Traditions: Ancient to the 13th Century or PHIL 111 - Critical Thinking or SPAN 111 - Elementary Spanish for Healthcare I	For ENGL 115, ENGL 117, and HUM 101: ENGL 101, which may be taken concurrently	3 credits	

Minimum Credits Needed to Graduate:

60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010.

Interior Design

Description:

This program leads to the Associate in Arts degree in Interior Design, with graduates prepared to transfer to baccalaureate institutions. However, after graduation from the Community College of Philadelphia, students may choose to enter the work force as junior or assistant designers, or as materials librarians.

The primary goal of the program is to teach students to be imaginative, responsible and knowledgeable interior designers. Within the context of the multi-disciplinary learning environment of the Architecture, Design and Construction Department, students develop, explore and apply the broad intellectual, visual and graphic capacities required to compete successfully in the challenging and rewarding field of interior design.

The curriculum and faculty are dedicated to providing each student strong design and technical experiences early in his or her education. The Interior Design program is built upon a sequence of design studios. It is here that design fundamentals are acquired, and technical, historical and theoretical concepts are synthesized and applied. Students increase their spatial visualization capabilities and are guided in developing a design process and a personal creative vision. At the same time, they learn to work as part of a design team. The design projects are organized to build aesthetic understanding, technical abilities, sensitivity to human needs and awareness of the social consequences of design decisions.

At the College, the study of interior design reflects the diverse, evolving roles and responsibilities of the design professional. The program provides a broad liberal arts education, drawing upon art, science, humanities, social science and the history of architecture and interior design. This is the vital foundation that leads to the ability to produce lasting, beautiful and functional design work.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Use critical thinking and/or analytical skills to solve specific space planning and interior spaces design problems that synthesize human, ergonomic, technical, historical, cultural and theoretical concepts in two and three-dimensional form and space and that integrate lighting, color, textiles and furniture arrangements into interior design projects.
- Communicate design intent effectively:
    1. Orally,
    2. In writing,
    3. By producing design drawings utilizing freehand drawing, manual and computer drafting
    4. By producing three-dimensional analog and computer models that convey design intentions.
- Identify common finish materials, related interior products, and furniture employed in the interior environment.
- Create and analyze design solutions that take people, built context, human culture, and history into consideration, addressing design as a complicated interaction of these conditions.

Program Entry Requirements:

Interested high school students should complete a year of geometry, two years of algebra and two years in art-related areas (drawing, sculpture, photography or related areas). Mechanical drafting or Computer Assisted Design is also advantageous.

Students are required to take the College's placement tests at the time of admission. Students identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses prior to enrolling in courses required by the degree program.

Program of Study and Graduation Requirements:

To qualify for the A.A. degree in Interior Design, a student must complete a minimum of 64 credits as prescribed, and attain a minimum grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
MATH 137 - Geometry for Design (or above as per placement) **	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
ADC 101 - Introduction to Design and Construction		3 credits	Technological Competency*
ADC 103 - CAD Basics		3 credits	Technological Competency*
ADC 109 - Design Studio I		4 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, and Info Lit 2
SOC 101 - Introduction to Sociology or HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The Civil War and the 19th Century or		3 credits	Cultural Analysis & Interpretation

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
HIST 103 - United States History: The 20th Century and Beyond			
ADC 159 - Design Studio II	ADC 103, ADC 109	4 credits	
ADC 160 - Presentation Techniques	ADC 103	3 credits	
ART 105 - Drawing I		3 credits	Oral Communication/Creative Expression

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
EASC 111 - Environmental Conservation or other Scientific Reasoning course**		3 or 4 credits	Scientific Reasoning
ADC 112 - Construction Materials and Detailing: Properties or ADC 212 - Construction Materials and Detailing: Methods or ADC 163 - Architectural Visualization with Autodesk Revit or ART 106 - Drawing II or ART 111 - 3-D Design I or ART 125 - Design I or ART 126 - Design II	For ADC 112: ADC 103 or ADC 109 For ADC 212: ADC 103 or ADC 109 For ADC 163: ADC 103 For ART 106: ART 105 For ART 126: ART 125	3 credits	
ADC 209 - Design Studio III	ADC 159, ADC 160	4 credits	
ADC 221 - History of Architecture and Interiors I	ENGL 101	3 credits	
ADC 260 - Advanced Presentation Techniques	ADC 160 and ADC 209 which may be taken concurrently; or ADC 163 which may be taken concurrently	3 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning		3 credits	
ADC 222 - History of Architecture and Interiors II	ADC 221 and ENGL 102 which may be taken concurrently	3 credits	
ADC 192 - Color and Lighting	ADC 101	3 credits	
ADC 112 - Construction Materials and Detailing: Properties or ADC 212 - Construction Materials and Detailing: Methods or ADC 163 - Architectural Visualization with Autodesk Revit or ART 106 - Drawing II or ART 111 - 3-D Design I or ART 125 - Design I or ART 126 - Design II	For ADC 112: ADC 103 or ADC 109 For ADC 212: ADC 103 or ADC 109 For ADC 163: ADC 103 For ART 106: ART 105 For ART 126: ART 125	3 credits	
ADC 259 - Design Studio IV	ADC 209	4 credits	

Minimum Credits Needed to Graduate:

64

* Students must complete ADC 101 and ADC 103 to meet the Technological Competency requirement.

** Students should select Quantitative Reasoning and Scientific Reasoning courses at CCP that correspond with the requirements of the institution to which they intend to transfer.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

* Students must complete ADC 101 and ADC 103 to meet the Technological Competency requirement.

** Students should select Mathematics and Science courses at CCP that correspond with the requirements of the institution to which they intend to transfer.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Description:

The International Studies curriculum provides a strong foundation in global and international studies. The curriculum is designed for students planning to transfer to baccalaureate programs with an international or global focus in such subjects as world language or literature, area studies, international relations and international studies. The courses required in the International Studies curriculum are designed to be transferable to other colleges and universities.

Students are expected to consult with a counselor or an academic advisor upon entry into the program and in subsequent semesters. Transfer planning should begin early so that the student can gain the most benefit from the program. Students who follow the International Studies curriculum and plan to attend a specific four-year college after graduation should choose elective courses that duplicate as closely as possible those in the first two years of the program at that college.

Note: Some international programs at transfer institutions require world language proficiency at least through the intermediate level. It is recommended that students complete, if possible, a world language through the intermediate level. Students should consult with the Career and Transfer Center about world language requirements at transfer institutions.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Analyze, explain, and evaluate a wide range of topics, such as conflict, pandemics, scientific advances, banking, and political systems, from a variety of global perspectives.
- Communicate effectively in another language in all four language skills: listening, speaking, reading, and writing, to develop intercultural competence and distinction in the labor market.
- Write in the standard academic English used in the field of international studies.
- Use scientific and quantitative research methods to investigate and solve problems from a global perspective.

Program Entry Requirements:

The program is open to all interested students. New students are required to take the College's placement test at the time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in International Studies, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Graduation with Distinction

Graduating with "Distinction" sets students apart from their peers and may give them the edge they need for successful transfer to a four-year college or employment in a desired field. Motivated students may graduate with "Distinction" either in International Studies in general, or with a concentration in Latin America, Africa/Middle East, or Asia Studies. "Distinction" plans can include a study abroad experience and intensive language study. They provide flexible, individualized coursework to meet students' particular needs and goals.

Requirements to receive "Distinction" on transcripts and diploma:

1. Students must have a GPA of at least 3.2 after completion of 35 credits in major
2. Students must complete at least three Humanities or Social Sciences courses with Global Diversity with a GPA of at least 3.2, excluding world language courses
3. A) Students must successfully complete a CCP study abroad program or B) complete a third semester for world language study.
4. A summative impact paper of at least two typed pages summarizing how 3A or B broadened their perspectives will be submitted during the semester preceding graduation. This paper should describe examples of personal growth and should connect language study and/or study abroad experiences to global diversity courses, readings, and/or future plans.
5. Students may not use time amnesty or academic amnesty to meet minimum GPA requirements.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/ Info Lit 1
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FMNT 118 (or higher) placement	3 credits	Quantitative Reasoning
World Language *		3 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
EASC 111 - Environmental Conservation		3 credits	Scientific Reasoning (Non-Lab Science)

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
HUM 101 - Cultural Traditions: Ancient to the 13th Century or HUM 102 - Cultural Traditions: 14th Century to the Present	ENGL 101, which may be taken concurrently	3 credits	Cultural Analysis and Interpretation
ENGL 118 - Intercultural Communication or ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
World Language [1]		3 credits	
GLS 101 - Introduction to Global Studies		3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
GEOG 103 - Introduction to Human Geography or PSYC 101 - Introduction to Psychology or SOC 101 - Introduction to Sociology		3 credits	
BIOL 106 - General Biology I or CHEM 105 - Inquiry into Chemistry		4 credits	Lab Science
World Language[*] or ART 103 - History of Art: Ancient to Renaissance or ART 104 - History of Art II: Renaissance to Modern or MUS 105 - Music of the Baroque and Classical Eras or MUS 106 - Great Romantic Music or MUS 120 - Music of African-Americans or MUS 121 - Modern American Music		3 credits	
ANTH 112 - Cultural Anthropology		3 credits	
HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past		3 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
World Language or RS 151 - World Religions		3 credits	
Any 200-level Anthropology, Geography, Psychology or Sociology	See Course Description for prerequisite course(s)	3 credits	
HUM 120 - Introduction to Chinese Culture and Civilization or HUM 130 - Introduction to Japanese Culture and Civilization or HUM 150 - Introduction to Latin American Cultures and Civilizations or HUM 170 - Middle East Cultures and Civilizations or HUM 180 - Introduction to African Cultures and Civilizations or HUM 190 - Modern Africa and Asia	ENGL 101, which may be taken concurrently	3 credits	
POLS 112 - Introduction to International Relations		3 credits	
ECON 181 - Principles of Economics- Macroeconomics	FNMT 118 or higher	3 credits	

Notes

[*] Two semesters of world language study are required. Students may do so at the elementary or intermediate level. It is recommended that students study a world language through the intermediate level.

Minimum Credits Needed to Graduate:

61

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Liberal Arts

Description:

In the liberal arts, students use critical thinking and draw from a number of disciplines to analyze complex social and cultural issues and become life-long learners prepared to meet personal, societal, and global challenges. The Liberal Arts degree program provides a clear educational path for many students at Community College of Philadelphia that also offers the opportunity to clarify their interests and career goals. It is designed for students planning to transfer to baccalaureate programs after study at the College.

Students in the Liberal Arts curriculum are required to enroll in FYE 101: First Year Experience within the first 12 credits and must complete required courses ENGL 101, ENGL 102, college-level math, CIS 103, the first in the Social Science pair, the first in the Humanities pair, and the Communication course within the first 24 credits so that they are free to choose the courses that best fit their long-term educational goals for the remainder of the program.

Alternate pathways exist so that students may take the following certificates while completing the Liberal Arts degree: Religious Studies Proficiency Certificate, Acting Proficiency Certificate, Technical Theater Proficiency Certificate, and Creative Writing Academic Certificate.

Students are expected to consult with an academic advisor or counselor upon entry to the program and in subsequent semesters. Transfer planning should begin early so that the student can make the most informed choices. The Liberal Arts curriculum contains a number of electives and allows students and advisors to shape the selection of courses to meet individual goals. Students who follow the Liberal Arts curriculum and plan to attend a specific four-year college after graduation should choose electives that duplicate as closely as possible those in the first two years of the program of that college.

Note: Many, but not all, transfer institutions require some knowledge of a world language (from one semester to two years of study at the college level or the equivalent). Students planning to transfer should be aware of world language requirements that may affect their acceptance into certain colleges and programs.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Think critically about ideas and concepts in the arts, humanities, social and natural sciences, and mathematics to analyze complex personal, social, and global issues.
- Communicate in oral, creative, and written modes in ways that reflect the situation, audience, and conventions of the medium.
- Analyze content across disciplines to discern and respect diverse experiences and perspectives, such as race, ethnicity, gender, sexual orientation, and ability, from both local and global points of view.
- Question, investigate and solve problems using scientific and quantitative reasoning.

Program Entry Requirements:

Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

Students in the Liberal Arts curriculum are required to enroll in FYE 101: First Year Experience within the first 12 credits and must complete required courses ENGL 101, ENGL 102, college-level math, CIS 103, the first in the Social Science pair, the first in the Humanities pair, and the Communication course within the first 24 credits. To qualify for the Associate in Arts (A.A.) degree in Liberal Arts, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FYE 101 - First Year Experience		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, and Info Lit 1
CIS 103 - Computer Applications & Concepts [*]		3 credits	Technological Competency
MATH 150 - Introductory Data Analysis or MATH 161 - Precalculus I or higher [**]	For MATH 150: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 161: FNMT 118 with a grade of "C" or better, or placement in MATH 161 or higher	3 credits	Quantitative Reasoning
HIST 101 - United States History: Colonial America through the Revolutionary Period or PSYC 101 - Introduction to Psychology or SOC 101- Introduction to Sociology or ANTH 101- Introduction to Anthropology [***]		3 credits	Cultural Analysis & Interpretation

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, and Info Lit 2
BLAS 101 - Introduction to Black Studies or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or HUM 101 - Cultural Traditions or HUM 102 - Cultural Traditions II or World Language 101: Arabic, Chinese, French, Italian, Japanese, or Spanish or ENGL 190 - Introduction to Literature or any 200-level English course (with the exception of ENGL 214) or ***	For ENGL 190, ENGL 137, and ENGL 205 through ENGL 272: ENGL 101 with a grade of "C" or better	3 credits	
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117- Group/Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
BIOL 106 - General Biology I or CHEM 105 - Inquiry into Chemistry		4 credits	Scientific Reasoning
General Elective**		3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ANTH 112 - Cultural Anthropology or or HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond or PSYC 205 - Psychopathology/Abnormal Psychology or PSYC 215 - Developmental Psychology or SOC/POLS 230 - Political Activism and Social Movements or SOC 231- Social Problems or SOC 233 - Race, Ethnicity and Social Inequalities ***	PSYC 205: PSYC 101 PSYC 215: PSYC 101 or BIOL 109 SOC/POLS 230: SOC 101 or POLS 101; ENGL 101 SOC 231 and SOC 233: SOC 101 or ANTH 112	3 credits	
General Elective**		3 or 4 credits	
BLAS 101 - Introduction to Black Studies or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or HUM 101 - Cultural Traditions: Ancient to the 13th Century or HUM 102 - Cultural Traditions: 14th Century to the Present or World Language 101: Arabic, Chinese, French, Italian, Japanese, or Spanish or ENGL 190 - Introduction to Literature or any 200-level English course (with the exception of ENGL 214) or ***	For ENGL 190, ENGL 137, and ENGL 205 through ENGL 272: ENGL 101 with a grade of "C" or better	3 credits	
ENGL 250 - Survey of African American Literature: From Colonization to the Harlem Renaissance or ENGL 251 - Survey of African American Literature: From the Harlem Renaissance to the Present or ENGL 251- African-American Literature or HIST 146 - Latino-American History or HIST 220 - African-American History to 1877 or HIST 221 - African-American History after 1865 or MUS 120 - Music of African- Americans or RS 170 - Religion in American History ****	For ENGL 221, 222, 250 and 251: ENGL 101 with a grade of "C" or better	3 credits	
ART 103 - History of Art: Ancient to Renaissance or ART 104 - History of Art II: Renaissance to Modern or ART 105 - Drawing I or ART 109 - Ceramics I or ENGL 131 - Acting I or ENGL 137 - Introduction to Theater or ENGL 205 - Creative Writing or MUS 103 - Introduction to Music or PHOT 101 - Introduction to 35mm Film Camera and Darkroom Techniques****	For ENGL 205: ENGL 101 with a grade of "C" or better	3 or 4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
GEOG 180 - Urban Geography or JUS 101- Survey of Criminal Justice or PHIL 101 - Introduction to Philosophy or POLS 111 - American Government or POLS 117 - City and State Government and Politics, with Cases from Philadelphia and Pennsylvania or PSYC 221 - Social Psychology or SOC 215 - Criminology	PSYC 221: PSYC 101 SOC 212, SOC 215: SOC 101 or ANTH 112	3 credits	
ENGL 260 -Women in Literature or GS 101 - Introduction to Gender Studies or GS 110 - Global Perspectives in Gender Studies or PHIL 202 - Philosophy of Love or PSYC 202 - Human Sexuality or SOC 115 - Gender and Society	For ANTH 202:ENGL 101andANTH 101,ANTH 112orSOC 101. For PSYC 202:PSYC 101 For ENGL 260: ENGL 101 with a grade of "C" or better	3 credits	
ANTH 211 - African Peoples and Cultures or ANTH 215 - Peoples and Cultures of Asia or GLS 101 - Introduction to Global Studies or GEOG 103 - Introduction to Human Geography or GS 110 - Global Perspectives in Gender Studies or HUM 130 - Introduction to Japanese Culture and Civilization or HUM 150 - Introduction to Latin American Cultures and Civilizations or HUM 170 - Middle East Cultures and Civilizations or HUM 180 - Introduction to African Cultures and Civilization or HUM 190 - Modern African and Asia or RS 151/PHIL 151 - World Religions ****	For ANTH 211 or ANTH 215: Any social or behavioral Science course. For HUM 130, 150, 170, 180, 190: ENGL 101, which may be taken concurrently	3 credits	
General Elective **		3 or 4 credits	
CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based) or EASC 111- Environmental Conservation or PHYS 108 - Descriptive Astronomy		3 credits	

Minimum Credits Needed to Graduate:

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* Students with computer skills may apply for credit by exam through the Computer Technologies Department.

** Many institutions require a second Mathematics course above the FNMT 118 level. Students may consult with an advisor if they want a different mathematics course to meet transfer requirements. Students in the Religious Studies, Acting, or Technical Theater proficiency certificates or the Creative Writing Academic Certificate should consult those requirements before selecting a quantitative reasoning course or general electives

*** Pair 1 and Pair 2 subjects must match. Students in the Creative Writing Academic Certificate should take two literature courses as their Humanities pair.

**** Students in the Religious Studies Proficiency Certificate should not take ENGL 117. Students in the Religious Studies Proficiency Certificate should take RS 170 and RS 151. Students in the Acting Proficiency Certificate and Technical Theater Proficiency Certificate should take ENGL 131. Students in the Creative Writing Academic Certificate should take ENGL 205. Other courses are available with Coordinator approval.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Liberal Arts - Social/Behavioral Science

Description:

The Liberal Arts - Social/Behavioral Science degree program provides a structured and coherent path for students at Community College of Philadelphia who want broad exposure to social sciences in areas such as social work, sociology, urban studies, political science, geography, anthropology, economics, history, or related fields. This major is especially recommended for those who plan to transfer to baccalaureate programs in social work.

Liberal Arts—Social/Behavioral Science students are required to enroll in FYE 101: First Year Experience within the first twelve credits and must complete required courses ENGL 101, ENGL 102, college-level math, CIS 103, PSYC 101, SOC 101, the first in the Humanities pair, and the Communication course within the first 24 credits so that they are free to choose the courses that best fit their long-term educational goals for the remainder of the program.

Students are expected to consult with an academic advisor or counselor upon entry to the program and in subsequent semesters. Transfer planning should begin early so that the student can make the most informed choices. The Liberal Arts - Social/Behavioral Science curriculum contains a number of electives and allows students and advisors to shape the selection of courses to meet individual goals. Students who follow the Liberal Arts - Social/Behavioral Science curriculum and plan to attend a specific four-year college after graduation should choose electives that duplicate as closely as possible those in the first two years of the program of that college.

Note: Many, but not all, transfer institutions require some knowledge of a world language (from one semester to two years of study at the college level or the equivalent). Students planning to transfer should be aware of world language requirements that may affect their acceptance into certain colleges and programs.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate critical analysis of arguments and evaluation of an argument's major assertions, its background assumptions and the evidence used to support its assertions.
- Communicate effectively through written and oral means including essays, research papers and classroom presentations.
- Identify principles of human behavior and social structures.
- Explain how the scientific method is used to study human behavior and social structures.

Program Entry Requirements:

Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in the first 24 credits as a part of their degree program.

Program of Study and Graduation Requirements:

Liberal Arts—Social/Behavioral Science students are required to enroll in FYE 101: First Year Experience within the first twelve credits and must complete required courses ENGL 101, ENGL 102, college-level math, CIS 103, PSYC 101, SOC 101, the first in the Humanities pair, and the Communication course within the first 24 credits. To qualify for the Associate in Arts (A.A.) degree in Liberal Arts—Social/Behavioral Science, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FYE 101 - First Year Experience		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, and Info Lit 1
CIS 103 - Computer Applications & Concepts*		3 credits	Technological Competency
FNMT 118 - Intermediate Algebra or MATH 150 - Introductory Data Analysis or MATH 251 - Statistics for Science**	For FNMT 118: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 251: FNMT 118 with a grade of "C" or better, or MATH 150 with a grade of "C" or better	3 or 4 credits	Quantitative Reasoning
PSYC 101 - Introduction to Psychology		3 credits	Cultural Analysis & Interpretation

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, and Info Lit 2
BLAS 101 - Introduction to Black Studies or HUM 101 - Cultural Traditions: Ancient to the 13th Century or HUM 102 - Cultural Traditions: 14th Century to the Present or World Language 101: Arabic, Chinese, French, Italian, Japanese, or Spanish ***,Ä†		3 credits	

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
SOC 101 - Introduction to Sociology		3 credits	
BIOL 106 - General Biology I or CHEM 105 - Inquiry into Chemistry		4 credits	Scientific Reasoning

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
General Elective		3 or 4 credits	
POLS 111 - American Government ,Ä†		3 credits	
BLAS 102 - Global Black Theory and Social Change or HUM 101 - Cultural Traditions: Ancient to the 13th Century or HUM 102 - Cultural Traditions: 14th Century to the Present or World Language 101: Arabic, Chinese, French, Italian, Japanese, or Spanish *** ,Ä†	For BLAS 102: BLAS 101	3 credits	
PSYC 202 - Human Sexuality or PSYC 205 - Psychopathology/Abnormal Psychology PSYC 215 - Developmental Psychology or PSYC 221 - Social Psychology ,Ä†	For PSYC 202, PSYC 205, PSYC 221: PSYC 101 For PSYC 215: PSYC 101 or BIOL 109.	3 credits	
ART 103 - History of Art: Ancient to Renaissance or ART 104 - History of Art: Renaissance to Modern or ART 105 - Drawing I or ENGL 131 - Acting I ENGL 205 - Creative Writing or MUS 103 - Introduction to Music ,Ä†	For ENGL 205: ENGL 101 with a grade of "C" or better	3 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ECON 181 - Principles of Economics: Macroeconomics or ECON 182 - Principles of Economics: Microeconomics ,Ä†	FNMT 118 or higher	3 credits	
SOC 212 - Sociology of Families or SOC 215 - Criminology or SOC 231- Social Problems or SOC 233 - Race, Ethnicity and Social Inequalities or SOC 230/POLS 230 - Activism & Movements ,Ä†	SOC 212, SOC 215, SOC 231 and SOC 233: SOC 101 or ANTH 112.	3 credits	
HIST 146 - Latino-American History or HIST 220 - African-American History to 1877 or HIST 221 - African-American History after 1865 or MUS 120 - Music of African- Americans or SOC 115 - Gender and Society	For SOC 115: ENGL 101 with a grade of "C" or better	3 credits	
CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based) or			

EASC 111- Environmental Conservation or PHYS 108 - Descriptive Astronomy		3 credits	
ANTH 112 - Cultural Anthropology or BHHS 101 - Introduction to Behavioral Health and Human Services or BHHS 191 - Introduction to Trauma and Trauma-Informed Care or GEOG 103 - Introduction to Human Geography or GEOG 180 - Urban Geography or GS 101- Introduction to Gender Studies or GS 110 - Global Perspectives in Gender Studies or GLS 101 - Introduction to Global Studies or JUS 101 - Survey of Criminal Justice or POLS 117 - Local/State Government and Politics or RS 160 - Death and Dying or PHIL 211 - Ethical Problems	For ANTH 202: ENGL 101 and ANTH 101, ANTH 112 or SOC 101	3 credits	

Minimum Credits Needed to Graduate:

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[*] Students with computer skills may apply for credit by exam through the Computer Technologies Department.
[**] Students planning to attend baccalaureate programs should choose math courses that transfer.
[***] Pair 1 and Pair 2 subjects must match.
Ä† Other social science, humanities, and arts options are available with Coordinator approval.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Liberal Arts: Honors

Description:

The Honors curriculum is designed to serve students who plan to advance into professional life through demanding undergraduate and graduate programs in competitive colleges and universities. Honors prepares its graduates to be exemplary students at their transfer institutions by training them to excel in their mastery of the subtleties of intertextual interpretation, and to understand the role of theory in academics, including knowledge of a range of standard theoretical orientations in the Liberal Arts. Courses in the Honors curriculum stress practice in formal academic presentation in both speaking and writing, and practice in the conventions of academic discourse and behavior.

The Honors curriculum is designed to encourage students to be self-reflective about their own intellectual processes and to become more aware of the requirements of different academic discourses in the humanities and social sciences. The courses required in the Honors curriculum are designed to be transferable to other colleges and universities.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Articulate and demonstrate an understanding of the role of theory in academic discourse.
- Apply strategies for interpretation of texts within and across disciplines.
- Use academic modes of reading, writing and speaking to interpret texts and participate in academic discourse.

Program Entry Requirements:

This program is open to interested students. Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program. Before registering for Honors classes for the first time, students must attend an informational session with the Honors faculty.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in Liberal Arts-Honors, a student must complete a minimum of 61 credit hours as prescribed (27 credits of which must be in Honors designated courses, including 2 Honors writing courses) and maintain a 3.0 GPA.

Typically students in this program complete two full time semesters (15 credits each) as indicated below. Alternatively, students may select one-15 credit block and 12 additional Honors designated credits to equal the required 27 credits in Honors designated courses. Students will work with Honors faculty advisors to select coursework.

Honors Designated Courses:

Honors Courses are typically offered together in blocks and cannot be taken individually.

Some Honors courses are only offered in 15-credit course blocks: ART 103H, ART 104H, ENGL 297H, ENGL 298H, HIST 297H, HIST 298H, IDS 297H, IDS 298H, PHIL 297H, PHIL 298H

Some Honors courses are only offered in 9-credit and 6-credit course blocks: ART 101H, EASC 111H, HIST 103H, HUM 101H, IDS 299H, PHIL 101H, POLS 111H, PSYC 101H, PSYC 215H, SOC 101H

Honors writing courses are offered in 15-credit, 9-credit, and 6-credit course blocks.

ENGL 101H, ENGL 102H, ENGL 195H, ENGL 196H

Sample Program Sequence:

The following grid represents a student taking general education courses in the first and fourth semesters and 15 Honors credits in each of their second and third semesters. However, students interested in a part time schedule can enroll in six credit blocks of Honors designated courses for 12 of their Honors credits, but must take one 15 credit block in order to graduate

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
IDS 298H - Seminar in the Humanities and Social Sciences - Modern (Honors)		3 credits	
ENGL 101H - English Composition I (Honors)		3 credits	Writing, Research, Info Lit 1
ART 104H - History of Art: Renaissance to Modern (Honors)		3 credits	Cultural Analysis and Interpretation
PHIL 298H - Philosophy in the Context of Intellectual History: Modern (Honors)	ENGL 101 or ENGL 101H with a grade of "C" or better	3 credits	
ENGL 298H - Literature in the Context of Intellectual History: Modern (Honors) or HIST 298H - Intell Hist: Modern Honors	ENGL 101 or ENGL 101H with a grade of "C" or better	3 credits	

Semester 2

Course Number and Name	Credits	Advisory Notes	Course Type
IDS 297H - Seminar in the Humanities and Social Sciences: Ancient and Medieval (Honors)	3 credits		Major Course
ENGL 102H - Th Research Paper (Honors)	3 credits		Writing, Research, Info Lit 2
Directed Electives (Choose 3): ART 103H - History of Art: Ancient to Renaissance (Honors) or PHIL 297H - Philosophy in the Context of Intellectual History: Ancient and Medieval (Honors) or HIST 297H - Intellectual History: Modern (Honors) or ENGL 297H - Literature in the Context of Intellectual History: Ancient and Medieval (Honors)	9 credits	Select 3 courses from this list	Directed Elective

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ART 101H - Visual Communication (Honors) or HIST 103H - United States and Pennsylvania History: The 20th Century (Honors) or HUM 101H - Cultural Traditions: Ancient to the 13th Century (Honors) or HUM 102H - Cultural Traditions: 14th century to the Present (Honors) or PHIL 101H - Introduction to Philosophy (Honors) or POLS 111H - American Government (Honors) or PSYC 101H - Introduction to Psychology (Honors) or SOC 101H - Introduction to Sociology (Honors)	For ART 101H, PHIL 101H, and POLS 101H: ENGL 101 or ENGL 101H, which may be taken concurrently	3 credits	
FNMT 118 - Intermediate Algebra (or higher) or MATH 150 - Introductory Data Analysis	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
ENGL 195H - Writing in the Humanities and Social Sciences I (Honors)	ENGL 101 or ENGL 101H with a grade of "C" or better	3 credits	
BIOL 106 - General Biology I or BIOL 108 - Essentials of Human Anatomy and Physiology or CHEM 105 - Inquiry into Chemistry or PHYS 101 - Revolutionary Concepts in Physics or PHYS 105 - Survey of Physics	For PHYS 105: FNMT (or higher) placement or a passing grade in FNMT 017 (or higher)	4 credits	Scientific Reasoning
ENGL 115 - Public Speaking or ENGL 205 - Creative Writing		3 credits	Oral Communication/Creative Expression

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
EASC 111H - Environmental Conservation (Honors) or PHYS 108 - Descriptive Astronomy		3 credits	
World Language 101 or General Elective*		3 credits	
PSYC 215H - Developmental Psychology (Honors) or IDS 299H - Interdisciplinary Seminar: Comprehensive Timeline or Thematic Approach (Honors)	For PSYC 215H: PSYC 101 or BIOL 109 or PSYC 101H and Corequisites: One Honors Writing course (ENGL 101H, ENGL 102H, ENGL 195H, ENGL 196H) For IDS 299H: Grade of "B" or higher in at least one Honors course and/or Approval of Honors Coordinator	3 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ENGL 196H - Writing in the Humanities and Social Sciences II (Honors)	ENGL 195H	3 credits	

Minimum Credits Needed to Graduate:

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General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general

education requirements is also available.

*Depending on the student's major, many, but not all, transfer institutions require some knowledge of a world language (from one semester to two years of study at the college level or equivalent). Students should consult with their advisors about appropriate courses to meet specific transfer needs. Depending on the combination of Honors courses they choose, students will take a minimum of three and a maximum of seven general electives.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Mass Media

Description:

Mass Media leads to the Associate in Arts (A.A.) degree. This program offers students the opportunity to study the form, content, history and issues related to mass media while learning the skills necessary to produce basic content for mass media outlets, including print, online, and broadcast. The study of mass media will also develop students' critical thinking skills as they learn how to effectively discuss and analyze how society interacts with mass media.

This program is primarily designed for students seeking transfer to four-year institutions to study Mass Media, Journalism, Advertising, Public Relations and Communication. Additionally, the skills learned here could be used to gain entry-level positions as creators and distributors of mass media content in smaller media organizations.

Program Learning Outcomes:

Upon completion of the program graduates will be able to:

- Discuss the history, theories, and practical applications of mass media
- Explain theories and principles of communication in various contexts
- Apply writing skills appropriate to several different mass media formats
- Create mass media products involving print, photography, audio, and video
- Explain legal and ethical issues of creating and distributing information through mass media

Program Entry Requirements:

The Program is open to interested students. New students are normally required to take the College's placement tests at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

A minimum of 61 credits and a grade point average of 2.0 (C average) are required for graduation.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing, Research & Info Lit. 1
ENGL 114 - Introduction to Communication		3 credits	
FNMT 118 - Intermediate Algebra or MATH 137 - Geometry for Design or MATH 150 - Introductory Data Analysis or MATH 161 - Precalculus I * or other MATH course	For FNMT 118. MATH 137, and MATH 150: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 161: FNMT 118 with a grade of "C" or better	3 or 4 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
FYE 101 - First Year Experience** or other General Elective		3 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, & Info Lit. 2
CHEM 105 - Inquiry into Chemistry or BIOL 106 - General Biology I or other Lab Science course		4 credits	Scientific Reasoning
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
ENGL 107 - Society and Mass Communications	ENGL 101 which may be taken concurrently	3 credits	
ANTH 112 - Cultural Anthropology or HIST 103 - United States History: The 20th Century and Beyond or SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis & Interpretation

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed

		Req.	
ENGL 122 - Writing for Mass Media	ENGL 101 with a grade of "C" or better	3 credits	
PHOT 151 - Digital Imaging		3 credits	
ENGL 205 - Creative Writing or ART 101 - Visual Communication or PHIL 111 - Critical Thinking			
ENGL 271 - The Language of Film or ENGL 272 - Topics in Film Study or PHOT 104 - Introduction to Video Production	ENGL 101 with a grade "C" or better	3 credits	
ART 150 - Introduction to Computer Art/Graphics or ART 151 - Graphic Design I or ENGL 117 - Group and Team Communication or ENGL 118 -Intercultural Communication or ENGL 120 - Voice and Articulation or ENGL 131 - Acting I ENGL 132 - Acting II ENGL 214 - Communication Theory or ENGL 271 - The Language of Film or ENGL 272 - Topics in Film Study or PHOT 104 - Introduction to Video Production or CIS 130 - Web Page Design I	For ENGL 117 and ENGL 118: ENGL 101, which may be taken concurrently For ENGL 132: ENGL 131 or permission of the department head For ENGL 214: ENGL 115 with a grade of "C" or better and ENGL 107 or ENGL 116 with a grade of "C" or better For CIS 130: CIS 103	3 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 124 - Intro to Mass Media Design	ENGL 107 must be taken prior and PHOT 151 may be taken concurrently	3 credits	
Directive Elective (choose two): ART 150 - Introduction to Computer Art/Graphics or ART 151 - Graphic Design I or ENGL 117 - Group and Team Communication or ENGL 118 -Intercultural Communication or ENGL 120 - Voice and Articulation or ENGL 131 - Acting I ENGL 132 - Acting II ENGL 214 - Communication Theory or ENGL 271 - The Language of Film or ENGL 272 - Topics in Film Study or PHOT 104 - Introduction to Video Production or CIS 130 - Web Page Design I	For ENGL 117 and ENGL 118: ENGL 101, which may be taken concurrently For ENGL 132: ENGL 131 or permission of the department head For ENGL 214: ENGL 115 with a grade of "C" or better and ENGL 107 or ENGL 116 with a grade of "C" or better For CIS 130: CIS 103	6 credits	
General Elective**		3 credits	
ENGL 282 - Scriptwriting or ENGL 283 - Nonfiction Writing: Memoir and Literary Journalism or other General Elective	For ENGL 282: ENGL 205 For ENGL 283: ENGL 102 or ENGL 205	3 credits	

Minimum Credits Needed to Graduate:

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[*] MATH 161 is recommended for students pursuing STEM interests.

[**]Directed electives and general electives should be chosen in consultation with an advisor based on student's academic and career goals, as well as specific requirements of transfer institutions.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general

education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

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Music Performance

Description:

The Music Performance curriculum gives students a thorough academic and applied preparation in music combined with a liberal arts background. The curriculum is a transfer program structured to be compatible with the first two years of music curricula leading to the Bachelor of Music Performance degree offered at most undergraduate colleges. Additionally, an A.A.S. degree in Sound Recording and Music Technology is offered.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate sufficient command of their major performing medium and secondary areas (see below) to successfully prepare for an audition for a four-year music baccalaureate program.
- Demonstrate basic musicianship and knowledge of the theoretical, historical and technological backgrounds needed to understand how music is created, understood and performed.
- Apply background in the areas listed above so as to intelligently focus their musical work in additional areas beyond performance such as: historical research, composition/arranging, education and production.

Program Entry Requirements:

Students should meet with the department head to schedule an audition. The audition requires evidence of proficiency as a performer or composer: preparation, technical facility, expressiveness in performance or compositional arranging, musical sensitivity and familiarity with a variety of repertoire. All students must also complete a music theory placement exam. Students who do not pass the theory placement exam are required to take MUS 100: Music Reading, and pass the course with a "C" or better, before enrolling in MUS 116: Theory I.

Note: Students studying piano as their primary instrument are not required to complete MUS 101 & 102. Students studying voice as their primary instrument must complete at least two of the four required ensembles in vocal ensemble.

Program of Study and Graduation Requirements:

To qualify for the A.A. degree, a student must complete 62-64 credits, depending upon their concentration, and attain a minimum grade point average of 2.0 ("C" average) and a minimum of "C" in all Music courses.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 101 - Piano I [***]		1 credit	Oral Communication/ Creative Expression [*****]
MUS 141 - Applied Music I or MUS 141PT - Applied Music I [**]		2 credits	
MUS 142 - Applied Music II or MUS 142PT - Applied Music II [**]	MUS 141	2 credits	
FNMT 118 - Intermediate Algebra or higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
MUS 196B - Brass Ensemble I or MUS 196C - Chamber Music Ensemble I or MUS 196E - Electronic Ensemble I or MUS 196G - Jazz Guitar Ensemble I or MUS 196H - Hip Hop Ensemble I or MUS 196J - Jazz Ensemble I or MUS 196P - Pop & Rock Ensemble I or MUS 196SA - Soprano/Alto Ensemble I [*] or MUS 196SV - Studio Voice Ensemble I or MUS 196TB - Tenor/Bass Ensemble I [*]		1 credit	Oral Communication/ Creative Expression [*****]
MUS 105 - Music of the Baroque and Classical Eras or MUS 106 - Great Romantic Music or MUS 120 - Music of African-Americans or MUS 121 - Modern American Music		3 credits	Cultural Analysis and Interpretation

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 116 - Theory I	MUS 100 or placement[****]	4 credits	
MUS 102 - Piano II [*]	MUS 101	1 credit	Oral Communication/Creative Expression[*****]
MUS 180 - Music Business		3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
MUS 143 - Applied Music III or MUS 143PT - Applied Music III[**]		2 credits	
MUS 144 - Applied Music IV or MUS 144PT - Applied Music IV[**]		2 credits	
MUS 197B - Brass Ensemble II or MUS 197C - Chamber Music Ensemble II or MUS 197E - Electronic Ensemble II or MUS 197G - Jazz Guitar Ensemble II or MUS 197H - Hip Hop Ensemble II or MUS 197J - Jazz Ensemble II or MUS 197P - Pop & Rock Ensemble II or MUS 197SA - Soprano/Alto Ensemble II[*] or MUS 197SV - Studio Voice Ensemble II or MUS 197TB - Tenor/Bass Ensemble II[*]		1 credit	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 115 - Introduction to Music Technology		3 credits	Oral Communication/Creative Expression[*****]
HIST 176/ADC 176 - Philadelphia History: Architecture and Planning or ANTH 112 - Cultural Anthropology or GEOG 103 - Introduction to Human Geography or HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The 19th Century or HIST 103 - United States History: The 20th Century or HIST 121 - Global History I or HIST 122 - Global History II or HIST 142 - Food History or HIST 146 - Latino American History or HIST 150 - History of American Health Care or SOC 101 - Introduction to Sociology or SOC 115 - Gender and Society		3 credits	
MUS 280 - Music Entrepreneurship, Licensing and Marketing	MUS 180	3 credits	Technological Competency
MUS 118 - Theory II		4 credits	
MUS 241- Applied Music V or MUS 241PT - Applied Music V[**]	MUS 144	2 credits	
MUS 242 - Applied Music VI or MUS 242PT - Applied Music VI[**]	MUS 241	2 credits	
MUS 296B - Brass Ensemble III or MUS 296C - Chamber Music Ensemble III or MUS 296E - Electronic Ensemble III or MUS 296G - Jazz Guitar Ensemble III or MUS 296H - Hip Hop Ensemble III or MUS 296J - Jazz Ensemble III or MUS 296P - Pop & Rock Ensemble III or MUS 296SA - Soprano/Alto Ensemble III* or MUS 296SV - Studio Voice Ensemble III or MUS 296TB - Tenor/Bass Ensemble III*		1 credit	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 105 - Music of the Baroque and Classical Eras or MUS 106 - Great Romantic Music or MUS 120 - Music of African-Americans or		3 credits	

MUS 121 - Modern American Music			
PHYS 125 - Musical Acoustics		3 credits	Scientific Reasoning
MUS 216 - Theory III	MUS 118	4 credits	
MUS 243 - Applied Music VII or MUS 243PT - Applied Music VII	MUS 242	2 credits	
MUS 244 - Applied Music VIII or MUS 244PT - Applied Music VIII	MUS 243	2 credits	
MUS 297B - Brass Ensemble IV or MUS 297C - Chamber Music Ensemble IV or MUS 297E - Electronic Ensemble IV or MUS 297G - Jazz Guitar Ensemble IV or MUS 297H - Hip Hop Ensemble IV or MUS 297J - Jazz Ensemble IV or MUS 297P - Pop & Rock Ensemble IV or MUS 297SA - Soprano/Alto Ensemble IV* or MUS 297SV - Studio Voice Ensemble IV MUS 297TB - Tenor/Bass Ensemble IV***		1 credit	

Minimum Credits Needed to Graduate:

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* Students studying piano as their primary instrument are not required to complete MUS 101 & 102.
** MUS 141PT, 142PT, 143PT, etc., are Applied Music courses specific to the Piano Technician proficiency certificate.
***Students studying voice as their primary instrument must complete at least two of the four required ensembles in Soprano/Alto or Tenor/Bass. This can be at the MUS 196, 197, 296 and/or 297 course levels.
**** All students must complete a music theory placement exam upon admittance to the program. Students who do not pass the theory placement exam are required to take MUS 100: Music Reading, and pass the course with a "C" or better, before enrolling in MUS 116: Theory I.
***** Students must take three one-credit courses (MUS 101, MUS 102, MUS 108, MUS 109, or ensemble courses) to meet the Oral Communication/Creative Expression requirement for general education. The requirement may also be met by MUS 115.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

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Psychology

Description:

Psychology is an excellent liberal arts major that allows you to explore and better understand the mind, how it functions and how it is influenced by biological, cultural and economic factors. Yet, there is also a practical advantage to studying psychology. Our students often report that they better understand themselves, and their relationships and other life experiences. Psychology is at play in practically every experience of our lives. It has been studied by individuals who have made their mark in a variety of fields within and beyond psychology including law, medicine and the arts.

For students who plan to pursue careers in psychology, earning an associates' degree in Psychology from Community College of Philadelphia will allow you to establish and continue your necessary academic preparation beyond the associate's degree. In order to practice psychology, you will need to have earned at least a Master's degree and, in many cases, a Ph.D. or Psy.D.

Program Learning Outcomes:

Upon successful completion of this program students will be able to:

- Recognize and apply psychology's major concepts, theoretical perspectives, empirical findings and historical trends.
- Identify and apply the principles of research design.
- Think critically about statements concerning mental processes and behavior.
- Describe the ways psychology is applied in the realms of work, personal life, education and other real-world situations.
- Describe the career choices open to psychology students.

Program Entry Requirements:

Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

To qualify for the Associate in Arts (A.A.) degree in Psychology, a student must complete a minimum of 61 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PSYC 101 - Introduction to Psychology		3 credits	Cultural Analysis and Interpretation
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
MATH 150 - Introductory Data Analysis (or higher)	FNMT 017 or FNMT 019 completed or placement in FNMT 118 or higher	3 credits	Quantitative Reasoning
SOC 101 - Introduction to Sociology or ANTH 112 - Cultural Anthropology		3 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
PSYC 205 - Psychopathology/Abnormal Psychology	PSYC 101	3 credits	
BIOL 106 - General Biology I or Lab Science Elective		4 credits	Scientific Reasoning
PSYC 110 - Descriptive Research Methods in Psychology		3 credits	
PSYC 201 - Child Psychology or PSYC 209 - Adolescent Psychology or PSYC 211 - Personality Theory	PSYC 101	3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PSYC 167 - Foundations of Statistical Methods for Social and Behavioral	MATH 150	3 credits	

Sciences			
PSYC 215 - Developmental Psychology	PSYC 101 or BIOL 109	3 credits	
AH 116 - Therapeutic Communication or any course that meets the Oral Communication/Creative Expression requirement.*		3 credits	Oral Communication/Creative Expression
General Elective**		3 credits	
BIOL 107 - General Biology II or Science Elective	For BIOL 107: BIOL 106 with a grade of "C" or better	3 or 4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PSYC 220 - Cross-Cultural Psychology or PSYC 221 - Social Psychology or PSYC 222 - Forensic Psychology	For PSYC 220: PSYC 101 and ENGL 101, with a grade of "C" or better For PSYC 221: PSYC 101 For PSYC 222: PSYC 101 or JUS 101 and ENGL 101	3 credits	
PSYC 202 - Human Sexuality or PSYC 230 - Cognitive Psychology or PSYC 232 - Biological Foundation of Behavior	For PSYC 230: ENGL 101 with a grade of "C" or better and PSYC 101. For PSYC 232: ENGL 101 and PSYC 101	3 credits	
PSYC 210 - Experimental Research Methods in Psychology	ENGL 101, PSYC 101, PSYC 110, PSYC 167	3 credits	
General Elective		3 credits	
PHIL/RS 151 - World Religions or Humanities Elective***		3 credits	

Minimum Credits Needed to Graduate:

61

* Three credits in Oral Communication/Creative Expression (OCCE) are required. Students may take one three-credit OCCE course, or may elect to take three one-credit OCCE courses.
** For students uncertain about what general elective to choose, we recommend taking at least two world language courses. Temple University, a common transfer institution for CCP students, requires students to earn a C or better in a first and a second-level world language course. Any language course in Arabic, Chinese, French, Italian, Hebrew, Japanese, or Spanish may be chosen.
*** For students uncertain about what Humanities elective to take, we recommend HUM 120, HUM 130, HUM 150, HUM 180, HUM 190. These are courses that explore diverse cultures and provide an expanded view of the human experience.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8451; or the College Information Center (215) 751 8010.

Public Health

Description:

Public health focuses on vulnerable populations and uses a proactive, preventive, and group approach to address the health needs of communities (regions, countries, or even the world) that are experiencing health disparities. Public health methods coordinate the work of individuals, organizations, as well as private, government, and public entities. These public health methods are unique from those of other health professions that focus on individuals.

Responding to public health crises is always a concern for large urban centers such as Philadelphia. These public health crises, such as the COVID-19 pandemic and the opioid crisis, affect other areas related to public health, such as the homicide rate and homelessness, and increase the need for public health professionals to focus on the specific needs of city residents.

The AA in Public Health is multi-disciplinary program designed for transfer, with an emphasis on communication (oral and written) and sociology in the context of health and health care. Students will develop a theoretical understanding of group dynamics, learn population-based approaches to health, and analyze the historical and structural factors that create health and health care disparities and impact health. The AA in Public Health also prepares students to advocate for issues they care about within their own communities.

Program Learning Outcomes:

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

- Examine the philosophy of public health in order to implement its core functions of assessment, communication, program planning, and policy development.
- Recognize surveillance and other research methods used to identify diseases and health problems in affected populations, i.e., communities, regions, countries and or the world.
- Distinguish among the disciplines that comprise public health: epidemiology, biostatistics, policy development/health management, social and behavioral science, and environmental health.
- Analyze the structural and systemic factors (such as racism, classism, and sexism) that cause health care inequalities in affected communities in the United States.
- Advocate for resources and communicate with various stakeholders in public health about public health initiatives within communities, nationally, and globally.

Program Entry Requirements:

Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of the degree program.

Program of Study and Graduation Requirements:

To qualify for the A.A. Degree in Public Health, students must complete a minimum of 62 credit hours as prescribed and attain a 2.0 cumulative grade point average and complete all course and credit requirements with no grade below a "C" in any course.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
PH 101 - Introduction to Public Health		3	
ENGL 101 - English Composition		3	Writing/Research/Info Lit 1
FNMT 118 - Intermediate Algebra or MATH 150 - Introductory Data Analysis	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3	Quantitative Reasoning
AH 101 - Introduction to the Health Care Professions		3	
SOC 101 - Introduction to Sociology		3	Cultural Analysis and Interpretation

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
ENGL 102 - The Research Paper	ENGL 101	3	Writing/Research/Info Lit 2
CIS 103 - Computer Applications & Concepts		3	Technological Competency
BIOL 109 Anatomy and Physiology I		4	Scientific Reasoning
PH 102 - Community Health Education and Promotion	PH 101	3	
SOC 105 - Health and Society		3	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
MATH 251 - Statistics for Science	FNMT 118 with a grade of "C" or better or MATH 150 with a grade of "C" or better	3	
BIOL 110 - Anatomy and Physiology II	BIOL 109	4	
SOC 231 - Social Problems or SOC 233 - Race, Ethnicity and Social Inequalities	SOC 101 or ANTH 112	3	
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3	Oral Communication/ Creative Expression
AH 204 - Medical Law and Ethics	ENGL 101	3	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Requirements
PH 222 - Health Care Policy and Administration	AH 204 with a grade of C or better	3	
AH 224 - Current Issues and Trends in Health Care	MATH 150 or MATH 251 with a grade of "C" or better	3	
AH 116 - Interpersonal and Professional Skills in the Health Care Setting		3	
ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3	
PH 226 - Foundations in Public Health Research	PH 101, PH 102, SOC 231 or 233	3	

Notes

*Students should consult an advisor or program faculty before choosing their Quantitative Reasoning course.

Minimum Credits Needed to Graduate:

62

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request for Course Substitution of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science, and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or the College Information Center (215) 751-8010.

Theater

Description:

The Theater curriculum leads to the Associate in Arts (A.A.) degree, giving students a concentration in Theater arts with a liberal arts foundation. The program is primarily suited for students seeking transfer to a four-year institution, although some graduates may plan on immediately entering the work force as communications professionals.

For students seeking transfer, the curriculum closely parallels the foundation program of virtually any four-year college, most specifically those institutions in the Philadelphia area.

The Theater Program offers two proficiency certificates in Acting (ATPC) and Technical Theater (TTPC). Each requires the completion of four courses.

Studies within the Theater program will enhance a student's ability to work effectively in fields such as acting, directing, technical theater or any career related to the performing arts.

Program Learning Outcomes:

Upon completion of the Theater program the student will be able to:

- Communicate and write about performance and theater using the vocabulary of the field.
- Develop characters, perform scenes and monologues, and improvise in performance.
- Use the body and voice as performance instruments and understand and perform the basic principles, techniques and styles of body movement, dance, and voice.
- Design, build, paint and light stage scenery.
- Analyze and write about significant dramatic literature and critical approaches, with particular emphasis on literary and performance techniques.
- Participate in every aspect of the rehearsal process and the presentation of a theatrical production.
- Apply communication strategies to work effectively as part of a team.

Program Entry Requirements:

The program is open to interested students. New students are normally required to take the College's placement tests at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

A minimum of 62 credits and a grade point average of 2.0 ("C" average) are required for graduation.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit 1
ENGL 131 - Acting I		3 credits	Oral Communication/Creative Expression
FNMT 118 - Intermediate Algebra or MATH 137 (or higher)	For FNMT 118 and MATH 137: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ANTH 112 - Cultural Anthropology or GEOG 103 - Introduction to Human Geography or SOC 101 - Introduction to Sociology or PSYC 101 - Introduction to Psychology		3 credits	Cultural Analysis & Interpretation

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 132 - Acting II	ENGL 131	3 credits	
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2
ENGL 137 - Introduction to Theater		3 credits	
ENGL 135 - Movement and Dance for Actors		3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 141 - Introduction to Technical Theater		4 credits	
ENGL 232 - Introduction to Drama	ENGL 101 with a grade of "C" or better	3 credits	
ART 101 - Visual Communication or ART 103 - History of Art: Ancient to Renaissance or BLAS 101 - Introduction to Black Studies or HIST 103 - United States History: The 20th Century and Beyond or HIST 121 - World History: The Distant Past or HIST 221 - African American History After 1865 or HUM 101 - Cultural Traditions: Ancient to 13th Century or MUS 103 - Introduction to Music or MUS 121 - Modern American Music or World Language	For HUM 101: ENGL 101 which may be taken concurrently	3 credits	
EASC 111 - Environmental Conservation or BIOL 108 - Essentials of Human Anatomy and Physiology or CHEM 105 - Inquiry into Chemistry	For BIOL 108: FNMT 118, or placement in MATH 161 or higher For CHEM 105: ENGL 101 ready	3 or 4 credits	Scientific Reasoning
DVP 150 - Producing and Directing Techniques for Digital Video Production or ENGL 107 - Society and Mass Communications or ENGL 120 - Voice and Articulation or ENGL 136 - Movement and Dance II or ENGL 146 - Advanced Technical Theater or ENGL 205 - Creative Writing or ENGL 271 - The Language of Film or ENGL 282 - Scriptwriting or PHOT 104 - Introduction to Video Production	For DVP 150: PHOT 104 with a grade of "B" or better For ENGL 107: ENGL 101 which may be taken concurrently For ENGL 136: ENGL 135 or permission of Department Head For ENGL 205 and ENGL 271: ENGL 101 with a grade of "C" or better For ENGL 282: ENGL 205	3 or 4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 142 - Rehearsal and Performance or ENGL 146 - Advanced Technical Theater	For ENGL 142: ENGL 132	4 credits	
ENGL 241- Introduction to Shakespeare (recommended) or ENGL 190 - Introduction to Literature or any other 200-level literature course	ENGL 101 with a grade of "C" or better	3 credits	
ART 101 - Visual Communication or ART 103 - History of Art: Ancient to Renaissance or BLAS 101 - Introduction to Black Studies or HIST 103 - United States History: The 20th Century and Beyond or HIST 121 - World History: The Distant Past or HIST 221 - African American History After 1865 or HUM 101 - Cultural Traditions: Ancient to 13th Century or MUS 103 - Introduction to Music or MUS 121 - Modern American Music or World Language	For HUM 101: ENGL 101 which may be taken concurrently	3 credits	
DVP 150 - Producing and Directing Techniques for Digital Video Production or ENGL 107 - Society and Mass Communications or ENGL 120 - Voice and Articulation or ENGL 136 - Movement and Dance II or ENGL 146 - Advanced Technical Theater or ENGL 205 - Creative Writing or ENGL 271 - The Language of Film or ENGL 282 - Scriptwriting or PHOT 104 - Introduction to Video Production *	For DVP 150: PHOT 104 with a grade of "B" or better For ENGL 107: ENGL 102, which may be taken concurrently For ENGL 136: ENGL 135 or permission of Department Head For ENGL 205 and ENGL 271: ENGL 101 with a grade of "C" or better For ENGL 282: ENGL 205	3 credits	
General Elective		3 credits	

Minimum Credits Needed to Graduate:

62

*ENGL 120 and 136 are performance based; ENGL 107, 205, 282 are of interest for writers, ENGL 271 and PHOT 151 for an interest in directing.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general

education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Tourism and Hospitality Management

Description:

The Tourism and Hospitality Management AA degree prepares students to either enter the workforce at a supervisor level or transfer to a Hospitality program at a four-year university. Students will gain an understanding of the management principles and theories that put them on the path towards a rewarding career in various segments of the hospitality industry, such as cruises, sales, events, gaming and casinos, hotels, restaurants, and tourism. Students gain hands-on experience through various course assignments and requirements. The Tourism and Hospitality Management program offers courses in human resources management, event management, marketing, food service operations management, casinos and gaming, lodging, and tourism. Upon completion of the degree, students will be ServSafe certified and TIPS training certified, providing a competitive and financial advantage in the job market. Graduates of the program are prepared for positions such as front desk assistant manager, banquet captain, beverage operations supervisor, concierge supervisor, customer service manager, and event coordinator.

Program Learning Outcomes:

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

- Create favorable guest experiences by using professional service management techniques in a tourism and hospitality business environment.
- Organize, analyze, and interpret perspectives or alternatives to problems in tourism and hospitality operations.
- Contribute to positive team performance in a hospitality business environment by appraising and managing one's own team-related competencies, in particular, the knowledge, skills, and attitudes considered transportable from one team to another.
- Integrate human, financial, and physical resources management into tourism and hospitality operations and model the behaviors of effective, ethical leaders by demonstrating the fundamental principles of leadership.
- Use professional written and oral communication skills and technology to successfully communicate.
- Practice professional ethics, provide leadership, demonstrate personal and global responsibility, and work effectively as a team member.

Program Entry Requirements:

This program is open to all interested students. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

60-62 credit hours required with a minimum 2.0 ("C") grade point average.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1
FNMT 118 - Intermediate Algebra or higher*	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
THM 110 - Introduction to the Hospitality Industry		3 credits	
THM 112 - Introduction to Tourism	THM 110, which may be taken concurrently	3 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ECON 181 - Principles of Economics (Macroeconomics)		3 credits	
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis & Interpretation
THM 130 - Hotel Management	THM 110, which may be taken concurrently	3 credits	
THM 276 - Food and Beverage Management	THM 110	3 credits	
ENGL 117 - Group and Team Communication		3 credits	Oral Comm/Creative Expression

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
THM 180 - Human Resource Management	THM 110	3 credits	
THM 285 - Dining Room Management	THM 110, THM 276 or CULA 171	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2

| THM 266 - Introduction to Hospitality Law | THM 110, ENGL 101 | 3 credits | |
| ACCT 101 - Financial Accounting or (advisor approved elective) | | 3 or 4 credits | |

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
THM 278 - Hospitality Marketing		3 credits	
THM 140 - Gaming & Casino Management	THM 110	3 credits	
THM 240 - Introduction to Event Management	THM 110, CIS 103, ENGL 101 with a grade of "C" or better	3 credits	
THM 290 - Tourism and Hospitality Management Work Experience	THM 180, THM 285	3 credits	
BIOL 106 - General Biology I or BIOL 108 - Essentials of Human Anatomy and Physiology or CHEM 101 - Fundamentals of Chemistry (Lab Based) or CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based) or CHEM 105 - Inquiry into Chemistry or CHEM 110 - Introductory Chemistry or PHYS 101 - Revolutionary Concepts in Physics or PHYS 105 - Survey of Physics	For BIOL 108, CHEM 110, and PHYS 105: placement in FNMT 118 or placement in MATH 161or higher For CHEM 105: placement in ENGL 101	3 or 4 credits	Scientific Reasoning

Minimum Credits Needed to Graduate:

60

  * Students who plan to transfer should contact their transfer institution for more information about required math courses.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414 or the College Information Center (215) 751-8010.

Biology

Description:

The Associate of Science (A.S.) in Biology degree program is for students who wish to pursue baccalaureate studies in the biological sciences or plan to fulfill prerequisite courses for pre-pharmacy school or for programs such as pre-veterinary, pre-medical, and pre-dental. To enable seamless transfer, this curriculum is designed to parallel the first two years of study offered in biology programs at other colleges and universities.

Program Learning Outcomes:

Upon completion of this program, graduates will be able to:

- Summarize the major physical and chemical concepts and processes essential to living things including the maintenance of homeostasis, the energy transformations occurring within and between organisms, and the interactions among living organisms and their environment.
- Describe the mechanisms of reproduction and heredity, from both classical (Mendelian) and molecular perspectives, and link genetic influences to evolutionary processes and adaptation.
- Appropriately use current scientific terminology and evaluate the merit of scientific data using critical thought.
- Explain the levels of organization in biology, including the chemical, cellular, histological, and organismal levels, and explain the dynamics of populations, ecosystems and the biosphere.
- Utilize the Scientific Method for the development of hypotheses, the proper design of experiments, the competent use of equipment, the collection and analysis of data, and the integration of scientific literature.
- Compare and contrast the major groups of microbes, protists, plants, and animals.

Program Entry Requirements:

This is a select program. In order to enter the program, students must be at the ENGL 101 and MATH 162 placement levels. It is highly recommended that students who enter the program should have completed one year of high school biology and chemistry within the last ten years and received a grade of C or better. In the absence of these requirements, to better prepare themselves for the program, students can take BIOL 106 and/or CHEM 110. Additional science and mathematics courses are desirable.

Program of Study and Graduation Requirements:

To qualify for the A.S. degree in Biology, students must successfully complete a minimum of 65 credit hours as prescribed and attain a grade point average of 2.0 ("C" average). Students must pass all biology courses with a grade of "C" or better.

To ensure appropriate course selections, students should consult an academic advisor. Students wishing to transfer this A.S. degree to a particular college or university should, with the help of an advisor, review that institution's requirements and/or existing articulation agreements with the College so that program courses may be chosen appropriately. The recommended course sequence follows.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CHEM 121 - College Chemistry I	CHEM 110 or Department Head approval and FNMT 118 or MATH 118	4 credits	Scientific Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit 1
MATH 162 - Precalculus II	MATH 161 with a grade of "C" or better, or placement in MATH 162 or higher	3 credits	Quantitative Reasoning
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis & Interpretation

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BIOL 123 - Principles of Biology I	CHEM 121 or CHEM 110 with a grade of "C" or better and high school biology or permission of the dept. head	4 credits	
CHEM 122 - College Chemistry II	CHEM 121 with a grade of "C" or better	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2
FREN 101 - Elementary French or HUM 101 - Ancient to the 13th Century or SPAN 101 - Elementary Spanish		3 credits	
PSYC 101 - Introduction to Psychology		3	

		credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BIOL 124 - Principles of Biology II	BIOL 123 with a grade of "C" or better	4 credits	
CHEM 221 - Organic Chemistry I	CHEM 122 with a grade of "C" or better	5 credits	
MATH 171 - Calculus I	MATH 162 or higher with a grade of "C" or better, or placement in MATH 171 or higher	4 credits	
BIOL 211 - Genetics or BIOL 225 - Ecology and Field Biology or BIOL 241 - Principles of Microbiology or BIOL 255 - Biotechnology I: Basic Laboratory Techniques in Biotechnology or BIOL 256 - Fermentation, Bioprocessing and Biomanufacturing or BIOL 281 - Biochemistry I or BTT 101 - Biomedical Technician Training Practicum	For BIOL 241: BIOL 106, BIOL 107, BIOL 109, or BIOL 123 with a grade of "C" or better. For BIOL 255: FNMT 118 or higher with a "C" or better, or MATH 161 placement; CHEM 110 or CHEM 121; BIOL 123 or BIOL 241 with a "C" or better. For BIOL 256: BIOL 255 with a grade of "C" or better. For BIOL 281: BIOL 123 with a grade of "C" or better and CHEM 221 which may be taken concurrently. For BIOL 225: BIOL 107 or BIOL 124 with a grade of "C" or better. For BTT 101: Permission of the Biomedical Technician Training Academic Coordinator and completion of the Orientation to Biomedical Technology	4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CHEM 222 - Organic Chemistry II	CHEM 221 with a grade of "C" or better	5 credits	
ENGL 115 - Public Speaking	ENGL 101 which may be taken concurrently	3 credits	Oral Communication/Creative Expression
BIOL 211 - Genetics or BIOL 225 - Ecology and Field Biology or BIOL 241 - Principles of Microbiology or BIOL 255 - Biotechnology I: Basic Laboratory Techniques in Biotechnology or BIOL 256 - Fermentation, Bioprocessing and Biomanufacturing or BIOL 281 - Biochemistry I or BTT 101 - Biomedical Technician Training Practicum	For BIOL 241: BIOL 106, BIOL 107, BIOL 109, or BIOL 123 with a grade of "C" or better. For BIOL 255: FNMT 118 or higher with a "C" or better, or MATH 161 placement; CHEM 110 or CHEM 121; BIOL 123 or BIOL 241 with a "C" or better. For BIOL 256: BIOL 255 with a grade of "C" or better. For BIOL 281: BIOL 123 with a grade of "C" or better and CHEM 221 which may be taken concurrently. For BIOL 225: BIOL 107 or BIOL 124 with a grade of "C" or better. For BTT 101: Permission of the Biomedical Technician Training Academic Coordinator and completion of the Orientation to Biomedical Technology	4 credits	
PHIL 101 - Introduction to Philosophy		3 credits	

Minimum Credits Needed to Graduate:

65

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or the College Information Center (215) 751-8010.

Chemistry

Description:

The Associate of Science (A.S.) in Chemistry degree program is for students who wish to pursue baccalaureate studies in the chemical or physical sciences or who plan to continue with professional studies, such as pre-pharmacy, pre-medical or pre-dental programs. This curriculum parallels the first two years of study offered in the chemistry programs of other colleges and universities.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate preparedness to successfully transfer into a chemistry program at a four-year institution.
- Demonstrate a foundational knowledge of general inorganic and organic chemistry principles and concepts by applying this knowledge to the solution of problems and performance of experiments.
- While adhering to all safety rules, competently perform routine laboratory tasks in the chemistry laboratory using the instrumentation for measurement and analysis that is commonly available.
- Effectively collect, interpret, evaluate and communicate scientific data in multiple formats using computer technology as needed.

Program Entry Requirements:

This is a select program. In order to enter the program, students must have placement at ENGL 101 and MATH 162 (or MATH 161 completed with a grade of "C" or better) levels.

Program of Study and Graduation Requirements:

To qualify for the A.S. degree in Chemistry, students must successfully complete a minimum of 60 credit hours as prescribed and attain a grade point average of 2.0 ("C" average). Students must pass all Science and Mathematics courses with a grade of "C" or better.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CHEM 121 - College Chemistry I [*]	CHEM 110 with a grade of "C" or better and FNMT 118 or MATH 118.	4 credits	Scientific Reasoning
MATH 171 - Calculus I	MATH 162 or higher with a grade of "C" or better or placement in MATH 171 or higher	4 credits	Quantitative Reasoning
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CHEM 122 - College Chemistry II	CHEM 121 with a grade of "C" or better	4 credits	
MATH 172 - Calculus II or Natural Science with Lab Elective[1]	MATH 171 or higher with grade of "C" or better, or placement in MATH 172 or higher	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
SOC 101 - Introduction to Sociology or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or HUM 101 - Cultural Traditions: Ancient to the 13th Century		3 credits	Cultural Analysis and Interpretation

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CHEM 221 - Organic Chemistry I	CHEM 122 with a grade of "C" or better	5 credits	
CHEM 214 - Chemical Analysis	CHEM 122 with a grade of "C" or better MATH 162 with a grade of "C" or better	5 credits	

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PHYS 140 - Mechanics, Heat and Sound	MATH 171 or higher	5 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CHEM 222 - Organic Chemistry II	CHEM 221 with a grade of "C" or better	5 credits	
PHYS 241 - Electricity, Magnetism and Light	PHYS 140 and MATH 172 or dept. head approval	5 credits	
BIOL 123 - Principles of Biology I or BIOL 281 - Biochemistry I or BTT 101 - Biomedical Technician Training Practicum CIS 106 - Introduction to Computer Programming or	BIOL 123: CHEM 121 or CHEM 110 with a grade of "C" or better and high school biology or permission of the department head BIOL 281: CHEM 221, which may be taken concurrently, and BIOL 123 with a grade of "C" or better BTT 101: Permission of the Biomedical Technician TrainingAcademic Coordinator and completion of the Orientation to Biomedical Technology	3 credits	
ENGL 115 - Public Speaking	For ENGL 115: ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression

Minimum Credits Needed to Graduate:

60

* It is suggested that students who have never had a physics course take PHYS 111 before PHYS 140.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010.

Computer Science

Description:

The Computer Science curriculum leads to an Associate in Science (A.S.) degree in Computer Science. The primary goal of the program is to prepare students for transfer to a baccalaureate program in Computer Science. The curricular focus is a set of courses concentrating on the skills necessary for the analysis of mathematically-oriented problems and the development of algorithms and data structures to solve those problems using computers.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Communicate, analyze, and present information related to computer programming, algorithms, software development, and ethical principles in professional contexts.
- Collaborate with others as a member or leader of a team to design, implement, and test computer software.
- Analyze a complex computing problem and apply principles of computing theory and mathematics to produce correct and efficient solutions.
- Design, implement, and test computing-based solutions given a set of requirements.

Program Entry Requirements:

This program is open to interested students. However, new students are normally required to take the College's placement test at their time of entry. Students' test results must show readiness for English 101 and at least a grade of "C" in MATH 161 or its equivalent or placement in MATH 162 for admission to the program.

Depending on the time of entry to the program, students entering at the MATH 162 level are advised to complete either Calculus I or Calculus II during a Summer Session.

Entering prior to the Fall semester	Entering prior to the Spring semester
Fall Semester: MATH 162	Spring Semester: MATH 162
Spring Semester: MATH 171	Summer Semester: MATH 171
Summer Semester: MATH 172	Fall Semester: MATH 172

Program of Study and Graduation Requirements:

To qualify for the A.S. degree in Computer Science, students must complete a minimum of 65 credit hours as prescribed and attain a grade point average of 2.0 ("C" average). A grade of "C" or better is required for all courses applied towards the degree.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CSCI 111 - Computer Science I *	FNMT 118 or higher (or MATH 161 placement)	4 credits	Technological Competency
MATH 163 - Discrete Mathematics	MATH 161 with a grade of "C" or better, or placement in MATH 162 or higher	4 credits	Quantitative Reasoning
MATH 171 - Calculus I	MATH 162 or higher with a grade of "C" or better, or placement in MATH 171 or higher	4 credits	
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CSCI 112 - Computer Science II *	CSCI 111 with a grade of "C" or better	4 credits	Technological Competency
CIS 205 - Database Management Systems	CSCI 112, which may be taken concurrently, or CIS 103 or CSCI 118	4 credits	
MATH 172 - Calculus II	MATH 171 or higher with a grade of "C" or better, or placement in MATH 172 or higher	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CSCI 211 - Data Structures and Algorithms	CSCI 112 with a grade of "C" or better	4 credits	

PHYS 140 - Mechanics, Heat and Sound	MATH 171 or higher	5 credits	Scientific Reasoning
CSCI 218 - Statistics for Computing and Data Science	MATH 161 with a grade of "C" or better (or higher placement) and either CSCI 111 with a grade of "C" or better or CSCI 118 with a grade of "C" or better	4 credits	
HUM 101 - Cultural Traditions: Ancient to the 13th Century or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or World Language **		3 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CSCI 213 - Computer Organization	CSCI 111 with a grade of "C" or better and MATH 163 which may be taken concurrently	4 credits	
PHYS 241 - Electricity, Magnetism and Light	PHYS 140 and MATH 172	5 credits	
SOC 101 - Introduction to Sociology HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past		3 credits	Cultural Analysis and Interpretation
Directed Elective (see list below) ***		4 credits	

Minimum Credits Needed to Graduate:

65

*Students must complete [CSCI 111](#) and [CSCI 112](#) to meet the Technological Competency requirement.
** Any language course in Arabic, Chinese, French, Italian, Hebrew, Japanese, or Spanish may be chosen.
*** The following courses will fulfill the directed elective requirement, provided the student has met the course prerequisites:

Directed Elective (choose one):	Prerequisites and Corequisites
CIS 200 - Apple App Development I	CIS 106 or CIS 114 or CSCI 111
CIS 211 - Android App Development I	
CSCI 221 - Machine Learning	CSCI 118 with a grade of "C" or better, or CSCI 218 with a grade of "C" or better
MATH 263 - Discrete Mathematics II	MATH 163 with a grade of "C" or better
MATH 270 - Linear Algebra	MATH 171 with a grade of "C" or better and MATH 172 with a grade of "C" or better (MATH 172 may be taken concurrently)

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the [MyCCP portal](#), and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A [more detailed explanation](#) of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8785; or the College Information Center (215) 751-8010.

Engineering Science

Description:

The Engineering Science curriculum provides a foundation for further study toward the bachelor's degree in engineering. As such, it parallels the first two years of engineering programs offered by major universities and is applicable to any engineering discipline. Students planning to pursue baccalaureate degrees in aerospace, biomedical, chemical, civil, electrical, industrial, mechanical, nuclear or petroleum engineering select this program. Students with other technical interests may consider other technological curricula.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Solve problems in algebra, trigonometry and calculus.
- Solve basic problems in science and engineering.
- Work in teams to implement projects.
- Use computers for data acquisition and instrumentation control.
- Communicate technical information using written, verbal and graphical presentations.
- Transfer as engineering majors to bachelor's degree-granting institutions.

Program Entry Requirements:

Engineering Science is a demanding curriculum. Interested high school students are urged to complete a year of advanced high school mathematics that includes trigonometry and elementary functions. They should also complete a year each of high school chemistry and physics.

Students can be admitted to the program by successfully completing MATH 161 - Precalculus I with a grade of at least a "C". Students can also be admitted if they have at least MATH 162 - Precalculus II placement. Students who have not taken high school physics should take PHYS 105 - Survey of Physics or PHYS 111 - General Physics I.

Program of Study and Graduation Requirements:

To qualify for the Associate in Science (A.S.) degree in Engineering Science, a minimum of 71 credits and a grade point average of 2.0 are required.

The College has established articulation and dual admission agreements with area colleges and universities including Drexel and Temple universities. In the Career and Transfer Resource Center, room W2-3, and the Counseling Center, room BG-7, students may obtain information and guidance in selecting elective courses required by their transfer institutions.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGR 102 - Engineering Design and Laboratory I	MATH 162	4 credits	
MATH 171 - Calculus I	MATH 162 or higher with a grade of "C" or better, or placement in MATH 171 or higher	4 credits	Quantitative Reasoning
CHEM 121 - College Chemistry I	CHEM 110 with a grade of "C" or better and FNMT 118 or higher	4 credits	Scientific Reasoning
ENGL 101 - English Composition I		3 credits	Writing, Research & Info Lit. 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGR 202 - Engineering Design and Laboratory II	ENGR 102	4 credits	
PHYS 140 - Mechanics, Heat and Sound	MATH 171	5 credits	
MATH 172 - Calculus II	MATH 171 or higher with a grade of "C" or better, or placement in MATH 172 or higher	4 credits	
MATH 270 - Linear Algebra	MATH 171 with a grade of "C" or better and MATH 172 with a grade of "C" or better. (MATH 172 may be taken concurrently.)	4 credits	

Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research & Info Lit. 2

Course	Prerequisites	Credits	Gen Ed
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
CHEM 122 - College Chemistry II	CHEM 121 with grade of "C" or better	4 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MATH 271 - Calculus III	MATH 172, MATH 270 both with a grade "C" or better	4 credits	
ENGR 221 - Vector Mechanics I (Statics) or CHEM 221 - Organic Chemistry I1	For ENGR 221: PHYS 140 and MATH 172, both with a grade of "C" or better For CHEM 221: CHEM 122 with a grade of "C" or better	3 or 5 credits	
PHYS 241 - Electricity, Magnetism and Light	PHYS 140 and MATH 172	5 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis & Interpretation
MATH 272 - Differential Equations	MATH 172 and MATH 270, both with a grade of "C" or better	4 credits	
ENGR 222 - Dynamics[*] or CHEM 222 - Organic Chemistry II[*]	For ENGR 222: ENGR 221 and MATH 271, both with a grade of "C" or better For CHEM 222: CHEM 221 with grade of "C" or better	3 or 5 credits	
CSCI 111 - Computer Science I or ENGR 205 - Materials Engineering	For CSCI 111: FNMT 118 prerequisite or placement in MATH 161 or higher For ENGR 205: PHYS 241, MATH 172	4 credits	

Minimum Credits Needed to Graduate:

71

[*] A student planning to major in Chemical Engineering at a transfer institution may substitute CHEM 221 - CHEM 222 for ENGR 221 and ENGR 222.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751 8010.

Mathematics

Description:

This program leads to an A.S. degree in Mathematics. The primary goal of the program is to prepare students for transfer to a baccalaureate program in mathematics. This curriculum provides freshman- and sophomore-level courses in both continuous and discrete mathematics.

Program Learning Outcomes:

Upon completion of this program, graduates will be able to:

- Prove mathematical statements.
- Solve mathematical problems.
- Execute mathematical algorithms.

Program Entry Requirements:

This program is open to interested students who have demonstrated readiness for English 101 and Math 171, either by passing the appropriate placement test or by meeting the prerequisites for the course. Selected math and English courses are available for those not meeting entrance requirements. An educational plan leading to acceptance into the program will be developed for each applicant who does not meet the entrance requirements.

Program of Study and Graduation Requirements:

To qualify for the A.S. degree in Mathematics, students must complete a minimum of 60 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Since science requirements vary at transfer institutions, students are advised to check requirements at transfer institutions before choosing science electives.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
Lab Science Elective (BIOL, CHEM, or PHYS)	ENGL 101 Ready	4 or 5 credits	Scientific Reasoning
MATH 171 - Calculus I	MATH 162 with a grade of "C" or better	4 credits	Quantitative Reasoning
MATH 163 - Discrete Math I	MATH 161 with a grade of "C" or better	4 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
MATH 172 - Calculus II	MATH 171 with a grade of "C" or better	4 credits	
MATH 263 - Discrete Mathematics II	MATH 163 with a grade of "C" or better	3 credits	
Lab Science Elective (BIOL, CHEM, or PHYS)	ENGL 101 Ready	4 or 5 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MATH 270 - Linear Algebra	MATH 171 with a grade of "C" or better and MATH 172 with a grade of "C" or better	4 credits	
ANTH 112 - Cultural Anthropology or GEOG 103 - Intro to Human Geography or HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The Civil War and the 19th Century or HIS 103 - United States History: The 20th Century and Beyond or HIST 121 - World History: The Distant Past or HIST 122 - World History: The Recent Past or HIST 142 - Food History or HIST 150 - History of American Health Care or SOC 101 - Intro to Sociology or	For SOC 115: ENGL 101 For SOC 233: SOC 101 or ANTH 112	3 credits	Cultural Analysis and Interpretation

SOC 115 - Gender and Society			
CSCI 111 - Computer Science I	FNMT 118 prerequisite or placement in MATH 161 or higher	4 credits	Technological Competency
Lab Science Elective (BIOL, CHEM, or PHYS)	ENGL 101 Ready	4 or 5 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MATH 271 - Calculus III	MATH 172 with a grade of "C" or better and MATH 270 with a grade of "C" or better	4 credits	
MATH 272 - Differential Equations	MATH 172 with a grade of "C" or better and MATH 270 with a grade of "C" or better	4 credits	
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication or any course that meets the Oral Communication/Creative Expression requirement	ENGL 115 and ENGL 117: ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
CSCI 112 - Computer Science II	CSCI 111 with a grade of "C" or better	4 credits	Technological Competency

Minimum Credits Needed to Graduate:

60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

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Accounting

Description:

The Accounting curriculum leads to an Associate in Applied Science (A.A.S.) degree. Students receive training in accounting theory and generally accepted accounting techniques, as well as in basic management and related fields. Students are prepared for a variety of careers in both industry and government, including positions such as junior accountant, accounting trainee, accounts receivable or accounts payable technician, or tax examiner.

Program Learning Outcomes:

Upon completion of the Accounting curriculum, the student will be able to:

- Demonstrate an understanding of financial statements prepared according to Generally Accepted Accounting Principles (GAAP), prepare journal entries and complete the accounting cycle using computerized general ledger software.
- Demonstrate an understanding of managerial and cost accounting concepts.
- Analyze and interpret financial statements for economic decision-making.
- Effectively communicate with users of financial information orally and in writing.

Program Entry Requirements:

This program is open to interested students. Students who have not yet demonstrated readiness for MATH 151 or higher, either by placing at the MATH 161 level or above or by passing FNMT 118: Intermediate Algebra with a grade of "C" or better, will need to pass FNMT 118 with a grade of "C" or better before taking MATH 151. Students who take FNMT 118: Intermediate Algebra will need 65 credits to graduate.

Program of Study and Graduation Requirements:

A minimum of 62 credits and a grade point average of 2.0 ("C" average) are required for graduation.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
MATH 151 - Linear Mathematics or higher*	FNMT 118 with a grade of "C" or better or placement in MATH 161 or higher	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ACCT 101 - Financial Accounting		4 credits	
BUSL 101 - Navigating Leadership and Business Professions		3 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3 credits	
ACCT 103 - Microcomputers in Accounting	ACCT 101 with a grade of "C" or better	3 credits	
ECON 181 - Principles of Economics (Macroeconomics)	FNMT 118 or higher	3 credits	Cultural Analysis and Interpretation
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
MNGT 121 - Introduction to Business		3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MNGT 141 - Principles of Management	Pre- or Corequisite: MNGT 121	3 credits	
ACCT 201 - Intermediate Accounting I	ACCT 101	3 credits	
ECON 182 - 182 Principles of Economics (Microeconomics)	FNMT 118 or higher	3 credits	
ECON 112 - Statistics I	FNMT 118 or higher than FNMT 118 on placement test	4 credits	
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ACCT 202 - Intermediate Accounting II	ACCT 201	3 credits	
EASC 111 - Environmental Conservation or CHEM 101 - Fundamentals of Chemistry I (Lab Based) or BIOL 106 - General Biology I or PHYS 111 - General Physics I		3 or 4 credits	Scientific Reasoning
ACCT 215 - Nonprofit Accounting or Accounting Elective (choose one of the following): ACCT 203 - Cost Accounting or ACCT 208 - Tax Accounting or ACCT 206 - Auditing or ACCT 250 - Advanced Accounting	For ACCT 215: ACCT 102 or ACCT 101 and department approval For ACCT 203: ACCT 102 For ACCT 206: ACCT 201 For ACCT 250: ACCT 202	3 credits	
ECON 114 - Statistics II	ECON 112	3 credits	
MNGT 262 - Business Law		3 credits	

Minimum Credits Needed to Graduate:

62

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

* Students who enter the College at the MATH 161 level or higher can complete this program in 62 credits. Students who enter the College at a lower level on the Math placement exam will need to take FNMT 118 - Intermediate Algebra and thus will need 65 credits to graduate.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

American Sign Language/English Interpreting (INT)

Description:

The ASL/English Interpreting (INT) curriculum prepares students to work as professional interpreters with Deaf and non-deaf (hearing) people. The goal of the ASL/English interpreter is to make communication as complete and equal as possible for both Deaf and non-deaf participants by accurately conveying the thoughts, feelings, words, attitudes and meanings of the message, whether it is expressed in spoken English, American Sign Language (ASL) or other forms of signed communication. Thus, interpreters must be bilingual, skilled in both English and ASL, and bicultural, knowledgeable about the cultures of both Deaf and non-deaf people.

A skilled interpreter must also be versatile, mature and flexible in order to successfully work with people from a variety of backgrounds with diverse communication needs. The field encompasses a multitude of situations and settings, including medical, legal and psychological, that frequently contain sensitive and personal issues. In responding to these situations it is the interpreter's professional responsibility to thoroughly understand, and adhere to, the Registry of Interpreters for the Deaf, Inc. Code of Professional Conduct. It is therefore imperative that interpreters also be of high moral character, nonjudgmental and well-informed in order to be able to meet the challenges which arise in these sensitive, diverse and ever-changing situations.

The INT curriculum covers a variety of subject areas, including Deaf culture, structure of ASL, comparative English and ASL, professional practices and ethics, interpreting processes in theory and application, and guided skill development in ASL and interpreting with diagnostic feedback. The INT lab offers practice opportunities in both video and digital formats in a small group, supportive environment.

In addition to traditional classroom lectures and laboratory activities, the curriculum utilizes hands-on experience through fieldwork, guest lectures, observations and internships. Cooperative relationships with professional and community agencies and organizations are maintained to provide opportunities for networking and interaction with the Deaf community, as well as the professional interpreting community.

The INT program prepares students for entry-level work as interpreters. It also prepares students for the national certification evaluation given by the Registry of Interpreters for the Deaf, Inc. (RID). For the majority of students, however, several years of professional work experience after graduation are needed before certification can be attained. Students completing the curriculum receive an Associate in Applied Science (A.A.S.) degree. Beginning July 1st, 2012 RID will require a Bachelor's degree in any major in order to take the national certification exam. In order to meet that requirement, CCP has developed collaborations with baccalaureate institutions to provide suitable options to students graduating with the A.A.S.

Program Learning Outcomes:

Upon completion of this curriculum, the student will be able to:

- Demonstrate advanced ASL proficiency and Deaf culture awareness as it applies to a wide variety of deaf-hearing interaction settings and participants
- Practice ethical standards of interpreting as they apply to the role and function of interpreters described within the RID Code of Professional Conduct.
- Work effectively with other members of their profession in collegial ways to support their Deaf and non-deaf clients.
- Demonstrate the ability to assess and analyze one's own competencies in order to identify areas of need for continuing education and professional development
- Demonstrate interpreting and transliterating competence necessary for effective facilitation of communication in a variety of settings.

Program Entry Requirements:

ASL/English Interpreting program students must be English 101 ready. Developmental coursework must be completed before admittance into the program. To be accepted into the ASL/English Interpreting program students must earn a minimum grade of "C" in ASL 101 and a minimum grade of "B" in ASL 102 (both program prerequisites). Applicants to the ASL/English Interpreting program who have not taken ASL 101 and/or ASL 102, and who have prior experience with the language of ASL, may request a proficiency screening for acceptance and placement in the program.

Applicants requesting transfer of ASL courses from another college must have earned a minimum grade of "C" in ASL 101 and a minimum grade of "B" in ASL 201 and 202 equivalents at their former college(s) for these courses to be transferable.

Program Retention Criteria:

A student who demonstrates attitudes and behavior viewed as inconsistent with professional ASL/English interpreting standards may be dropped from the curriculum pending a departmental hearing.

ASL skills can diminish over time if not used regularly. Therefore, it is recommended that students who leave the program for more than one year and wish to return be evaluated by a faculty member for the need to retake coursework previously taken.

Program of Study and Graduation Requirements:

To qualify for an Associate in Applied Science (A.A.S.) degree in ASL/English Interpreting, a student must complete 67 credits as prescribed, have an overall grade point average (GPA) of 2.0, and a "C" or better in all ASL, ENGL and INT courses.

Course Sequence:

Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ASL 201 - Intermediate American Sign Language I	ASL 102 with a grade "C" or better (or Program placement)	3 credits	

ENGL 101 - English Composition		3 credits	Writing, Research, and Info Lit 1

Summer 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ASL 202 - Intermediate American Sign Language II	ASL 201 with a grade of "C" or better	3 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ASL 230 - Structure of American Sign Language	ASL 202 with a grade of "B" or better, ENGL 101 which may be taken concurrently	3 credits	
ASL 231 - Advanced American Sign Language I	ASL 202 with a grade of "B" or better	3 credits	
INT 105 - Introduction to the American Deaf Community		3 credits	
INT 240 - Introduction to the Field of ASL/English Interpreting	ASL 230, ASL 231 & INT 105 with a grade of "C" or better Co-requisite: ENGL 101 with a grade of "C" or better	3 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ASL 232 - Advanced American Sign Language II	ASL 231 with a grade of "C" or better	3 credits	
INT 106 - American Deaf Culture	INT 105 with a grade of "C" or better	3 credits	
INT 242 - Introduction to Interpreting Processes	ASL 230 and ASL 231 all with a grade of "C" or better Pre- or coreq: INT 240	3 credits	
INT 260 - Interpreting in Specialized Settings	INT 240 with a grade of "C" or better	3 credits	

Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ASL 215 - American Sign Language Fingerspelling	ASL 202 with a grade of "B" or better	3 credits	
INT 251 - ASL/English Interpreting I	ASL 232, INT 240, INT 242 all with a grade of "C" or better. INT 106 with a grade of "C" or better, which may be taken con currently	3 credits	

Summer 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 115 Public Speaking or ENGL 116 - Interpersonal Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
FNMT 118 or higher		3 credits	Quantitative Reasoning

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
INT 252 - ASL/English Interpreting II	INT 251 with a grade of "C" or better	3 credits	
INT 255 - Transliterating	INT 251 with a grade of "C" or better	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, and Info Lit 2
SOC 101 - Intro to Sociology or ANTH 112 - Cultural Anthropology		3 credits	Cultural Analysis & Interpretation

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
INT 297 - Internship in Interpreting	INT 252, INT 255 both with a grade of "C" or better	4 credits	
BIOL 106 - General Biology I or BIOL 108 - Essentials of Human Anatomy and Physiology or AET 102 - Science, Technology and Public Policy		3 or 4 credits	Scientific Reasoning

Minimum Credits Needed to Graduate:

67

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Applied Engineering Technology

Description:

The Applied Engineering Technology program curriculum leads to an Associate in Applied Science (A.A.S.) degree and prepares students for employment in a range of scientific technology occupations, and also provides a foundation for transfer to four-year technology programs. The flexible design of the program allows students to choose from a range of scientific technology fields, including engineering technology, among others that are developed as industry trends demand. Students will be prepared to demonstrate scientific observation skills, to operate equipment and/or relevant software, and to promote safety and quality in the workplace.

Students in the Applied Engineering Technology program may choose courses from two pathways: engineering technology or transfer.

The engineering technology pathway is geared toward the student who wishes to complete the A.A.S. degree and seek employment upon graduation in an electrical and/or technical field where knowledge of basic electronics is essential. This pathway includes core electronics courses and AET electives. The electives include in-context principles and concepts relative to the workplace environments that students may be employed in.

The transfer pathway is designed to allow a student to transfer into a bachelor's degree engineering technology program. Locally, both Temple and Drexel offer engineering technology degree programs at the bachelor's degree level. College-level chemistry and physics are components of these curricula along with precalculus math courses.

Engineering technology programs emphasize problem solving and having lab and technical based skills, and they prepare individuals for application-oriented careers like manufacturing, field-service, marketing, technical sales or as technical members of an engineering team.

Program Learning Outcomes:

Upon completion of the Applied Science and Engineering Technology curriculum, the student will be able to:

- Demonstrate laboratory skills in basic science and technology areas.
- Explain the interplay between scientific information and public policy and standards.
- Present technical information in oral, written or graphic format.
- Work effectively as part of a team.

In addition, students will be prepared to work in a range of industries at the technician level. Below is a list of some of the positions a graduate of the program could fill (depending on which certificate or certificates are completed).

- Process technician or operator in industries such as oil refining, food processing and water purification.
- Biotechnology technician in the bio-pharmaceutical industry.
- Biomedical research technician.

Program Entry Requirements:

This program is open to all interested students. All new students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

Depending on the students' pathway, a minimum of 60-61 credits as prescribed must be completed with a minimum grade point average of 2.0. A minimum grade of "C" must be achieved in all required program courses.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AET 101 - Introduction to Robotics		4 credits	Scientific Reasoning
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1
For Engineering Technology Pathway: FNMT 118 - Intermediate Algebra **For Transfer Pathway:** MATH 161 - Precalculus I	For MATH 161: FNMT 118 with a grade of "C" or better	3 credits	Quantitative Reasoning

	FNMT 118 ready and ENGL 101 ready	4 credits	
For Engineering Technology Pathway: CHEM 110 - Introductory Chemistry or higher level chemistry **For Transfer Pathway:** General Elective			
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

Semester 2

Engineering Technology Pathway

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
ELEC 120 - Direct and Alternating Current Circuits	FNMT 118 or higher MATH with a grade of "C" or better or placement in MATH 161 or higher.	4 credits	
Any AET course above AET 101 or Prior Learning Experience	Please see the catalog for prerequisites	3 or 4 credits	
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression

Transfer Pathway

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
ELEC 120 - Direct and Alternating Current Circuits	FNMT 118 or higher MATH with a grade of "C" or better or placement in MATH 161 or higher.	4 credits	
MATH 162 - Precalculus II	MATH 161 with a grade of "C" or better, or placement in MATH 162 or higher	3 credits	
CHEM 110 - Introductory Chemistry	FNMT 118 ready and ENGL 101 ready	4 credits	
CSCI 111 - Computer Science I	FNMT 118 prerequisite or placement in MATH 161 or higher	4 credits	

Semester 3

Engineering Technology Pathway

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ELEC 124 - Semiconductor Devices	ELEC 120 with a grade of "C" or better	4 credits	
Any TWO AET courses above AET 101 or Prior Learning Experience	Please see the catalog for prerequisites	6 to 8 credits	
PHYS 105 - Survey of Physics		4 credits	
ANTH 112 - Cultural Anthropology or HIST 142 - Food History or HIST 150 - History of American Health Care or SOC 101 - Introduction to Sociology or SOC 115 - Gender and Society		3 credits	Cultural Analysis and Interpretation

Transfer Pathway Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ELEC 130 - Digital Electronics	FNMT 118 completed or higher math placement	4 credits	
CHEM 121 - College Chemistry I or General Elective*	CHEM 110 with a grade of "C" or better and FNMT 118 or MATH 118.	3 or 4 credits	
PHYS 111 - General Physics I	MATH 162 or Math 171 or MATH 171 placement.	4 credits	
Technical Elective (choose one): Any AET course above AET 101 or ELEC 124 - Semiconductor Devices	For ELEC 124: ELEC 120 with a grade of "C" or better	3 or 4 credits	

Notes

* Students planning to transfer to Temple University should take CHEM 121

Semester 4

Engineering Technology Pathway

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ELEC 130 - Digital Electronics	FNMT 118 completed or higher math placement	4 credits	
Any TWO AET courses above AET 101 or Prior Learning Experience	Please see the catalog for prerequisites	6 to 8 credits	
General Elective		3 or 4 credits	

Transfer Pathway Course Sequence

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
Technical Elective (choose one): Any AET course above AET 101 or ELEC 124 - Semiconductor Devices	For ELEC 124: ELEC 120 with a grade of "C" or better	3 or 4 credits	
PHYS 112 - General Physics II	PHYS 111 or permission of the department head.	4 credits	
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
ECON 181 - Principles of Economics (Macroeconomics)	FNMT 118 or higher	3 credits	Cultural Analysis & Interpretation

Note: Students may have more than 62 credits to qualify for graduation depending upon courses chosen.

Minimum Credits Needed to Graduate:

60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010.

Automotive Technology

Description:

The Automotive Technology program leads to an Associate in Applied Science (A.A.S.) degree. As the automotive industry has undergone a parts and service revolution, the increased complexity of the modern automobile has created a demand for highly skilled, technologically advanced automotive professionals.

The Automotive Technology program prepares students to work as mechanics, safety inspectors and shop supervisors. The skills courses provide experience with the most modern diagnostic and repair equipment. The general education courses are transferable to some baccalaureate degree programs in engineering and vocational education. This program is certified by the Automotive Service Excellence (ASE) Education Foundation.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Apply a basic foundation in theory, maintenance, diagnosis and repair of automotive systems.
- Integrate and analyze online service data, written repair material and technical service bulletins to repair and service a vehicle.
- Demonstrate proficiency in the use of specialized automotive service tools, electronic diagnostic equipment and basic hand tools.
- Demonstrate ethical behavior, professionalism and the ability to work as a team.

Program Entry Requirements:

Students interested in automotive fields may enroll in this curriculum. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Automotive Technology, a student must complete a minimum of 62 credits as prescribed and attain a grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AT 100 - Introduction to Automotive Technology		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
AT 121 - Principles of Automotive Electricity and Electronics	AT 100, which may be taken concurrently	3 credits	
SOC 101 - Introduction to Sociology or HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The Civil War and the 19th Century or HIST 103 - United States History: The 20th Century and Beyond or HIST 176/ADC 176 - Philadelphia History: Architecture and Planning		3 credits	Cultural Analysis & Interpretation

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AT 181 - Auto Engine Mechanical Repair	AT 100, which may be taken concurrently	4 credits	
AT 131 - Automotive Manual Transmissions and Drivelines	AT 100, which may be taken concurrently	4 credits	
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
AT 150 - Automotive Braking Systems	AT 100, which may be taken concurrently	2 credits	

Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AT 221 - Advanced Automotive Electrical Systems	AT 121, FNMT 118 or higher MATH, which may be taken concurrently	4 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AT 261 - Engine Performance & Diagnosis	AT 221, which may be taken concurrently	4 credits	

AT 271 - Air Conditioning and Heating Systems	AT 221	3 credits	
CHEM 101 - Fundamentals of Chemistry I (Lab Based) or PHYS 105 - Survey of Physics or STS 101 - Introduction to Science, Technology and Society or EASC 111 - Environmental Conservation	For PHYS 105 and STS 101: FNMT 017 or placement in FNMT 118 or higher	3 or 4 credits	Scientific Reasoning
AT 250 - Advanced Braking Systems & Controls	AT 121, AT 150	2 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AT 241 - Auto Transmissions and Transaxles	AT 221,AT 131	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or ART 111 - Three-Dimensional Design I	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
AT 111 - Automotive Suspension and Steering Systems	AT 100, which may be taken concurrently	4 credits	

Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AT 281 - Advanced Automotive Engine Performance	AT 221, AT 261	4 credits	

Minimum Credits Needed to Graduate:

62

AT 210 and AT 289 are highly recommended but not required for graduation.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room P2-13, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6126; or the College Information Center (215) 751-8010.

Behavioral Health/Human Services

Description:

This curriculum is designed for students interested in working with people in need. Students will have the opportunity to study human behavior and human development within the context of the psychological, social and biophysical environments in which people live. They will develop skills needed to work with others both one-on-one and in groups. They will develop the value base from which they will practice and learn the ethical standards of the helping professions. They will learn to appreciate and work in a multicultural environment. As a major part of their study, they will also have the opportunity to work directly with people in need by being assigned two field placements with agencies and institutions in the community.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Discover a stronger professional identity through personal growth experience
- Develop self within the ethical and culturally sensitive standards of helping
- Distinguish the major theories that inform multidimensional practice
- Demonstrate the ability to use common helping skills, critical thinking and communications

Program Entry Requirements:

Students are typically required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

It is recommended that students in the Behavioral Health/Human Services curriculum complete required courses ENGL 101, BHHS 101, BHHS 111 and math in the first semester to ensure time to complete either developmental math courses or successfully complete FNMT 118. It is also recommended that students take ENGL 102, BHHS 103, BHHS 105 and BHHS 194, CIS 103, and at least one of two required social sciences (PSYC 101 or SOC 101) within the first 30 credits. To qualify for the Associate in Applied Science (A.A.S.) degree in Behavioral Health/Human Services, students must complete the appropriate 63 credit hours with a minimum cumulative grade point average of 2.0 ("C" average). All BHHS students must earn a "C" or better in all required BHHS courses. While enrolled in the curriculum, students are to be guided by the values and ethical standards of the helping professions. They are also challenged to participate in a process of self-discovery and growth. Students whose behavior is viewed as inconsistent with professional standards may be dropped from the curriculum pending the results of a departmental hearing.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BHHS 101 - Introduction to Behavioral Health & Human Services		3 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
FNMT 118 - Intermediate Algebra or higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
CIS 103 - Computer Applications & Concepts*		3 credits	Tech Comp
BHHS 111 - Introduction to Helping Skills	BHHS 101 which may be taken concurrently	3 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BHHS 194 - Case Management Practice	BHHS 111 with a grade of "C" or better	3 credits	
PSYC 101 - Introduction to Psychology		3 credits	Cultural Analysis & Interpretation
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
BHHS 103 - Human Development and Behavior in the Social Environment	ENGL 101	3 credits	Cultural Analysis & Interpretation

Course Number and Name		Credits	
BHHS 105 - Introduction to Group Dynamics		3 credits	
BHHS 191 - Introduction to Trauma and Trauma-Informed Care or General Elective **		3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 101 - Introduction to Sociology		3 credits	
ENGL 115 - Public Speaking	ENG 101, which can be taken concurrently	3 credits	Oral Communication/Creative Expression
BHHS 106 - Analysis of Group Participation	BHHS 105	3 credits	
BHHS 195 - Practicum in Behavioral Health/Human Services I	BHHS 111 with a "C" grade or better	3 credits	
BIOL 106 - General Biology I or EASC 111 - Environmental Conservation		3 or 4 credits	Scientific Reasoning

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BHHS 212 - Resolution-Focused Helping Skills	BHHS 111 with a "C" grade or better Coreq: BHHS 213	3 credits	
BHHS 213 - Practicum in Behavioral Health/Human Services II	BHHS 195 with a "C" grade or better; BHHS 212 must be taken concurrently	3 credits	
BHHS 191 - Introduction to Trauma and Trauma-Informed Care or General Elective		3 credits	
BHHS 191 - Introduction to Trauma and Trauma-Informed Care or General Elective		3 credits	
BHHS 293 - Family and Relationship Counseling	BHHS 111 with a "C" grade or better	3 credits	

Minimum Credits Needed to Graduate:

63

* Students with computer skills may apply for credit by exam through the Computer Technologies Dept.
** Students should choose General Electives in consultation with an advisor. Students who wish to earn the Recovery Leadership Proficiency Certificate should take BHHS 121, BHHS 131, and BHHS 110. Students who wish to earn the Recovery and Transformation Academic Certificate should take BHHS 121, BHHS 131, and BHHS 222. Students who wish to earn the Human Services Academic Certificate should take BHHS 110 or BHHS 121 or BHHS 171 or BHHS 161 in one semester and BHHS 151 or BHHS 241 in another semester. Students not enrolled in certificates may take any BHHS course or any other course that fulfills transfer requirements. BHHS 191 is strongly recommended for all BHHS students.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Biomedical Equipment Technology

Description:

The Biomedical Equipment Technology Program prepares students to repair and maintain medical equipment utilized in hospitals and other healthcare environments. The program will be of particular interest to students who want to work in the healthcare arena but are more interested in working with medical technology and supporting the healthcare providers who utilize the equipment than in providing direct patient care. The program is intended to provide students with direct entry to the work environment, and students are expected to find employment in hospitals, with third-party organizations that hospitals may contract with for healthcare technology management services, and with medical device manufacturers who need to provide technical support to their customers. Additional employment opportunities may be found at dialysis centers, medical equipment rental companies, etc.

Program Learning Outcomes:

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

- Apply knowledge of medical devices, electronics, computer networks and anatomy and physiology to resolving medical equipment repair problems.
- Demonstrate professional behavior in the workplace such as teamwork, communication, etc.
- Work in accordance with applicable safety procedures to ensure their own safety, as well as that of patients and other employees.
- Follow applicable department, hospital and legal guidelines in relation to record keeping, patient privacy, etc.

Program Entry Requirements:

This program is open to interested students. However, new students are normally required to take the College's placement test at their time of entry. Students' placement test results must show readiness for ENGL 101 and FNMT 118 or higher for admission to the program. Internship is required for completion of the program and adds significantly to student learning and preparation to enter the workforce. The hospitals where students perform their internships require various clearances, such as medical clearances, criminal and child abuse background checks and drug screening.

Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Biomedical Equipment Technology, students must complete a minimum of 70 credit hours as prescribed and attain a grade point average of 2.0 ("C" average). A grade of "C" or better is required for all courses applied towards the degree. Students who follow the course sequence below may complete the degree in two years.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FNMT 118 - Intermediate Algebra or a higher level math course	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
BIOL 108 - Essentials of Human Anatomy and Physiology or BIOL 110 - Anatomy and Physiology II*	For BIOL 108: FNMT 118 (or higher) placement For BIOL 110: BIOL 109	4 credits	Scientific Reasoning
BMET 101 - Biomedical Equipment Technology I	BIOL 108 or BIOL 110, which may be taken concurrently	4 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
ELEC 120 - Direct and Alternating Current Circuits	FNMT 118 or higher MATH with a grade of "C" or better or placement in MATH 161 or higher	4 credits	
BMET 102 - Biomedical Equipment Technology II	BMET 101 with a grade of "C" or better and ELEC 120, which may be taken concurrently	4 credits	
CIS 105 - Computer Systems Maintenance		4 credits	
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression

Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BMET 103 - Biomedical Equipment Technology Internship I	BMET 102 with a "C" or better and FNMT 118 or higher. Department Head approval is required to ensure that students have completed the necessary clearances.	1 credit	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ELEC 124 - Semiconductor Devices	ELEC 120 with a grade of "C" or better	4 credits	
CHEM 110 - Introductory Chemistry or higher level chemistry	FNMT 118 ready and ENGL 101 ready	4 credits	
BMET 201 - Medical Devices	BMET 103 with a grade "C" or better	4 credits	
CIS 150 - Network Technology		4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PHYS 105 - Survey of Physics or higher physics course (except PHYS 108 -Astronomy)		4 credits	
BMET 202 - Medical Devices in a Networked Environment	BMET 201; ELEC 130, which may be taken concurrently; CIS 105; and CIS 150 with a grade of "C" or better in all courses	4 credits	
ANTH 112 - Cultural Anthropology or HIST 150 - History of American Health Care or PSYC 101 - Introduction to Psychology or SOC 101 - Introduction to Sociology or SOC 105 - Health and Society or SOC 115 - Gender and Society		3 credits	
ELEC 130 - Digital Electronics	FNMT 118 completed or higher math placement	4 credits	

Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BMET 203 - Biomedical Equipment Technology Internship II	BMET 202 (with a grade of "C" or better) Department Head approval is required to ensure that students have completed the necessary clearances.	3 credits	

Minimum Credits Needed to Graduate:

70

[*] Students who choose to take BIOL 109-110: Anatomy and Physiology I & II will earn an additional four credits.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request for Course Substitution of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science, and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or the College Information Center (215) 751-8010.

Business Leadership

Description:

The Business Leadership A.A.S degree is intended for students who are looking for an applied degree in Business Leadership that they can put to immediate use in business and industry. Business Leadership serves students:

- who already work in business and industry and are limited from advancement because they do not have a degree or leadership skills.
- who find opportunities in business and industry are limited because they have a degree in a discipline other than business.
- who wish to complete a two-year degree and immediately enter the business workforce, providing the option to work for an employer that provides tuition-reimbursement benefits if transfer to four-year program is desired at a later date.
- who own or wish to own small businesses who would like to learn important business leadership skills that can be put to use immediately.

Program Learning Outcomes:

Upon completion of the A.A.S. Business Leadership degree program, students will be able to:

- Demonstrate leadership through planning and decision-making that aligns with personal and organizational vision, mission, and values.
- Address and satisfy customer and client interests using oral and written communication including social media.
- Use critical thinking skills to evaluate and solve business problems.
- Construct, analyze, and interpret financial, technical, and customer service information to make operational and strategic business decisions.
- Demonstrate proficiency in a complementary discipline area.

Program Entry Requirements:

The Business Leadership A.A.S. degree program is open to all interested students. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

Students are required to earn a minimum of 61 credits and maintain a GPA of 2.0 in order to graduate from the Business Leadership A.A.S degree program.

Complementary Proficiency Certificates:

Students in the Business Leadership program may also earn credits toward the Business Leadership proficiency certificate. Students should be enrolled in the Entrepreneurship proficiency certificate, the Corporate Social Responsibility proficiency certificate, another proficiency certificate in a complementary discipline, or the equivalent (with department head approval) to complete the minimum 15 credits in a complementary discipline area.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BUSL 101 - Navigating Leadership and Business Professions		3 credits	
SOC 101 - Introduction to Sociology or ANTH 112 - Cultural Anthropology or PSYC 101 - Introduction to Psychology		3 credits	Cultural Analysis and Interpretation
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
MNGT 121 - Introduction to Business		3 credits	
Complementary Discipline Course Sequence*		3 or 4 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BUSL 125 - Customer Service Leadership*	BUSL 101, which may be taken concurrently	3 credits	Technological Competency
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" grade or higher	3 credits	Writing/Research/Info Lit 2
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
ECON 120 - Introduction to Business Analytics		3 credits	Technological Competency
Complementary Discipline Course Sequence**		3 or 4 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 233 - Race, Ethnicity and Social Inequalities or SOC 115 - Gender and Society	For SOC 233: SOC 101 or ANTH 112 For SOC 115: ENGL 101	3 credits	
ACCT 111 - Business Accounting		4 credits	
HIST 151 - History of Capitalism or GEOG 103 - Introduction to Human Geography		3 credits	
Complementary Discipline Course Sequence**		3 or 4 credits	
Complementary Discipline Course Sequence**		3 or 4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
MNGT 262 - Business Law		3 credits	
EASC 111 - Environmental Conservation *** or CHEM 101 - Fundamentals of Chemistry I (Lab Based) or BIOL 106 - General Biology I or PHYS 111 - General Physics I or higher		3 or 4 credits	Scientific Reasoning
BUSL 215 - Organizational Leadership	BUSL 125	3 credits	
Complementary Discipline Course Sequence** (If a 5th course is needed to complete the minimum 15 credit hour complementary discipline course sequence.)		3 or 4 credits	

Minimum Credits Needed to Graduate:

61

[*] Students must complete both BUSL 125 and ECON 120 to meet the Technological Competency requirement
[**] Students should be enrolled in the Entrepreneurship proficiency certificate, the Corporate Social Responsibility proficiency certificate, another proficiency certificate in a complementary discipline, or the equivalent (with department head approval) to complete the minimum 15 credits in a complementary discipline area.
[***] Students in the Corporate Social Responsibility proficiency certificate should choose EASC 111.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

Computer Information Systems - Information Technology

Description:

The Computer Information Systems-Information Technology degree program provides a solid foundation in computing areas most important in today's workplace— including PC operating systems, common applications software, data communications and networking, database management systems, computer programming, and systems analysis and design. In addition to required courses all students take in the program, elective courses may be chosen to develop specialization in a selected area of computing or to obtain a broader understanding of computer technologies and how they fit together. (Many of our students use their elective courses to earn related Proficiency Certificates in addition to their degree, such as the Computer Programming, Network and Systems Administration, Web Development, or Cybersecurity Proficiency Certificates.)

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Use technology effectively to communicate and analyze information related to computer information systems.
- Work as a part of a professional team to analyze, design and implement computer information systems.
- Install, configure and maintain computer information systems, including the system's operating system and common computer hardware and software.
- Demonstrate a broad knowledge of computer information systems terminology and practices, including those related to networking and data communications technology.
- Effectively use word processing, spreadsheet, presentation graphics and database management software in a professional office environment.
- Design and implement a relational database.
- Develop solutions to common programming problems using the structured sequential logic of computer programming languages.

Program Entry Requirements:

This program is open to interested students. However, new students are normally required to take the College's placement test at their time of entry.

Students who have had prior computer-related experience may be placed in more advanced courses after consultation with and approval of the department chairperson.

Students identified as needing developmental work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

A total of 60 credit hours as prescribed must be satisfactorily completed with a grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition I		3 credits	Writing/Research/ Info Lit1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
CIS 105 - Computer Systems Maintenance		4 credits	
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MATH 121 - Computer Mathematics and Logic or MATH 163 - Discrete Mathematics * or ELEC 130 - Digital Electronics	For MATH 121: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement For MATH 163: MATH 161 with a grade of "C" or better, or placement in MATH 162 or higher For ELEC 130: FNMT 118 completed or higher math placement	3 credits or 4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
ENGL 115 - Public Speaking (preferred) or ENGL 117 - Group and Team Communication	ENGL 101,which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
CIS 150 - Network Technology		4 credits	
CIS 106 - Introduction to Computer Programming		4 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 101 - Introduction to Sociology or HIST 121 - World History: The Distant Past or			

HIST 122 - World History: The Recent Past or ANTH 112 - Cultural Anthropology or SOC 115 - Gender and Society	For SOC 115: ENGL 101 with a grade of "C" or better	3 credits	Cultural Analysis and Interpretation
CIS 205 - Database Management Systems	CSCI 112 which may be taken concurrently) or CIS 103 or CSCI 118	4 credits	
CIS or CSCI Concentration Course**		3 or 4 credits	
CIS or CSCI Concentration Course**		3 or 4 credits	
CIS or CSCI Concentration Course**		3 or 4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 270 - Systems Analysis and Design	CIS 205	4 credits	
CIS or CSCI Concentration Course**		3 or 4 credits	
CIS or CSCI Concentration Course**		3 or 4 credits	
PHYS 111 - General Physics I (preferred) or PHYS 105 - Survey of Physics	For PHYS 111: MATH 162 or MATH 171 For PHYS 105: FNMT 017 or placement in FNMT 118 or higher placement	4 credits	Scientific Reasoning

Minimum Credits Needed to Graduate:

60

* Students who are pursuing the programming concentration courses should take MATH 163

** Concentration Courses:

Cybersecurity Concentration Courses

- CIS 152 - Introduction to Cybersecurity
- CIS 155 - Principles of Operating Systems
- CIS 114 - JavaScript I
- CIS 204 - Fundamentals of Linux and Unix
- CIS 252 - Windows Server Configuration
- CIS 259 - Computing & Network Security
- CIS 261 - Cyber Investigation
- CIS 274 - Ethical Hacking & Penetration Testing

Web Design Concentration Courses

- CIS 114 - JavaScript I
- CIS 130 - Web Page Design I
- CIS 228 - JavaScript II
- CIS 230 - Web Page Design II
- CIS 244 - Server-Side Web Development
- CIS 288 - Cloud Computing

Programming Concentration Courses

- CSCI 111 - Computer Science I
- CSCI 112 - Computer Science II
- CSCI 118 - Foundations of Data Science
- CSCI 125 - Introduction to Video Game and Simulation Development
- CSCI 211 - Data Structures and Algorithms
- CSCI 213 - Computer Organization
- CSCI 218 - Statistics for Computing and Data Science
- CSCI 221 - Machine Learning
- CIS 200 - Apple App Development I
- CIS 201 - Apple App Development II
- CIS 204 - Fundamentals of Linux and Unix
- CIS 211 - Android App Development I
- CIS 212 - Android App Development II

Networking Concentration Courses

- CIS 252 - Managing Network Servers
- CIS 256 - Network Routing and Switching
- CIS 259 - Computing and Network Security
- CIS 271 - IT Project Management

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8785; or the College Information Center (215) 751-8010.

Construction Management

Description:

This program prepares students for a variety of careers in the construction industry and related fields, such as estimators, project managers and schedulers, surveyors, specifiers, quality control supervisors, materials testers, construction materials and equipment salespersons, owners' representatives and site inspectors. Individuals interested in developing small independent construction contracting businesses will also find this program useful toward achieving that goal. Although designed for career preparation, it also can serve students interested in continuing their studies leading to a bachelor's degree. Courses within this program utilize the latest industry-standard computer software for project scheduling, construction cost estimating, and contract and specification writing.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Interpret and produce architectural and structural drawings and documents, demonstrating knowledge of various building materials and related building technologies.
- Describe building methods, construction planning, scheduling and management.
- Explain how to provide leadership and create & maintain a safe working environment.
- Utilize computer systems for project planning and management and to produce estimates of probable construction cost, including analysis of costs and benefits.

Program Entry Requirements:

Students are normally required to take the College's placement tests at the time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the requirements of their program.

Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Construction Management, a student must complete a minimum of 63 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 101 - Introduction to Design and Construction		3 credits	Tech Comp
ADC 103 - CAD Basics		3 credits	Tech Comp
ADC 123 - Construction Print Reading and Specifications		3 credits	
ADC 133 - Project Management in Construction		3 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3 credits	
ADC 146 - Construction Supervision and Business Practices	ADC 101	3 credits	
ADC 163 - Architectural Visualization with Autodesk Revit	ADC 103	3 credits	Oral Communication/ Creative Expression
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis & Interpretation
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2

Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 186 - Surveying	ADC 101	3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MATH 137 - Geometry for Design or higher MATH[*]	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
ADC 136 - Construction Safety and Building Codes		3 credits	

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 236 - Construction Cost Estimating I	ADC 101	3 credits	
ADC 212 - Construction Materials and Detailing: Methods	ADC 103 or ADC 109	3 credits	
ADC 286 - Building Rehabilitation and Energy Retrofit	ADC 101	3 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 261 - Construction Management and Scheduling	ADC 246	3 credits	
ADC 226 - Structures I — Analysis		3 credits	
ADC 237 - Construction Cost Estimating II — Computer Methods & Cost-Benefit Analysis	ADC 236	3 credits	
EASC 111 - Environmental Conservation		3 credits	Scientific Reasoning
ENGL 115 - Public Speaking or HUM 101 - Cultural Traditions: Ancient to the 13th Century or ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning	For ENGL 115 and HUM 101: ENGL 101, which may be taken concurrently	3 credits	

Minimum Credits Needed to Graduate:

63

* Students intending to transfer to baccalaureate programs in Construction Management are advised to consult that institution's requirements before selecting a course to fulfill Quantitative Reasoning.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Criminal Justice

Description:

The Criminal Justice program provides the education, knowledge, and skills needed to protect the public and work within the law enforcement and criminal justice systems. A sequence of courses is offered to help students 1) establish a knowledge base about Justice, 2) develop a set of professional values and 3) improve skills related to professional activity.

Upon completion of the program, persons already working in a justice setting will substantially enhance their knowledge, values and skills. Students will also be prepared to transfer to a four-year institution or to enter a justice setting at an entry level.

Students completing the Criminal Justice program will be prepared to work as state or municipal police officers/troopers, state or municipal corrections officers, parole and probation officers, private security managers, private investigators, homeland security investigators/screeners and youth detention counselors.

Digital Investigation Proficiency Certificate:

Please note that by selecting specific classes in the Criminal Justice program, students are able to earn a proficiency certificate in digital investigation that will provide them with an understanding of digital investigation, including fundamentals of crime scene investigation, chain of custody, and constitutional concerns relating to admissibility of evidence at trial. Through completion of this certificate, students will learn how to recover digital evidence in a legally defensible manner in criminal investigations.

Philadelphia Police Officers and Correctional Officers:

Persons who have graduated from the Philadelphia Police Academy may be eligible to receive academic credit for Justice 101, Justice 151, Justice 221, Justice 241 and Justice 261. Graduates of the Philadelphia Correctional Training Center may be eligible to receive credit for Justice 235 and BHHS 241.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Identify the foundation, structure and components of the contemporary criminal justice system.
- Identify and analyze the core principles, practices and skills required for a successful career in criminal justice.
- Describe and evaluate the role of the criminal justice concepts of reasonable suspicion, probable cause and proof beyond a reasonable doubt from interrogation, arrest, prosecution and conviction.
- Describe the legal concept of juvenile delinquency including the traits and social characteristics that are the common correlates of delinquent behavior, explaining the difference between the juvenile process and procedures and the adult processes and procedures.
- Analyze the role of ethical principles and behavior that permeate multiple aspects of the criminal justice system.

Program Entry Requirements:

All students interested in the Criminal Justice field may enroll in this curriculum. Those identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree in Criminal Justice, the student must complete a minimum of 60 prescribed credit hours and attain a minimum grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FYE 101 - First Year Experience		3 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
JUS 101 - Survey of Criminal Justice		3 credits	Cultural Analysis & Interpretation
SOC 101 - Introduction to Sociology		3 credits	
JUS 131: Technology in Criminal Justice		3 credits	Technological Competency

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
PSYC 101 - Introduction to Psychology or PSYC 222 - Forensic Psychology	For PSYC 222: JUS 101 or PSYC 101 and ENGL 101	3 credits	

JUS 122 - Race and Justice	JUS 101 or PLS 101	3 credits	
MATH 150 - Introductory Data Analysis	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
JUS 171 - Juvenile Justice		3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
JUS 241 - Criminal Law	JUS 101 or PLS 101	3 credits	
JUS 191 - Victimology and Trauma	JUS 101, which may be taken concurrently	3 credits	
Criminal Justice Elective (choose one): any Criminal Justice course (JUS) and/or DF 101 - Introduction to Digital Forensics	For JUS courses: JUS 101 For DF 101: JUS 101 or PLS 101	3 credits	
BIOL 104 - Forensic Biology or EASC 111 - Environmental Conservation	FNMT 118 or MATH 118 (or higher) placement	3 or 4 credits	Scientific Reasoning
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
JUS 291 - Contemporary Issues in Justice	JUS 101, JUS 171, JUS 241	3 credits	
POLS 111 - American Government or BHHS 121 - Addiction Studies or DF 201 - Digital Forensics II[**] or BLAS 101 - Introduction to Black Studies or World Language	For DF 201: DF 101	3 credits	
Criminal Justice Elective (choose two): JUS 298 - Criminal Justice Internship or any Criminal Justice course (JUS) and/or DF 101 - Introduction to Digital Forensics[*]	For JUS courses: JUS 101 For JUS 298: JUS 241 and permission of department head For DF 101: JUS 101 or PLS 101	6 credits	
SOC 215 - Criminology	SOC 101 or ANTH 112	3 credits	

Notes

[*] Students enrolled in the Digital Investigation Proficiency Certificate should select DF 101, DF 201, JUS 261 and JUS 221 as their electives.
[**] Students enrolled in the Digital Investigation Proficiency Certificate should select DF 201.

Minimum Credits Needed to Graduate:

60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Culinary Arts

Description:

The Culinary Arts program leads to an Associate in Applied Science (A.A.S.) degree and provides students with a culinary education that has depth and breadth as well as crucial work experience. The Culinary Arts program is designed to expose students to a broad range of career options to which they can add depth and specificity through their work experience during and after completing the curriculum.

Graduates of the program are prepared for positions as chefs, cooks and kitchen workers in restaurants, schools, health care and university food operations, and other institutions. If Culinary Arts students are interested in pursuing Apprenticeship status, an American Culinary Federation (ACF) qualified Culinary Arts faculty chef will assist students with securing and supervising the required employment.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Use professional written and oral communication skills to communicate effectively in food service operations.
- Identify organizational structures and basic functions of departments within hospitality and food service environments.
- Develop skills in knife, tool, and equipment handling and apply principles of food preparation to produce a variety of food products.
- Operate and care for equipment safely and correctly.
- Apply the basic principles of sanitation and safety in food service operations.
- Use critical thinking skills to assess and correct problems within food preparation, production, presentation, and service.

Program Entry Requirements:

New students are required to take College placement tests at the time of entry. Students identified as needing developmental work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree in Culinary Arts, students must complete a minimum of 65 credit hours as described and attain a grade point average of 2.0 or better. Some students may wish to take additional courses beyond program requirements.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
EASC 111 - Environmental Conservation		3 credits	Scientific Reasoning
THM 110 - Introduction to the Hospitality Industry		3 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
CULA 170 - Elementary Food Preparation, Principles, and Practices		4 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
CULA 171 - Quantity Food Preparation	CULA 170	4 credits	
CULA 151 - Elementary Baking and Pastry		4 credits	
NUTR 106 - Nutrition for Healthy Lifestyle		3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 117 - Group and Team Communication		3 credits	Oral Communication/Creative Exp
CULA 210 - American Cuisine	CULA 151, CULA 171	4 credits	
CULA 211 - Techniques of Garde Manger and International Cuisine	CULA 151, CULA 171	4 credits	

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
THM 285 - Dining Room Management	THM 110, CAHM 170	3 credits	
THM 180 - HR Management in the Hospitality Industry	THM 110	3 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CULA 270 - Advanced Food Production, Nutrition and Finishing	CULA 210 and CULA 211	4 credits	
CULA 288 - Culinary Arts Work Experience	THM 180, CULA 270 which may be taken concurrently	3 credits	
CULA 271 - Food, Beverage Management, and Labor Cost Controls	THM 110, CULA 171, CIS 103 and FNMT 118 or higher	3 credits	
CULA 161 - Food Service Safety & Sanitation		2 credits	
HIST 142 - Food History		3 credits	Cultural Analysis & Interpretation

Minimum Credits Needed to Graduate:

65

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

* Students who plan to transfer to four-year institutions should choose their science elective based on the science requirements of their intended transfer institution.

For More Information, Contact:

The Division of Business and Technology, Room P2-13, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6126; or the College Information Center (215) 751-8010.

Cybersecurity

Description:

As the number of computers being used to store sensitive information for personal, business, and government purposes increases, the need for securing computers and other systems that store this information becomes more obvious. Information security professionals are needed to provide security for these infrastructures. The Associate of Applied Science (A.A.S) program in Cybersecurity is designed for students who are interested in pursuing careers in cybersecurity, network/systems administration, and system programmers. This program also consists of courses that help to prepare students for these industry certification exams:

- CompTIA Security+ (CIS 152, CIS 259)
- Certified Ethical Hacker (CEH) (CIS 274)
- Certified Hacking Forensic Investigator (CHFI) (CIS 261, CIS 274)

Program Learning Outcomes:

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

- Use technology and critical thinking skills effectively to analyze and communicate matters of information security
- Detect, analyze, identify and resolve security vulnerabilities, threats & breaches using appropriate tools
- Install, configure and monitor information systems security devices/software, as well as apply software patches and service packs
- Identify the implications of information systems configuration weaknesses
- Identify the implications of information systems policy/procedure weaknesses as well as human errors
- Determine the necessity for cyber investigation and retrieve/seize cyber evidence from computer systems without contamination
- Utilize basic security features to configure and harden operating systems

Program Entry Requirements:

New students are normally required to take the College's placement test at their time of entry. Students who have had prior computer-related experience may be placed in more advanced courses after consultation with and the approval of the department chairperson. Also, students who possess business computer application skills may test out of CIS 103: Computer Applications & Concepts. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

A total of 61 credit hours as prescribed must be satisfactorily completed with a grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
CIS 150 - Network Technology		4 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
FNMT 118 - Intermediate Algebra or Higher Math	FNMT 118: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
General Elective		3 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 152 - Introduction to Cybersecurity	CIS 150 which may be taken concurrently	3 credits	
CIS 155 - Principles of Operating Systems		3 credits	
MATH 121 - Computer Mathematics and Logic	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
ENGL 115 - Public Speaking or ENGL 117 - Group and Team Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.

CIS 106 - Introduction to Computer Programming or CIS 114 - JavaScript 1		4 credits	
CIS 204 - Fundamentals of Linux and Unix	CIS 105 or CIS 155	3 credits	
CIS 252 - Managing Network Servers	CIS 150	4 credits	
CIS 259 - Computing and Network Security	CIS 150 with a grade of "C" or better	4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 101 - Introduction to Sociology or SOC 115 - Gender and Society or ANTH 112 - Cultural Anthropology	For SOC 115: ENGL 101, with a grade of "C" or better	3 credits	Cultural Analysis and Interpretation
PHYS 105 - Survey of Physics (preferred) or AET 102 - Science, Technology and Public Policy	For PHYS 105: FNMT 017 or FNMT 118 or higher placement For AET 102: ENGL 098, ENGL 098 ESL, ENGL 098/108, ENGL 101/109 (CLC) or higher placement. Open to students at FNMT 017 level or higher, however, if students are at FNMT 017 level they must take FNMT 017 concurrently.	3 or 4 credits	Scientific Reasoning
CIS 261 - Cyber Investigation	CIS 155	4 credits	
CIS 274 - Ethical Hacking & Penetration Testing	CIS 152 and CIS 259	4 credits	

Minimum Credits Needed to Graduate:

60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

Dental Hygiene

Description:

The Dental Hygiene program prepares graduates to be competent oral health clinicians and educators with the ability to develop effective oral health programs that can be utilized in private practice sites, schools and alternative practice settings in the community.

The clinical training is conducted on campus in a 16-chair, free dental hygiene clinic. Students have the opportunity to treat diverse patient populations, many with advanced periodontal disease.

The Dental Hygiene program is designed so that students, upon matriculation, can complete the program in 24 consecutive months.

Graduating Dental Hygiene students are eligible to take the Northeast Regional Board Examination and the National Board Dental Hygiene Examination.

Accreditation:

The Dental Hygiene program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Post-Secondary Accreditation and the U.S. Department of Education.

The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeals for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Qualify for all national and regional examinations required to obtain licensure as a Registered Dental Hygienist (RDH) in the Commonwealth of Pennsylvania.
- Work effectively as a team member and make decisions regarding dental hygiene services that reflect critical thinking and problem solving.
- Demonstrate quality patient care and disease prevention for patients with a variety of oral health needs while using the phases of assessment, planning, implementation and evaluation in a safe and service-oriented environment.
- Review contemporary scientific literature in the dental hygiene field which will enable the graduate to remain mindful of current trends.
- Formulate informed decisions using evidenced-based patient-centered dental hygiene care for all.
- Manage patient treatment and information, ensuring confidentiality and compliance with relevant legislation and ethical responsibilities.

Program Entry Requirements:

Admission is selective and requires that potential students fulfill all admission requirements of the College. The requirements for admission to the Dental Hygiene program are:

1. High school diploma or general education diploma (GED).
2. A minimum of one year of high school biology, chemistry and college preparatory math, all with "C" or better grades, within the past 10 years. In the absence of these requirements, placement in MATH 118 and a grade of "C" or better In BIOL 106 and CHEM 110 satisfies these requirements.
3. Applicants must demonstrate readiness for ENGL 101 and MATH 118 as determined by the College's placement tests or by successfully completing identified developmental course work.
4. Applicants with previous college experience must have a minimum of a 2.50 grade point average.
5. Applicants are required to participate in the pre-entrance Allied Health testing program.

Students are admitted to the program on a competitive basis as space allows.

Applicants must be 18 years of age on or before the first day of the semester in which they begin the Dental Hygiene designated courses.

Conditions For Acceptance:

1. Results of complete physical and dental examinations, including laboratory test results of a complete blood count, serology, urinalysis, tuberculin PPD test and immunizations must be on file in the program office before the start of any dental course (September of starting year).
2. Verification of medical insurance is mandatory.
3. Applicants must attend a scheduled program orientation prior to entry.
4. Students must purchase uniforms and a Dental Hygiene supply kit prior to the start of the program (August of starting year).
5. Students must attend a fall and spring Study Skills Workshop.
6. Students must obtain a criminal record check, FBI (federal) clearance and a child abuse clearance prior to entrance into the program. This Dental Hygiene requirement is mandated by the Commonwealth of Pennsylvania per 24 P.S. 1-111 of the Pennsylvania Public School Code and 23 Pennsylvania C.S.A. 6355 of the Pennsylvania Child Protective Services Law.

The College, in its admission process, will consider information regarding criminal conviction and/or crimes of moral turpitude. Admission is conditional pending receipt and evaluation of a criminal background check, FBI (federal) clearance and child abuse clearance to determine whether there is any conviction which may bar the student from the Dental Hygiene program and/or state licensure. The following guidelines are used in making decisions about an applicant's criminal and child abuse background:

Child Abuse Clearance:

Any record results in denial of admission into the DH program.

Criminal Background Check:

Any felony conviction within the past 10 years results in denial of admission to the DH program. Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense and any explanatory letters/materials submitted by the applicant or student. Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense, and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

Reconsideration:

An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision making committee, the applicant can appeal the committee's decision to the vice president for Academic Affairs whose decision is final.

Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the DH curriculum supervisor.

Involvement in any incident which resulted in a disciplinary action against a student at Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The DH program reserves the right to deny admission to any applicant who has a history of violating College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

Readmission:

1. One-time readmission into the Dental Hygiene program is permitted.
2. Students requesting a readmission must meet program entry requirements, conditions for acceptance, and are selected on a competitive basis as space permits.
3. Students may be required to retake dental and/or general education courses as determined by the program director.
4. A student seeking readmission to the Dental Hygiene program must demonstrate clinical and didactic proficiency at the acceptable course level stated in the appropriate clinical courses. this conditional acceptance for returning students will be determined by the Program Director.
5. Students who were dropped for unprofessional conduct or safety issues will not be considered for readmission.
6. The program must be completed within five years of initial enrollment.

Program of Study and Graduation Requirements:

- Students exhibiting unprofessional conduct or violation of safety policies may be dropped from the curriculum pending a program review.
- To continue in the Dental Hygiene curriculum, students must maintain an overall 2.50 GPA.
- Students will not be permitted to continue in a clinical course without a yearly medical and dental exam and proof of medical insurance on file.
- Dental Hygiene students must follow the curriculum sequence according to courses listed in each semester, unless approval is granted by the program director.
- Dental Hygiene students must submit proof of two-year CPR certification prior to entering the first year's spring semester.

Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree in Dental Hygiene, students must complete 83 credit hours as prescribed and must maintain an overall 2.50 GPA and no grade below a "C" in any course.

NOTE: Students who become pregnant while in the Dental Hygiene program must submit appropriate documentation from their obstetrician to the program director. Since students may be exposed to radiation during the clinical practice of dental radiography, it may become necessary for the student to withdraw from the program.

The College cannot assume responsibility for any harm that might occur to a fetus as a result of exposure to ionizing radiation. A student who is required to withdraw from the Dental Hygiene program because of pregnancy can gain readmission to the program by following the established procedure.

Course Sequence:

Summer 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DH 115 - Oral, Head and Neck Anatomy	ENGL 101, CIS 103	3 credits	
DH 135 - Dental Radiology	ENGL 101, CIS 103	3 credits	

DH 150 - Dental Auxiliary Practices	ENGL 101, CIS 103	4 credits	
DH 191 - Clinical Dental Hygiene I	ENGL 101, CIS 103, CPR Certification	3 credits	
BIOL 109 - Anatomy and Physiology I		4 credits	Scientific Reasoning

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DH 165 - Nutrition and Biochemistry in Dentistry	BIOL 109, DH 115, DH 135, DH 150, DH 191	4 credits	
DH 192 - Clinical Dental Hygiene II	BIOL 109, ENGL 102, DH 115, DH 135, DH 150 all with a grade of "C" or better; Coreq = ENGL 102 with a grade of "C" or better may be taken concurrently	3 credits	
DH 121 - Oral Histology and Embryology	BIOL 109, DH 115, DH 135, DH 150, DH 191 all with a grade of "C" or better	2 credits	
BIOL 110 - Anat & Phys II	BIOL 109	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2

Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DH 210 - Local Anesthesia	DH 121, DH 165, DH 192, and BIOL 110	3 credits	
PSYC 101 - Introduction to Psychology		3 credits	Social Sciences

Summer 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis and Interpretation
BIOL 241 - Principles of Microbiology		4 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DH 241 - Oral Pathology	BIOL 110, BIOL 241, DH 121, DH 165, DH 192, ENGL 102 all with a grade of "C" or better	2 credits	
DH 245 - Dental Pharmacology and Pain Management	BIOL 110, BIOL 241, DH 121, DH 165, DH 192, ENGL 102 all with a grade of "C" or better	2 credits	
DH 247 - Periodontics	BIOL 110, BIOL 241, DH 121, DH 165, DH 192, ENGL 102 all with a grade of "C" or better	4 credits	
DH 293 - Clinical Dental Hygiene III	BIOL 110, BIOL 241, DH 121, DH 165, DH 192, ENGL 102 all with a grade of "C" or better	6 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
DH 271 - Community Dentistry	BIOL 241, DH 241, DH 245, DH 247, DH 293 all with a grade of "C" or better ENGL 115 which may be taken concurrently	3 credits	
DH 294 - Clinical Dental Hygiene IV	BIOL 241, DH 241, DH 245, DH 247, DH 293 all with a grade of "C" or better ENGL 115 which may be taken concurrently	6 credits	
FNMT 118 - Intermediate Algebra or Higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DH 295 - Clinical Dental Hygiene V	DH 271, DH 294, ENGL 115 all with a grade of "C" or better	2 credits	

Minimum Credits Needed to Graduate:

83

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general

education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010.

Diagnostic Medical Imaging

Description:

The Diagnostic Medical Imaging curriculum begins once a year in Late Summer Session (July). The curriculum consists of eight consecutive semesters (24 months, including summer sessions) combining classroom/laboratory components at the College with Clinical Education courses at an area affiliate hospital. During Clinical Education, the student is supervised by College faculty and clinical staff while interacting with patients in the Radiology Department.

Accreditation

The Diagnostic Medical Imaging Program at the Community College of Philadelphia is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT) (20 N. Wacker Drive, Suite 2850, Chicago, Il 60606; phone: 312-704-5300; email: mail@jrcert.org; website: www.jrcert.org). The College seeks to provide a program in compliance with the JRCERT Standards, and encourages students to be cognizant of the Standards for an Accredited Educational Program in Radiography.

Accreditation Status: Accredited

Current Length of Accreditation Award: 8 Years

Mission Statement

The mission of the Diagnostic Medical Imaging Program is to prepare individuals in the judicious use of ionizing radiation in both diagnostic radiographic and fluoroscopic procedures. This is accomplished by the application of knowledge in anatomy, physiology, and osteology; in the skillful positioning of the client-patient; the selection of correct technical factors; the proper handling and manipulation of radiation producing equipment; the utilization of accepted radiation protection procedures; and the processing of the image in preparation for diagnostic interpretation.

Program Learning Outcomes:

Upon completion of the program, students will be able to:

a. **Competently and safely perform radiographic and fluoroscopic procedures.**
   Student Learning Outcomes:
   - Perform routine radiographic procedures
   - Demonstrate quality patient care
   - Apply appropriate radiation protection of patients, themselves, and others
b. **Communicate effectively.**
   Student Learning Outcomes:
   - Demonstrate effective oral communication skills
   - Demonstrate effective written communication skills
c. **Think critically and problem solve in various patient care situations.**
   Student Learning Outcomes:
   - Demonstrate the ability to perform non-routine procedures
   - Demonstrate knowledge of C-arm equipment and OR procedures
   - Identify diagnostic quality images and correct non-quality images accordingly
d. **Demonstrate professionalism.**
   Student Learning Outcomes:
   - Demonstrate professional behavior in delivering patient care
   - Demonstrate professional characteristics in the clinical education setting

Program Effectiveness Data

The following is the most current program effectiveness data. Our programmatic accreditation agency, the Joint Review Committee on Education in Radiologic Technology (JRCERT), defines and publishes this information. Click here to go directly to the JRCERT webpage.

Credentialing Examination:

The number of students who pass, on the first attempt, the American Registry of Radiologic Technologists (ARRT) certification examination, or an unrestricted state licensing examination, compared with the number of graduates who take the examination within six months of graduation. The five-year average benchmark established by the JRCERT is 75%.

Credentialing Exam Rate	Number passed on 1st attempt divided by number attempted within 6 months of graduation
Year	Results
Year 1 - 2016	14 of 14 - 100%
Year 2 - 2017	21 of 21 - 100%
Year 3 - 2018	16 of 16 - 100%
Year 4 - 2019	14 of 14 - 100%

| Year 5 - 2020 | 17 of 17 - 100% |
| Program 5-Year Average | 82 of 82 - 100% |

Job Placement:

The number of graduates employed in the radiologic sciences compared to the number of graduates actively seeking employment in the radiologic sciences within twelve months of graduating. The five-year average benchmark established by the JRCERT is 75%.

Job Placement Rate	Number employed divided by number actively seeking employment within 12 months of graduation
Year	Results
Year 1 - 2015	12 of 13 - 92.3%
Year 2 - 2016	9 of 9 - 100%
Year 3 - 2017	17 of 18 - 94.4%
Year 4 - 2018	15 of 15 - 100%
Year 5 - 2019	14 of 14 - 100%
Program 5-Year Average	67 of 69 - 97.1%

Program Completion:

The number of students who complete the program within the stated program length. The annual benchmark established by the program is 80%.

Program Completion Rate	Number graduated divided by number started the program
Year	Results
Year 1 - 2020	17 of 20
Annual Completion Rate	85%

Additional information with regard to Programmatic Effectiveness can be obtained here.

Program Entry Requirements:

Admission into the Diagnostic Medical Imaging Program is selective, competitive, and requires potential students to fulfill all admission requirements of the College. Applications submitted from **October 1st until January 1st** will receive priority in the Allied Health pre-entrance testing and review process.

Students must meet the following minimum requirements before applying to the Diagnostic Medical Imaging Program:

- High School diploma or GED documentation
- High School Biology or its equivalent (BIOL106) with grade "C" or better in the past 10 years
- Demonstration of readiness for ENGL 101 and FNMT 118 as determined by the College's placement tests, or by successfully completing developmental coursework
- Minimum grade point average of 2.50

Applicants must be at least 18 years of age by the start of the Diagnostic Medical Imaging clinical experience.

All Diagnostic Imaging program applicants must be current Community College of Philadelphia students. Applicants who are new to the College must begin the application process by first applying to the College. Transcript evaluation and completion of a placement test (or test waiver) is required. Students can apply to the College by visiting the Admissions Process page.

- College Admissions Information
- Transfer of Credits Information

Transfer Students/Advanced Placement

The Diagnostic Medical Imaging Program does not grant advanced placement status to students who transfer from another Radiography program or are seeking advanced placement to regain eligibility for ARRT certification and registration. These students must apply to the program according to the program entry requirements for all students.

Submitting a DMI Program Application

Current Community College of Philadelphia students can begin the Diagnostic Medical Imaging program application process by visiting the **Diagnostic Medical Imaging Program Intake Process page**.

Applicants must:

- Complete and sign an application form
- Submit official copies of supporting documents (e.g., transcripts)

- Complete the pre-entrance Allied Health testing program with benchmark score or higher

Applicants who complete and meet the aforementioned requirements will be eligible to continue in the admissions process and will be contacted, in writing, concerning the scheduling of an admissions interview with the Program Director (or designee). A scheduled interview does not guarantee admission. Applicants will be asked to submit the following if they are called for an interview:

- R√©sum√© with letter of intent
- Two recommendation forms

Upon completion of the admissions interview, the Program Director (or designee) will review and score all applicants with particular attention to:

1. Cumulative grade point average
2. Strength of secondary/post-secondary academic curriculum
3. Allied Health pre-entrance examination score
4. Extracurricular activities, community service, and work experience
5. Personal interview

Conditions for Acceptance

All applicants are notified in writing regarding the admissions decision. All offers of acceptance are contingent upon successful completion of the following:

1. Acknowledgement of Core Performance Standards for Health Care Career Programs and physical demand analysis.
   - Clinical education requires a full range of motion, including pushing, pulling, twisting, lifting and bending. Standing and walking are required for the entire clinical day (8 hours). Students who are registered with the Center on Disability must inform the Program Director if special accommodations are required.
2. Completion of Criminal Background Check
   a. Conviction of serious and/or violent crimes results in denial of admission into the DMI Program.
   b. Upon completion of the DMI Program, students will be eligible to apply for the American Registry of Radiologic Technologists certification examination in Radiography. The ARRT reserves the right to deny or reject an application for certification as stated in the ARRT Standards of Ethics ☐. Prior to applying to the DMI Program, candidates are encouraged to complete an Ethics Review Pre-Application ☐ with the ARRT for the following circumstances:
      - Criminal proceedings including: Misdemeanor charges and convictions; Felony charges and convictions; Military courts-martials; and/or
      - Disciplinary actions taken by state or federal regulatory authority or certification board; and/or
      - Honor code (academic) violations.
3. Completion of Child Abuse Clearance
   - Any record results in denial of admission into the DMI Program.
4. Completion of Drug Screening
   - A positive screening results in denial of admission into the DMI Program.

Additional conditions for Program commencement include:

- Documentation of a complete physical examination, including required laboratory tests. All health information is kept confidential. Students will have direct contact with patients, and have the responsibility to maintain very high standards of health practice.
- Documentation of up to date immunizations prior to clinical assignment. Additional immunizations (e.g. influenza) may be necessary.
- Documentation of current health insurance coverage, which must be maintained throughout the Program.
- Attendance at scheduled Program orientation prior to entry.
- Purchase of DMI student uniform.
- Adult, child, and infant CPR certification for Healthcare Providers (due prior to the commencement of Clinical Education I).

Tuition, Fees, and Refunds

Continuation in the DMI Program requires all College financial obligations to be met. Tuition for the DMI Program varies based on student residency. Tuition and fees for College courses can be found by visiting the **Tuition and Fees page**. Payment options can be found by visiting the **Payment Options page**. Additional DMI Program expenses include textbooks, uniforms, pinning ceremony (pin and lab coat), radiographic lead markers, meals, transportation, and the ARRT Radiography examination application fee.

Download a copy of estimated DMI Program Expenses

Disciplinary Action

Involvement in any incident which resulted in disciplinary action against a student at the Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The Diagnostic Medical Imaging Program reserves the right to deny admission to any applicant who has a documented history of violating College rules and/or regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution. Students subjected to sanction as a result of violating an academic honor code or suspended or dismissed by an educational program may not qualify for the ARRT certification examination.

Reconsideration

An applicant who believes that an error of fact has been made in terms of the information provided to the decision making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact. Following reconsideration by the decision making committee, the applicant can appeal the committee's decision to the Vice President for Academic and Student Success whose decision is final.

Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the Program Director of DMI.

Dismissal from the Program

The DMI program reserves the right to dismiss any student:

- who fails to observe the regulations of the College and its clinical affiliates,
- whose general conduct is detrimental to the College and its clinical affiliates, and/or
- who does not meet the scholastic requirements of the Diagnostic Medical Imaging Program. A student who receives a grade of "D" or lower in any course will be dismissed from the program.

Readmission Policy

The DMI program is intended to be completed in twenty-four months beginning in July of each year. In order to progress through the program, students must complete all curriculum courses with a grade of "C" or better and maintain a GPA of 2.5 or higher. Eligible students seeking program readmission must do so within twelve (12) months of program separation. Program readmission is not guaranteed and is dependent upon program capacity and availability. A student must be eligible for readmission according to the College standards. Students who request to be considered for program readmission must meet the current admissions criteria and requirements at the time the request for readmission is placed. Readmitted students must follow the curriculum requirements at the time of their return to the program. A student may only be readmitted to the program once.

Eligible Students

- Students who withdraw from the DMI program in good academic standing (grade "C" or better in all completed curriculum courses and GPA of 2.5 or higher)
- Students who are dismissed from the DMI program due to a grade "D" or lower in any <u>academic</u> course, with a GPA at time of readmission request of 2.5 or higher

Ineligible Students

- Students who are dismissed from the DMI program due to a grade "D" or lower in any <u>clinical</u> course
- Students who are dismissed from the DMI program due to inappropriate conduct and/or violations of the College's academic integrity policy, clinical code of conduct, moral/ethical standards, professional standards, performance standards or accreditation standards

Process for Readmission Consideration

In order to be considered for program readmission, the applicant must:

- Meet all current admission guidelines.
- Submit a written request to the DMI Curriculum Coordinator. Request must be received at least three (3) months prior to the expected date of enrollment.
- Successfully complete a comprehensive written exam as scheduled by the DMI Curriculum Coordinator. The exam content will include current material from courses which the student previously completed with a grade "C" or better.
- Successfully demonstrate clinical competence through simulation testing as scheduled by the DMI Curriculum Coordinator. Competency procedures will be selected based on the course(s) the student has successfully completed with a grade "C" or better.

The results of the written exam and competency testing, as well as the student's prior academic and clinical progress, will be evaluated by faculty to determine the student's potential for success in the Program and semester placement. DMI courses are offered chronologically and only once a year, therefore a readmission date will be based on the semester in which the courses are being offered.

Repeat previously completed courses as recommended by Program faculty. Curriculum analysis is conducted annually and course content may change to ensure Program alignment with the American Registry of Radiologic Technologists (ARRT) Content Specifications for the Examination in Radiography and the American Society of Radiologic Technologists (ASRT) Radiography Curriculum. Repeating of recommended courses ensures the student is appropriately prepared for Radiography certification and registration in accordance with the ARRT.

Clinical Obligations

The DMI Program places a strong emphasis on clinical education with its competency-based curriculum. The clinical education component provides students with the opportunity to practice and apply the skills necessary to become competent entry-level Radiologic Technologists. Students accepted into the DMI Program should expect to spend a minimum of 16 hours/maximum of 32 hours in clinical each semester, except for the first late summer term. Students will follow a structured clinical rotation schedule throughout seven (7) clinical education courses. Clinical rotations are scheduled Monday through Friday between the hours of 7:00 a.m. and 5:00 p.m.

Clinical Education Course	Semester	Clinical Days	Weekly Hours
DMI 196 - Clinical Education I	Fall Year 1	T, R	16
DMI 197 - Clinical Education II	Spring Year 1	T, R	16
DMI 198 - Clinical Education III	Early Summer Year 1	M, T, W, R	32
DMI 199 - Clinical Education IV	Late Summer Year 2	M, T, W, R	32
DMI 297 - Clinical Education V	Fall Year 2	M, W, F	24
DMI 298 - Clinical Education VI	Spring Year 2	M, W, F	24
DMI 299 - Clinical Education VII	Early Summer Year 2	M, T, W, R	32

Public transportation is available to all clinical affiliates:

- [The Children's Hospital of Philadelphia](#)
- [Corporal Michael J. Crescenz VA Medical Center](#)
- [Jefferson Frankford Hospital](#)
- [Jefferson Torresdale Hospital](#)
- [Penn Medicine Rittenhouse](#)
- [Penn Presbyterian Medical Center](#)
- [Pennsylvania Hospital](#)

DMI students within the assigned hospital that is affiliated with the College are expected to conduct themselves accordingly. All required and published personnel policies, standards, and procedures of these agencies must be followed. Clinical assignments will not take place unless students are compliant with all clinical clearance requirements. This includes a criminal background check, child abuse clearance, drug screening, completed health form packet (physical examination and immunizations), proof of medical insurance, and CPR certification. Students are liable for their own medical and hospitalization insurance and are required to carry this insurance throughout the duration of the program. Students are covered by the malpractice/liability insurance carried by the College. Students must also attend three <u>mandatory</u> components of new student orientation:

Program orientation (**part I**) takes place prior to program commencement in June. It includes a comprehensive review of the program policy manual, DMI curriculum, College resources (e.g., Learning Lab, Counseling), uniform fitting and completion of multiple required forms.

Clinical orientation (**part II**) takes place immediately following the DMI 101 final exam (late August) and consists of a comprehensive review of clinical education expectations and evaluations, including ARRT competency requirements, E*Value use and all clinically related policies and procedures (e.g., supervision, radiation safety, attendance, dress code).

Hospital orientation (**part III**) takes place the week prior to the first fall semester and Clinical Education I (DMI 196) commencement. Students spend 1 ¬Ω days at their assigned primary clinical affiliate. Orientation at any alternate site will take place on the first day of the rotation with an assigned Clinical Preceptor.

Student Safety

Radiation Safety

Exposure to ionizing radiation will occur during on campus lab and clinical education. Students are required to follow all program radiation safety policies.

Magnetic Resonance Imaging Safety

Exposure to magnetic fields can occur during clinical education and students are required to follow all program MRI safety policies. Students are screened for magnetic field/radiofrequency hazards in accordance with the American College of Radiology MR safety guidelines. Certain factors such as tattoos, body piercings, permanent makeup, external insulin pumps, and ear and eye implants may preclude students from participating in some clinical experiences but will not affect program completion.

Pregnancy Policy

If a student becomes pregnant while enrolled in the Diagnostic Medical Imaging Program, disclosure of the pregnancy is entirely voluntary. However, since radiation to the unborn child could be harmful, the student is strongly encouraged to notify the Program Director in writing once confirmation of the pregnancy has occurred. Upon notification, the student will be scheduled to meet with the Radiation Safety Officer or Radiology Department Physicist at the appointed clinical education setting. During the meeting, the student will be provided with potential risks and consequences of prenatal radiation exposure.

The student may then choose to do one of the following:

- Withdraw immediately from the Program in good standing. A student who withdraws from the Diagnostic Medical Imaging Program because of pregnancy can gain readmission to the Program by following the established readmission procedure.
- Remain in the Program without modification. If the student chooses to do so, the following will occur:
  - The student will provide documentation to the Program Director of conception date and expected delivery date.
  - The student will sign a "Pregnancy Declaration" as required by the clinical affiliate.
  - The student will be provided with ALARA training at the clinical education setting to ensure the monthly embryo-fetal dose does not exceed the NCRP recommendation of 0.5 mSv (5.0 mSv for the entire pregnancy). Neither the College nor the clinical affiliate can assume responsibility for any harm that might occur to an embryo or fetus as a result of exposure to ionizing radiation.
  - Depending upon clinical affiliate policy, the student may be provided with a monthly fetal badge. The badge must be worn at waist level, under the lead apron.
- Withdraw the declaration of pregnancy. The declaration of pregnancy may be withdrawn at any time by contacting the Program Director in writing.

Program of Study and Graduation Requirements:

- DMI students must follow the curriculum sequence according to courses listed in each semester, unless approval is granted by the Program Director.
- Students in the DMI curriculum may be dropped at any time if, in the opinion of the Faculty and Program Director, such students are not suited to be Radiologic Technologists.
- Students whose attitude and behavior are considered unprofessional may be dropped from the curriculum, pending a review by the Faculty, Program Director and Advisory Committee.
- Students may not continue in the DMI curriculum with a grade of "D" or below in any DMI or general education course.
- Any breach of the ARRT Standards of Ethics will result in immediate dismissal from the Program.

View the [College Academic Calendar](#)

Download a current copy of the [DMI Program Policy Manual](#)
Download a current copy of the [DMI Clinical Expectations and Evaluations Manual](#)

Graduation Requirements

To qualify for the Associate in Applied Science (A.A.S.) degree in Diagnostic Medical Imaging, students must complete 73 credit hours as prescribed, attain a grade point average of 2.0 in all Program core courses, and attain no grade below a "C" in any course. Upon successful completion of the Program, graduates are eligible for certification and registration in *Radiography* by

the American Registry of Radiologic Technologists (ARRT).

View the College Grading System

Grievance Policy/Student Appeals Procedures

Students may appeal decisions regarding academic and disciplinary matters as per College policy. Information can be found by visiting the Student Rights and Responsibilities page.

Course Sequence:

Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 101 - Introduction to Diagnostic Medical Imaging		2 credits	
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1
FNMT 118 - Intermediate Algebra or higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

Notes

  Note: All courses need to complete with a grade of "C" or better

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 105 - Image Production and Evaluation I	Prereq: FNMT 118 and DMI 101 both with a grade of "C" or better Coreq: DMI 119, DMI 131, DMI 181, DMI 196	4 credits	
DMI 119 - Radiation Safety I	Coreq: DMI 105, DMI 131, DMI 181, DMI 196	2 credits	
DMI 131 - Patient Care and Procedures I	Prereq: ENGL 101 with a grade of "C" or better Coreq: DMI 105, DMI 119, DMI 181, DMI 196	4 credits	
DMI 181 - Radiographic Osteology and Pathology I	Coreq: DMI 105, DMI 119, DMI 131, DMI 196	2 credits	
DMI 196 - Clinical Education I	Coreq: DMI 105, DMI 119, DMI 131, DMI 181	1 credit	
BIOL 109 - Anatomy and Physiology I		4 credits	Scientific Reasoning

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 106 - Image Production and Evaluation II	Prereq: DMI 105, DMI 119, DMI 131, DMI 181, DMI 196 all with a grade of "C" or better Coreq: DMI 120, DMI 132, DMI 182, DMI 197	2 credits	
DMI 120 - Radiation Safety II	Coreq: DMI 106, DMI 132 , DMI 182, and DMI 197	2 credits	
DMI 132 - Patient Care and Procedures II	Prereq: BIOL 109 with a grade of "C" or better Coreq: DMI 106, DMI 120, DMI 182, DMI 197	4 credits	
DMI 182 - Radiographic Osteology and Pathology II	Coreq: DMI 106, DMI 120 , DMI 132, DMI 197	2 credits	
DMI 197 - Clinical Education II	Coreq: DMI 106, DMI 120 , DMI 132, DMI 182	1 credit	
BIOL 110 - Anat & Phys II	BIOL 109 with a grade of "C" or better	4 credits	

Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 198 - Clinical Education III	DMI 106, DMI 120, DMI 132, DMI 182, DMI 197 all with a grade of "C" or better	1 credit	
CIS 103 - Computer Applications & Concepts		3 credits	Tech Comp

Summer 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 199 - Clinical Education IV	DMI 198 with a grade of "C" or better	1 credit	

| ENGL 102 - The Research Paper | ENGL 101 with a grade of "C" or better | 3 credits | Writing/Research/Info Lit 2 |

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 221 - Advanced Imaging I	Prereq: CIS 103, DMI 199 both with a grade of "C" or better Coreq: DMI 231, DMI 261, DMI 297	4 credits	
DMI 231 - Patient Care & Procedures III	Prereq: BIOL 110, ENGL 102 both with a greade of "C" or better Coreq: DMI 221, DMI 261, DMI 297	3 credits	
DMI 261 - Radiation Safety III	Coreq: DMI 221, DMI 231, DMI 297	2 credits	
DMI 297 - Clinical Education V	Coreq: DMI 221, DMI 231, DMI 261	2 credits	
SOC 101 - Introduction to Sociology or GEOG 103 - Introduction to Human Geography or ANTH 112 - Cultural Anthropology		3 credits	Cultural Analysis and Interpretation

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 222 - Advanced Imaging II	Prereq: DMI 221, DMI 231, DMI 261, DMI 297 all with a grade of "C" or better Coreq: DMI 232, DMI 298	2 credits	
DMI 232 - Registry Review and Career Planning	Coreq: DMI 222, DMI 298	3 credits	
DMI 298 - Clinical Education VI	Coreq: DMI 222, DMI 232	2 credits	
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or AH 116 - Interpersonal and Professional Skills in the Health Care Setting	For ENGL 115, ENGL 116, ENGL 117, ENGL 118: ENGL 101 which may be taken concurrently	3 credits	Oral Communication/ Creative Expression

Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DMI 299 - Clinical Education VII	Prereq: DMI 222, DMI 232, DMI 298 all with a grade of "C" or better	1 credit	

Minimum Credits Needed to Graduate:

73

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

All General Education courses may be completed before entering the DMI Program **or** along with DMI Program courses. Students are encouraged to complete General Education requirements prior to Program commencement to make their schedules more manageable.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010.

Digital Video Production

Description:

The Digital Video Production curriculum prepares students as entry-level professionals in the digital video production field. Classroom lecture and practical assignments in the use of state-of-the-art digital technology lead to the development of technical and aesthetic skills required for success in the digital video production field. Students gain practical experience by creating programs for the College's CCPTV educational broadcast channel as part of their course work. Students completing this program will be prepared to work as videographers, audio technicians, video editors, producers, directors and related occupational roles.

Extensive computer activities and location and studio production are required for some courses in this curriculum. Students are encouraged to develop artistic appreciation and imagination in their work. Upper-level courses emphasize advanced technical and creative skills and professional practices. Students exit this program with a digital portfolio of their work to aid in obtaining employment in the digital video field.

Program Learning Outcomes:

Upon completion of this program, students will be able to:

- Demonstrate proficiency in the operation of digital video cameras, lighting equipment for location and studio production, audio for digital video production, and digital video editing hardware and software.
- Evaluate technical and aesthetic qualities of digital video productions in the context of historical and contemporary trends
- Employ current business practices as applied to the practice of digital video production

Program Entry Requirements:

This program is open to interested students, assuming space is available. However, new students are required to take the College¬i's placement tests at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program. Students must complete PHOT 104 with a grade of B or better to continue in the DVP curriculum.

Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree in Digital Video Production, a student must complete at least 60 credit hours and attain a grade point average of 2.0 (¬iC¬î average.)

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PHOT 104 - Introduction to Video Production		3 credits	Oral Communication / Creative Expression
FNMT 118 - Intermediate Algebra or higher (MATH 137 recommended)	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
PHOT 151 - Digital Imaging		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit.1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DVP 120 - Camera and Lighting Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits	
DVP 130 - Audio Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits	
DVP 140 - Video Editing Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit. 2

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DVP 150 - Producing and Directing Techniques for Digital Video	PHOT 104 with grade of "B" or better	4 credits	

Production			
HIST 103 - United States History: The 20th Century or GEOG 103 - Introduction to Human Geography		3 credits	Cultural Analysis & Interpretation
EASC 111 - Environmental Conservation or STS 101 - Introduction to Science, Technology and Society	For STS 101: FNMT 118 or higher placement	3 or 4 credits	Scientific Reasoning
PHOT 113 - Digital Technology, Art, and Culture		3 credits	
PHOT 105 - Introduction to Digital Photography or DVP 240 - Advanced Editing Techniques for Digital Video Production or ENGL 107 - Society and Mass Communications or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 205 - Creative Writing or ENGL 282 - Scriptwriting or ENGL 271 - The Language of Film or ENGL 272 - Topics in Film Study or PHOT 211 - Event and Corporate Videography	For DVP 240: DVP 140 For ENGL 107, ENGL 116 and ENGL 117: ENGL 101, which may be taken concurrently For ENGL 205, ENGL 271, and ENGL 272: ENGL 101 For ENGL 282: ENGL 205 For PHOT 211: PHOT 104	3 or 4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
DVP 210 - Advanced Techniques for Digital Video Production	DVP 120, DVP 130, DVP 140, DVP 150	4 credits	
DVP 220 - Advanced Studio Techniques for Digital Video Production	DVP 120, DVP 130, DVP 140, DVP 150	4 credits	
PHOT 299 - Professional Practices in Photographic Imaging and Digital Video Production	DVP 120, DVP 130, DVP 140, DVP 150; DVP 210 and DVP 220 may be taken concurrently	3 credits	
PHOT 105 - Introduction to Digital Photography or DVP 240 - Advanced Editing Techniques for Digital Video Production or ENGL 107 - Society and Mass Communications or ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 205 - Creative Writing or ENGL 282 - Scriptwriting or ENGL 271 - The Language of Film or ENGL 272 - Topics in Film Study or PHOT 211 - Event and Corporate Videography	For DVP 240: DVP 140 For ENGL 107, ENGL 116 and ENGL 117: ENGL 101, which may be taken concurrently For ENGL 205,ENGL 271, and ENGL 272: ENGL 101 For ENGL 282:ENGL 205 For PHOT 211: PHOT 104	3 or 4 credits	

Minimum Credits Needed to Graduate:

60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone 215-751-8450; or the College Information Cent er, 215-751-8010.

Facilities Management

Description:

The Facilities Management program leads to an Associate of Applied Science (A.A.S.) degree in Facilities Management. Facilities Managers are the people who plan and manage the buildings, grounds and systems of large businesses and institutions. Often working behind the scenes, as a group they are involved in a broad array of activities: planning, management, finance and real estate, design, and building operations issues, including security and communications. The field is rapidly professionalizing, and opportunities abound in this highly-regarded industry. This program provides students with a foundational education addressing the multi-disciplinary character of the field, thereby allowing for diverse job opportunities. The core of the Facilities Management curriculum addresses gaining the basic technical knowledge of construction materials, processes and systems, as well as the business management and real estate areas.

Within Facilities Management, there are two broad specializations, Construction and Design. The program has a set of core courses that are common to both degrees, and then two sets of concentration electives that emphasize either Construction or Design.

There is significant overlap in courses due to the common core courses, but students who are unsure as to which concentration they would like to pursue should consult with a program advisor.

For Construction, the degree is designed to prepare students for an entry-level position as a facility manager or construction manager. Their construction knowledge may be applied in overseeing the building of new or renovated facilities, the installation of updated systems, or determining the construction issues related to expansion or new uses. The Construction Concentration focuses on construction and management issues specific to the building and renovating process, such as the installation of updated systems and finishes, building codes, cost estimating, and scheduling and contracting. This concentration gives the student an opportunity to understand the fundamentals of building construction, such as interpreting construction documents and specifications, understanding construction contracts, creating construction cost estimates, scheduling and managing building projects, and being familiar with the technical aspects of building materials and systems.

The Design Concentration is intended to prepare a student for an entry-level position as a facility manager, space programmer, space planner or move coordinator. The design skills acquired apply toward new and renovated buildings, as well as evaluating and planning development sites. Experience with working in teams, as well as communicating design concepts is emphasized. The design studio, the core learning environment in design education, offers the opportunity to develop design skills and understand the conceptual framework of the design process.

Graduates of both concentrations would work closely with each other in the field, and will be prepared to interact with the senior management of their employer, dealing with multiple real estate issues.

The Design Concentration satisfies the transfer requirements for the Bachelor's degree in Facilities Management at Temple University. A few additional courses are needed for full transfer.

Students who are interested in the program are encouraged to consult an advisor within the program for a more detailed explanation of the degree and the two concentrations.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Interpret architectural and construction drawings and documents, and utilize computer and manual systems for communication in drafting and documentation.
- Describe various relevant building materials and methods and related building technologies and products.
- Apply basic principles of planning, management and real estate practice.
- Communicate effectively and work as part of a team, using graphic, oral and written modes.

For Construction Concentration Only:

- Describe the process of project planning, estimating and management

For Design Concentration only:

- Solve specific design problems by synthesizing and applying technical, historical, cultural and theoretical concepts as well as knowledge of finish materials and methods, furnishings and related interior products.

Program Entry Requirements:

Students are required to take the College's placement tests at the time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses in addition to the requirements of their degree program.

Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Facilities Management, a student must complete a minimum of 60 credits (Construction Concentration) or 62 credits (Design Concentration) as prescribed and attain a minimum grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 101 - Introduction to Design and Construction		3 credits	Technological Competency*
ADC 103 - CAD Basics		3 credits	Technological Competency*
ADC 123 - Construction Print Reading and Specifications (Construction) or ADC 109 - Design Studio I (Design Concentration)		3 or 4 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
MATH 137 - Geometry for Design (or higher MATH*)	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 112 - Construction Materials and Detailing: Properties	ADC 103 or ADC 109	3 credits	
ADC 146 - Construction Supervision and Business Practices	ADC 101	3 credits	
ADC 253 - Environmental Systems I	ADC 101 and ADC 103 or ADC 109	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/ Info Lit 2
ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning		3 credits	Cultural Analysis & Interpretation

Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MNGT 121 - Introduction to Business		3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 133 - Project Management in Construction (Construction Concentration) or ADC 136 - Construction Safety and Building Codes		3 credits	
ADC 163 - Architectural Visualization with Autodesk Revit (Construction Concentration) or ADC 160 - Presentation Techniques (Design Concentration)	For ADC 163: ADC 103 For ADC 160: ADC 103, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
ADC 159 - Design Studio II (Design Concentration) or ADC 246 - Contracts and Specifications (Construction Concentration)	For ADC 159: ADC 103 and ADC 109 For ADC 236: ADC 101	3/4 credits	
ECON 182 - Principles of Economics (Microeconomics)	FNMT 118 or higher	3 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ADC 261 - Construction Management and Scheduling (Construction Concentration) or ADC 192 - Color and Lighting (Design Concentration)	For ADC 192: ADC 101 For ADC 261: ADC 246	3 credits	
MNGT 141 - Principles of Management or MNGT 142 - Management Information Systems or MNGT 262 - Business Law	For MNGT 141 and MNGT 142: MNGT 121	3 credits	
ADC 254 - Environmental Systems II	ADC 101 and (ADC 103 or ADC 109)	3 credits	
RE 101 - Real Estate Fundamentals		3 credits	
EASC 111 - Environmental Conservation		3 credits	Scientific Reasoning

Minimum Credits Needed to Graduate:

60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general

education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Fashion Merchandising & Marketing

Description:

The Associate of Applied Science (A.A.S) program in Fashion Merchandising and Marketing features an integrated, career-focused curriculum in such categories as Fashion Apparel/Accessories, Home/Garden, and Gifts. Through professional courses and a focused approach, where four themes are designed into the program (industry foundations, the customer and customer experience, product and promotion, and the digital frontier and future industry directions), students gain the knowledge and skills necessary to pursue career opportunities in Fashion Retail and Fashion Marketing.

Students will have the opportunity to gain professional experience through the FMM Retail operation as well as by participating in community projects in various shopping zones. Students will graduate with the equivalent of 1-2 years of retail experience.

This program will also consist of courses that help prepare students for three National Retail Federation certifications:

- Customer Service and Sales
- Advanced Customer Service and Sales
- Retail Industry Fundamentals

Program Learning Outcomes:

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

- Articulate and discuss the foundation of the integrated fashion industry.
- Apply fashion industry knowledge to solve problems and justify decisions.
- Demonstrate proficiency or mastery in soft skills necessary for success in any fashion career.
- Demonstrate proficiency or mastery in Marketing as it relates to the fashion industry.
- Demonstrate proficiency or mastery in Merchandising as it relates to the fashion industry.
- Apply fashion merchandising and fashion marketing concepts through hands-on experiences, including a retail lab, shopping zone field experiences, and in-class professional projects.

Program Entry Requirements:

The program is open to interested students. However, all new students are normally required to take the College's placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

To qualify for the Associate of Applied Science (A.A.S) in Fashion Merchandising & Marketing, students must complete a minimum of 65 credits as prescribed and attain a grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 101 - English Composition		3 credits	Writing, Research, & Info Lit. 1
BUSL 101 - Navigating Leadership and Business Professions		3 credits	
EASC 111 - Environmental Conservation		3 credits	Scientific Reasoning
FMM 101 - Survey of the Fashion Industry		3 credits	
FMM 105 - Textiles		3 credits	Cultural Analysis & Interpretation
FMM 110 - Introduction to Work Experience	FMM 101, which may be taken concurrently	1 credit	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
FNMT 121 - Retail Mathematics & Merchandising	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
FMM 115 - Understanding the Customer	FMM 101	3 credits	
FMM 120 - Professional Personal Selling	FMM 101	3 credits	
FMM 125 - Experiential Retail	FMM 101	3 credits	
FMM 130 - Work Experience I	FMM 110	2 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101, with a grade of "C" or better	3 credits	Writing, Research, & Info Lit. 2
ART 150 - Introduction to Computer Art/Graphics		3 credits	Oral Communication/ Creative Expression
FMM 135 - Fashion Product Promotion	FMM 105, FMM 115	3 credits	
FMM 140 - Buying & Private Label Development	FMM 105, FMM 115, FMM 125, FNMT 121 or FNMT 118 or higher, CIS 103	3 credits	
FMM 145 - Work Experience II	FMM 130	2 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication	ENGL 101, which may be taken concurrently	3 credits	
ECON 181 - Principles of Economics (Macroeconomics)	FNMT 118 or higher	3 credits	
PHOT 105 - Introduction to Digital Photography		4 credits	
FMM 150 - Material Directions	FMM 105	3 credits	
FMM 155 - Digital Commerce	FMM 135, FMM 140, ECON 181, which may be taken concurrently, PHOT 105, which may be taken concurrently	3 credits	
FMM 160 - Work Experience III	FMM 145	2 credits	

Minimum Credits Needed to Graduate:

65

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414 or the College Information Center (215) 751-8010.

Fire Science

Description:

Continued technical progress and expanded emphasis on fire prevention, fire safety and pre-fire planning have created increased demands for skilled fire service personnel. The Fire Science curriculum is designed to serve the needs of Philadelphia firefighters and volunteer firefighters desiring to progress in expertise, skill and rank. Philadelphia firefighters who earn the A.A.S. Degree in Fire Science receive an additional half point on all Philadelphia Fire Department promotional examinations. The Fire Science Curriculum also serves students interested in becoming fire safety professionals. They may work in pre-fire planning or as fire code enforcement officers, building inspectors, fire protection technicians and designers, fire prevention equipment sales representatives or technical experts, and fire safety officials or risk managers for businesses, school districts and government agencies.

Program course offerings accommodate diverse schedules. The program has a dual admissions agreement with Holy Family University that allows our students desiring to continue their studies in fire science to transfer all of their credits there with guaranteed junior standing.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate skills needed for leadership in the fire service or a position in a related field, such as code enforcement, pre-fire planning, building inspection, risk management, or emergency planning.
- Explain the various requirements for fire detection and suppression systems in differing types of occupancies and structures.
- Prepare a pre-fire plan for a building using computer-assisted design software to draw floor and site plans.
- Explain fireground strategy and tactics and identify the occupational risks firefighters face and the health and safety management strategies available to reduce injuries.
- Apply the principles of the scientific approach to fire investigation and explain the important role that fire investigation and fire prevention programs play in reducing a community's risk of fire.
- Conclusively determine the type of building construction and explain how this interfaces with hazardous materials and their impact on operations at emergency scenes.

Program Entry Requirements:

This program is open to all interested students. New students are normally required to take College placement tests at their time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree in Fire Science, a student must complete a minimum of 62 credits as prescribed and attain a minimum grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
FSCI 104 - Fire Prevention and Building Codes		3 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit 1
FSCI 111 - Emergency Scene Management		3 credits	
FNMT 118 - Intermediate Algebra or higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
FSCI 142 - Introduction to Occupational Health and Safety for Firefighters		3 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2
FSCI 181 - Building Construction for the Fire Service		3 credits	
CHEM 110 - Introductory Chemistry	FNMT 118 or MATH 118 placement and ENGL 101 ready	4 credits	Scientific Reasoning
FSCI 271 - Hazardous Materials		3 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis & Interpretation
FSCI 172 - Fire Detection and Suppression Systems		3 credits	
FSCI 221 - Fire Prevention and Protection		3 credits	
World Language		3 credits	
PHYS 105 - Survey of Physics	FNMT 118 (or higher) placement or a passing grade in FNMT 017 (or higher) are required	4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PSYC 101 - Introduction to Psychology or SOC 105 - Health and Society		3 credits	
FSCI 281 - Fire Investigation		3 credits	
FSCI 241 - Fire Administration		3 credits	
FSCI 291 - Computer Assisted Pre-Fire Planning		3 credits	
ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression

Minimum Credits Needed to Graduate:

62

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Medical Laboratory Technician

Description:

The Medical Laboratory Technician curriculum prepares students for positions as technicians in hospital laboratories, physician offices, pharmaceutical companies, private laboratories or other types of clinical laboratory facilities.

Technicians perform clinical laboratory procedures in chemistry, blood banking, microbiology, immunology, hematology, coagulation and other areas of the clinical laboratory, developing data used by a physician to determine the presence and extent of disease, as well as monitoring the patient's treatment.

The student will spend time in clinical laboratories during their course of study to become familiar with the instrumentation, workload and day-to-day operations of the clinical laboratory.

Accreditation:

The Medical Laboratory Technician program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).* Graduates of the MLT curriculum are eligible to take the "MLT" ASCP Board of Certification Exam.

* 5600 N. River Road
Suite 720
Rosemont, IL 60018
773-741-8880
www.naacls.org

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Collect biological samples safely and according to standard operating procedures
- Analyze biological samples safely and according to standard operating procedures
- Demonstrate a broad knowledge of basic laboratory tests for all lab departments in preparation for a certification exam
- Apply professional and ethical behaviors in the clinical laboratory setting
- Use problem solving skills to integrate laboratory data for patient diagnosis.

Program Entry Requirements:

Admission is selective and requires that potential students fulfill all College admission requirements. Applicants for the program must have:

1. High school diploma or general education diploma (GED).
2. A minimum of one year of high school biology and chemistry or their applicable equivalents within the last 10 years with a grade of "C" or better.
3. Applicants must demonstrate readiness for ENGL101 and FMNT 118 as determined by the College's placement tests or by successfully completing identified developmental course work.
4. Minimum grade point average of 2.25

Applicants must be 18 years of age on or before the first day of the semester in which they begin the program.

Applicants who complete and meet the aforementioned requirements will be eligible to continue in the admissions process and will be contacted, via e-mail, concerning the scheduling of an admissions interview with the Program Director (or designee). A scheduled interview does not guarantee admission. Upon completion of the admissions interview, the Program Director (or designee) will review and score all applicants with particular attention to:

1. Cumulative grade point average
2. Strength of secondary/post-secondary academic curriculum
3. Allied Health pre-entrance examination score
4. Personal interview

Conditions for Acceptance:

All applicants are notified in writing regarding the admissions decision. All offers of acceptance are contingent upon successful completion of the following:

- Acknowledgement of Core Performance Standards for Health Care Career Programs and physical demand analysis: https://www.myccp.online/medical-laboratory-technician-program
- Clinical education requires the following:
  - Activity Tolerance: Move quickly and/or tolerate long periods of standing and/or sitting. Perform tasks accurately under time constraints.
  - Mobility: Ability to ambulate without assistive devices in confined areas, reach laboratory bench tops and equipment.
  - Motor Skills: Reach, manipulate, and operate equipment, instruments, and supplies to include VP needles and micropipettes.
  - Students who are registered with the Center on Disability must inform the Program Director if accommodations are required.
- Completion of criminal background check, child abuse clearance, and drug screening:
  - **Criminal Background Checks:**
    - Any felony conviction within the past 10 years will result in denial of admission to the MLT program.
    - Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense and any explanatory letters/materials submitted by the applicant or student.

- Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)
  - **Drug Screening Clearance:**
    - The MLT program requires participation in clinical education. Clinical affiliates of the MLT program require evidence of a negative drug screening test in order for a student to participate in the clinical education part of the MLT program at their facility. Therefore, any student with a positive drug screening test cannot be admitted into the MLT program. The College, in its admissions process, will consider information regarding criminal convictions and/or crimes of moral turpitude. Admission is conditional pending receipt and evaluation of a Pennsylvania State Police and F.B.I. criminal background check, child abuse check and drug screening test.
  - **Additional conditions for acceptance into the program include**:
    - Documentation of a complete physical examination (health form), including required laboratory tests (TB test, proof of immunity). All health information is kept confidential.
    - Documentation of up to date immunizations prior to clinical assignment. Additional immunizations (e.g., influenza) and antibody titers may be necessary.
    - Documentation of current health insurance coverage, which must be maintained throughout the Program.
    - Attendance at scheduled Program orientation prior to entry.
    - Purchase of MLT student uniform

Additional Expenses

Additional expenses for students in the program include travel to clinical facilities, purchase of uniforms, shoes, laboratory coats, required textbooks, a physical examination and inoculations.

Reconsideration:

An applicant who believes that an error of fact has been made in terms of the information provided to the decision making committee can request reconsideration by the committee. This request must be made in writing within ten days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision making committee, the applicant can appeal the committee's decision to the Vice President for Academic and Student Success, whose decision is final. Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the MLT curriculum coordinator.

Disciplinary Action:

Involvement in any incident which resulted in a disciplinary action against a student at Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The MLT program reserves the right to deny admission to any applicant who has a history of violating College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

Dismissal from the Program:

The MLT Program reserves the right to dismiss any student:

- who fails to observe the regulations of College and its clinical affiliates,
- whose skills, attitude and behavior are viewed as inconsistent with professional standards,
- whose general conduct is detrimental to the College and its clinical affiliates,
- who does not meet the scholastic requirements of the MLT Program. A student who earns a grade of "D" or lower in any MLT course will be dismissed from the program.
- who fails to complete all general science prerequisites prior to entering the second year of the program.

Readmission Policy:

- The MLT program is intended to be completed in 18 months beginning in September of each year. In order to progress through the program, students must complete all curriculum courses with a grade of "C" or better and maintain a GPA of 2.25 or higher. Eligible students seeking program readmission must do so within twelve (12) months of program separation.
- Program readmission is not guaranteed and is dependent upon program capacity and availability. A student must be eligible for readmission according to the College standards. Students who request to be considered for program readmission must meet the current admissions criteria and requirements at the time the request for readmission is placed. Readmitted students must follow the curriculum requirements at the time of their return to the program.
- Eligible students may apply for readmission only once. Students must submit a letter to the Program Director requesting a temporary leave from the Program

Students Eligible for Readmission:

- Students who withdraw from the MLT program in good academic standing (grade "C" or better in all completed curriculum courses and GPA of 2.25 or higher)
- Students who are dismissed from the MLT program due to a grade "D" or lower in any MLT academic course, with a GPA at time of readmission request of 2.25 or higher

Students Ineligible for Readmission:

- Students who are dismissed from the MLT program due to a grade "D" or lower in any clinical MLT course (MLT 102 and MLT 295)
- Students who are dismissed from the MLT program due to inappropriate conduct and/or violations of the College's academic integrity policy, clinical code of conduct, moral/ethical standards, professional standards or performance standards.

Process for Readmission Consideration:

In order to be considered for Program readmission, the applicant must:

- Successfully complete all MLT Program prerequisite requirements.

- Submit a letter to the Program Director requesting a readmission to the Program.
- Have a minimum grade point average (GPA) of 2.25 for all college classes
- Successfully complete a comprehensive written exam. The exam content will include current material from courses which the student previously completed.
- Repeat previously completed courses as recommended by Program faculty. Curriculum analysis is conducted annually, and course content may change to ensure Program alignment with the ASCP exam Content.

The results of the written exam, as well as the student's prior academic progress, will be evaluated by faculty to determine the student's potential for success in the program and semester placement. MLT courses are offered chronologically and only once a year, therefore a readmission date will be based on the semester in which the courses are being offered. The program must be completed within three (3) academic years after a student's initial enrollment. Readmission is not guaranteed and is dependent upon available space.

Students seeking readmission into the MLT Program must contact the Program Director in writing at least 6-12 months prior to start of the requested entering semester.

Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree as a medical laboratory technician, a student must complete 63 credit hours as prescribed, attain a grade point average of 2.0 or better, and earn no grade below "C" in each MLT course and in each science course.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MLT 102 - Phlebotomy		4 credits	
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
BIOL 108 - Essentials of Human Anatomy and Physiology or BIOL 109 and BIOL 110 Anatomy and Physiology[*]	For BIOL 109, BIOL 106 or high school biology and chemistry within 10 years For BIOL 110 , BIOL 109 with a "C" or better	4 credits	Scientific Reasoning
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
CHEM 110 - Introductory Chemistry or CHEM 121 - College Chemistry I	For CHEM 121, CHEM 110 with a "C" or better and FNMT 118	4 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
MLT 155 - Clinical Hematology	BIOL 108 or BIOL 110 which may be concurrently[*] and MLT 102, which may be taken concurrently	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
CHEM 118 - Introduction to Biochemistry or CHEM 122 - College Chemistry II	For CHEM 118: CHEM 101, CHEM 110 or CHEM 121 with a grade "C" or better. For CHEM 122: CHEM 121 with a grade "C" or better	4 credits	
BIOL 241 - Principles of Microbiology	BIOL 106 or BIOL 108 or BIOL 109 or BIOL 123 with a grade "C" or better	4 credits	

Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MLT 205 - Immunohematology and Immunology	BIOL 108 or BIOL 109 and BIOL 110 and MLT 155	4 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MLT 225 - Clinical Chemistry	BIOL 108 or BIOL 109 + BIOL 110, CHEM 110 and CHEM 118 or CHEM 121 and CHEM 122, MLT 205 + FNMT 118 (all with a grade "C" or better)	4 credits	
MLT 245 - Clinical Microbiology	BIOL 241, CHEM 110 and CHEM 118 or CHEM 121 and CHEM 122 MLT 205 (all with a grade "C" or better)	4 credits	
SOC 101 - Introduction to Sociology or GEOG 103 - Introduction to Human Geography		3 credits	Cultural Analysis and Interpretation

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 115 - Public Speaking or			

ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication or AH 116 - Interpersonal and Professional Skills in the Health Care Setting	ENGL 101, which may be taken concurrently	3 credits	
MLT 265 - Current Topics in Medical Laboratory Sciences	MLT 225 and MLT 245 (both with grade "C" or better)	3 credits	
MLT 295 - Clinical Practice	MLT 225 and MLT 245 and MLT 265, which may be taken concurrently	6 credits	

Minimum Credits Needed to Graduate:

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*Students in this program must take either BIOL 108 or both BIOL 109 & BIOL 110. Students who choose the two-semester 109 & 110 sequence should take BIOL 241 in the summer between the second and third semester.

Phlebotomy Certificate Program

The Phlebotomy Certificate consists of one course:MLT 102 - Phlebotomy. MLT 102is a one-semester course that includes two hours of lecture, three hours of student lab and eight hours of clinical rotation per week in a hospital laboratory or outpatient facility. The Phlebotomy Certificate is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).* Students who successfully complete the Phlebotomy Certificate are eligible to take the PBT (ASCP) Certification exam.

Admission requirements are:

1. High school diploma or general education diploma (GED).
2. ENGL 101 and FNMT 017 placement.
3. Results of a physical examination, immunizations, including Hepatitis B and a current Quantiferon TB test.
4. Verification of medical insurance is mandatory.
5. The student must present a negative criminal record check, child abuse clearance and drug screening prior to entering the program.
6. Acknowledgement of Core Performance Standards for Health Care Career Programs and physical demand analysis.

Applicants must be 18 years of age on or before the first day of the semester in which they begin the Phlebotomy Certificate.

Application process:

Applications along with the instructions for the obtaining clearances will be given at the Allied health office W1-1 starting on Monday during:

- First week of April - for Fall semester
- First week of October - for Spring semester
- Second week of March - for Summer semester

Online registration is not available. A paper registration form will be given to the students who will submit all the mandatory paperwork before the due date on the application (on a first come -first registered basis). Students will be notified via email about acceptance into the Phlebotomy Certificate.

* 5600 N. River Road
Suite 720
Rosemont, IL 60018
773-741-8880
www.naacls.org

Students are not required to take the certification exam to receive the Phlebotomy Certificate.

Dismissal from the Phlebotomy Certificate

The Curriculum coordinator reserves the right to dismiss any student:

- who fails to observe the regulations of College and its clinical affiliates,
- whose skills, attitude and behavior are viewed as inconsistent with professional standards,
- whose general conduct is detrimental to the College and its clinical affiliates,
- whose attendance at the clinical site is unacceptable,

- who does not meet the competency requirements of the Phlebotomy Certificate.

Readmission Policy:

Students who withdraw from the Phlebotomy Certificate in good standing may apply for readmission only once. Students dismissed from the Phlebotomy Certificate due one of the reasons stated above may not reapply to the course/program.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

[1] Students in this program must take either BIOL 108 or both BIOL 109 & BIOL 110. Students who choose the two-semester 109 & 110 sequence should take BIOL 241 in the summer between the second and third semester.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751 8010.

Network Administration

Description:

The Associate of Applied Science (AAS) in Network Administration prepares students for entry-level employment as network and computer systems administrators, who are responsible for the day-to-day operation of computer networks. They organize, install, and support an organization's computer systems, including local area networks (LANs), wide area networks (WANs), network segments, intranets, and other data communication systems. Courses in the program are closely aligned with entry-level professional certifications in computer systems and network administration.

Industry Certification Preparation:

- CompTIA A+ Certification,
- CompTIA Network+ Certification,
- CompTIA Server+ Certification
- CompTIA Security+ Certification
- Cisco CCNA Certification

Program Learning Outcomes:

Upon completion of the Network Administration degree program, students will be able to:

- Analyze and discuss business concepts, structures, and project management techniques relevant to today's workplace
- Identify theories of group dynamics and hone skills specific to working in and managing groups and teams
- Identify the basic knowledge and practical skills needed to install and support computer operating systems
- Install, configure and manage major network server types, i.e. VoIP (Voice over IP), streaming video, web, database and remote access servers
- Determine the hardware and software needs for enterprise-level networks, including network setup and the costs involved for equipment, staff, and construction
- Configure enterprise-level network devices such as routers, switches and wireless access points
- Install server operating systems to perform various functions (i.e., user accounts, internet access, security gateways and email servers)

Program Entry Requirements:

The Network Administration degree program will be open to all interested full-time, part-time, continuing education and professional development students. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

The minimum number of credits required for graduation is 61. A grade point average of 2.0 is necessary for graduation. It is highly recommended that the degree be completed within a three-year period to ensure up-to-date knowledge and skill acquisition.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
CIS 150 - Network Technology		4 credits	
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1
CIS 105 - Computer Systems Maintenance		4 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
FNMT 118 - Intermediate Algebra or higher MATH	For FNMT 118: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
MNGT 121 - Introduction to Business		3 credits	
CIS 204 - Fundamentals of Linux and Unix	CIS 105 or CIS 155	3 credits	
CIS 252 - Managing Network Servers	CIS 150	4 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
SOC 101 - Introduction to Sociology or SOC 115 - Gender and Society or ANTH 112 - Cultural Anthropology	For SOC 115: ENGL 101	3 credits	Cultural Analysis and Interpretation
CIS 106 - Introduction to Computer Programming		4 credits	
CIS 256 - Network Routing and Switching	CIS 150	4 credits	
CIS 259 - Computing and Network Security	CIS 150	4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
AET 102 - Science Technology and Public Policy or CHEM 103 - Fundamentals of Chemistry I (Non-Lab Based) or PHYS 108 - Descriptive Astronomy or PHYS 125 - Musical Acoustics or EASC 111 - Environmental Conservation		3 credits	Scientific Reasoning
ENGL 117 - Group and Team Communication or ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/Creative Expression
CIS 205 - Database Management Systems	CIS 103 or CSCI 112 or CSCI 118	4 credits	
MNGT 142 - Management Information Systems	MNGT 121	3 credits	
CIS 271 - Information Technology Project Management	CIS 103	3 credits	

Minimum Credits Needed to Graduate:

61

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8785; or the College Information Center (215) 751-8010.

Nursing

Description:

The Department of Nursing offers three options for students applying to the nursing program.

Traditional Admission: Students are admitted once a year in September. This option offers the four nursing courses over two academic years - Fall/Spring, Fall/Spring. There are no nursing courses in the summer in this option. Students may be first-time college students or have had previous college experience.

Post Baccalaureate Accelerated Associate Degree Option: Students are admitted once a year in May (summer session). The four nursing courses are offered in Summer/Fall/Spring/Summer spanning a 14 month time period. This option is limited to only those students who have a bachelor's degree or higher in a non-nursing major and have met additional prerequisites.

Advanced Placement Option: Students are admitted once a year beginning with a noncredit transition course in the fall semester. The course focuses on bridging the information between the role of the Licensed Practical Nursing and the Registered Nurse. Students then join the Nursing 132 course in the spring semester and complete the sequence of three courses as stated in the Traditional option. Priority is given to LPN's and military medics for admission.
Upon successful completion, students receive credit for Prior Learning for Nursing 101.

The Nursing curriculum prepares students for beginning staff nurse positions in acute, long-term care and community-based facilities. Staff nurses plan, provide and evaluate nursing care for individual health maintenance or health promotion needs. Upon successful completion of the curriculum, students receive an Associate in Applied Science (A.A.S.) degree and are eligible to sit for the state licensure examination to become a registered nurse (R.N.).

Nursing students attend classes at the College. Selected clinical laboratory learning experiences under the guidance of nursing faculty are provided at a variety of health care agencies in Philadelphia. These experiences provide students with the opportunity to apply classroom learning in client care situations. The availability of learning experiences may necessitate evening or weekend clinical laboratory assignments for students.

The Nursing curriculum is accredited by the Accreditation Commission for Education in Nursing, 3390 Peachtree Road, Suite 1400, Atlanta, GA 30326, 404-975-5000, www.acenursing.org and is approved by the Pennsylvania State Board of Nursing.

The Department of Nursing is recognized by the National League for Nursing as a Center of Excellence in Nursing Education in the category of Enhancing the Professional Development of Students. This fourth designation is from 2016-2021.

The Accreditation Commission for Education in Nursing requires the disclosure of licensure pass rates for a 3 year period of time.

National Council of State Boards of Nursing Licensure Examination Pass Rates for CCP First Time Test Takers

Year	Pass Rate
2018	95.65%
2019	91.76%
2020	81.7%

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Integrate theories and concepts from science and liberal arts in the practice of nursing.
- Collaborate with nurses and other members of the health care team to provide safe, culturally sensitive, effective nursing care to clients in a variety of settings.
- Practice within the legal and ethical framework of nursing.

Program Entry Requirements:

Prerequisites:

- High school diploma or GED
- Biology 106 (or one year of high school biology)*
- Chemistry 110 (or one year of high school chemistry)*
- Two years of college preparatory math with a C or better
- Placement in FNMT 118
- Placement in ENGL 101
- GPA of 2.75 or higher

*Science courses must be less than 10 years old. For applicants holding a high school diploma, the 10-year requirement is calculated from the date of graduation. For all other applicants, the date is calculated from the semester and year the course was successfully completed.

STS 101 (there is only one course) may be substituted for BIOL 106 and CHEM 110.

Applicants must be 18 years of age on or before the first day of the semester in which they begin the Nursing designated courses.

Admission Process:

- Access program information via website and download application
- Submit application by January 31
- All prerequisite courses must be completed and posted by January 31.
- All transfer credits must be posted to the students Community College of Philadelphia record by January 31.
- Take the Kaplan Pre Nursing test.
- Meeting minimum requirements does not guarantee admission.

Requirements Upon Admission:

Admission is considered conditional until all health and background information is received and reviewed.

Nursing Health Requirement:

A record of complete physical examination including required laboratory test results and immunizations must be uploaded into CastleBranch and approved prior to beginning the Nursing program. A physical examination is also required of students prior to the beginning of the second year of the program. Immunizations may be supplemented with additional immunizations as clinical agencies require, such as but not limited to seasonal flu vaccinations. Health requirements must be documented in English by a U.S. health care provider.

During College nursing skills laboratory and clinical agency experiences, physical activity is required. Standing and walking are required during the entire workday (6 to 12 hours). Students should be able to have full range of motion, push, pull, twist, lift and bend. Health problems that could interfere with the applicant's ability to meet program objectives will be considered individually. Students will be asked to complete the Essential Functions document.

Students who are registered with the Center on Disability must inform the instructor by the end of the first week of class if special accommodations are required. An accommodation is an adjustment in how a task is achieved, without compromising the objective, integrity, or essential nature of the course of the program. Students who require accommodations beyond extended time and quiet environment must inform the Department Head for Nursing at least one month prior to the beginning of classes.

Background Checks:

Clinical experience in the Nursing program includes contact with children and older adults. This experience could be in hospitals, schools or other community agencies. In order to participate in these experiences, students must obtain a criminal record check and child abuse history clearance prior to entrance into the Nursing program. This Nursing program requirement is mandated by the Commonwealth of Pennsylvania per 24 P.S. 1-111 of the Pennsylvania Public School Code and 23 Pennsylvania C.S.A. 6355 of the Pennsylvania Child Protective Services Law. Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the head of the Nursing program.

The Professional Nursing law permits the Nursing Board to consider the "moral character of any nursing candidate." The Pennsylvania State Board of Nursing makes the final determination concerning an applicant's eligibility for R.N. licensure. The Pennsylvania State Board of Nursing considers any and all prior convictions, including guilty plea, plea of nolo contendere, receiving probation without verdict, accelerated rehabilitative disposition (ARD), or any other disposition (excluding acquittal or dismissal) of any criminal charges, felony or misdemeanor, including DUI/DWI, drug law violations, pending and/or unresolved charges and expunged and juvenile records, when determining whether to allow an applicant to apply for R.N. licensure.

The Pennsylvania State Board of Nursing reserves the right to deny a license to any candidate who has been convicted of any felonious act. Conviction includes a judgment, an admission of guilt or a plea of nolo contendere, probation without verdict, or incomplete ARD. Further, the board shall not issue a license to any applicant who has been:

1. convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as The Controlled Substance, Drug, Device and Cosmetic Act; or
2. convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:

   a. at least 10 years have elapsed from the date of the conviction;
   b. the applicant satisfactorily demonstrates to the board significant progress in personal rehabilitation since the conviction such that licensure should not create a substantial risk of further violations; and
   c. the applicant otherwise satisfies the qualifications contained in this act.

The College, in its admissions process, will consider information regarding criminal convictions and/or crimes of moral turpitude. Admission is conditional pending receipt and evaluation of a Pennsylvania State Police and F.B.I. criminal background check, child abuse check and drug screening test. A positive result in any of these areas may bar the student from being admitted into the Nursing program.

The following guidelines are used for making decisions about an applicant's criminal and child abuse background:

Child Abuse Clearance:

- Any record results in denial of admission into the Nursing program.

Criminal Background Checks:

- Any felony conviction within the past ten years results in denial of admission to the Nursing program.
- Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense, and any explanatory letters/materials submitted by the applicant or student.
- Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense, and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

Drug Screening Clearance:

- The Nursing program requires participation in clinical education. Clinical affiliates of the Nursing program require evidence of a negative drug screening test in order for a student to participate in the clinical education part of the nursing program at their facility. Therefore any student with a positive drug screening test cannot be admitted into the Nursing program.

Additional Requirements:

- CPR Certification - health care provider
- Health Insurance
- Professional Liability insurance
- Transportation to clinical facilities
- Purchase of uniforms and supplies
- Meet essential functions requirements
- Acknowledgment of the Nursing Education Verification documentation requirements. In order for graduates to sit for the nursing licensure examination, the nursing program administrator

Reconsideration:

An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision-making committee, the applicant can appeal the committee's decision to the vice president for Academic and Student Success, whose decision is final.

Disciplinary Action:

Involvement in any incident which resulted in disciplinary action against a student at the Community College of Philadelphia or any postsecondary institution is considered in the admissions process. The Nursing program reserves the right to deny admission to any applicant who has a documented history of violating College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

Progression:

To remain in the Nursing curriculum, students must maintain a grade of C or better in all nursing and required pre- and corequisite courses. During all clinical laboratory experiences, students must maintain client safety. Violation of safety may result in an immediate clinical failure, an administrative withdrawal and a grade of "F" for the course. Students whose attitudes and behavior are viewed as inconsistent with professional standards may be dropped from the curriculum pending the results of a departmental hearing. A nursing student must inform the Head of the Department of Nursing immediately if there is a change in the student's criminal background or child abuse clearance while the student is enrolled in the nursing program. If changes occur in the student's criminal background or child abuse clearance during enrollment in the nursing program, the student's situation will be reevaluated and this may lead to termination from the Nursing program.

Readmission:

Students requesting readmission to the Nursing program must meet program entry requirements and conditions for acceptance. Students requesting readmission are selected on a competitive basis as space permits. The program must be completed within four years of initial enrollment. Students who were dropped from the program for unprofessional conduct or violation of patient safety issues may not be considered for readmission.

Students applying for readmission must have a college GPA of 2.75 by July 1 for September enrollment or by September 1 for January enrollment. Additional requirements apply. Applicants for readmission are encouraged to speak with the Department Head for Nursing. Applications are available on the website or in W1-1.

Post Baccalaureate Associate Degree Nursing Option

Post Baccalaureate Associate Degree in Nursing offers qualified applicants an opportunity to finish their degree in Nursing in less than two calendar years. The four nursing courses are offered in Summer/Fall/Spring/Summer spanning a 14 month time period. Students who successfully complete the Nursing option's four-course cycle will be eligible to take the NCLEX licensing exam for their R.N.

Applicants for the Post Baccalaureate Associate Degree Option must meet all of the requirements for the traditional program. All policies and procedures related to the traditional option apply to students in the accelerated option.

Exceptions are noted below.

To be eligible for this option, students must have completed all co-requisite courses (BIOL 109, BIOL 110, BIOL 241 and NUTR 111) prior to the beginning of the Summer term, All transfer courses must appear on data sheet by end of Spring semester prior to admission to the program. Applicants must also meet the requirements for admission to the traditional program including a GPA of at least 2.75.

Advanced Placement Option

Licensed practical nurses, corpsmen, and candidates who have had one year of successful previous nursing school experience in the U.S. may apply for advanced placement through Credit by Prior Learning Assessment for Nursing 101. Advanced placement candidates must complete all admission requirements for consideration by the department. Successful completion of Health B9026, the noncredit transition course, is required before advanced placement is granted. Students who meet these criteria are admitted on a space-available basis. Applications are due by May 15. Application does not ensure admission. Preference is given to licensed practical nurses seeking this career ladder option.

All Advanced Placement Option applicants must complete the following courses, with a "C" or better, by May 31 prior to the anticipated September transition course and January enrollment. Transfer credits must be posted on the student record by May 31.

- GPA of 2.75 or higher
- CHEM 110 (or high school equivalent less than 10 years old)

- FNMT 118
- BIOL 109
- NUTR 111
- ENGL 101

Documentation of Prior Learning is required. LPNs must submit a current, active LPN license in good standing in the Commonwealth of Pennsylvania and a transcript from the LPN school. Medics/corpsmen must submit evidence of honorable discharge from a branch of the U.S. military indicating training and service as a medic/corpsman.

Students who plan to transfer from another school of nursing in the United States must provide a transcript showing a GPA of 2.75 or higher, at least one year of clinical courses with satisfactory performance (provide course descriptions) and a letter of reference from the school.

Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Nursing, students must complete 64 credit hours as prescribed, attain a grade point average of 2.0 or better and no grade below C in any course. All students must complete the nursing course sequence within four academic years of the date of admission to the first nursing course.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 101 - Nursing I	BIOL 109, NUTR 111, ENGL 101 (must be taken prior to or concurrently)	7 credits	Oral Communication/ Creative Expression
BIOL 109 - Anatomy and Physiology		4 credits	Scientific Reasoning
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
NUTR 111 - Introduction to Nutrition	ENGL 101 and BIOL 109 with a grade of "C" or better	3 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 132 - Nursing II	NURS 101 must be taken prior; BIOL 110, ENGL 102, FNMT 118 or above (must be taken prior to or concurrently)	7 credits	
BIOL 110 - Anatomy and Physiology II	BIOL 109 with a grade of "C" or better	4 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
FNMT 118 - Intermediate Algebra or higher	For FNMT 118: FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 231 - Nursing III	NURS 132 must be taken prior; BIOL 241, SOC 101, CIS 103 (must be taken prior to or concurrently)	7 credits	
BIOL 241 - Principles of Microbiology	BIOL 106, BIOL 107, BIOL 109 or BIOL 123 (any with a grade of "C" or better)	4 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis and Interpretation

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 232 - Nursing IV	NURS 231	7 credits	
PHIL 101 - Introduction to Philosophy or PHIL 111 - Critical Thinking or PHIL 211 - Ethical Problems or ENGL 115 - Public Speaking or other Humanities course[****]	For ENGL 115: ENGL 101, which may be taken concurrently	3 credits	
MATH 251 - Statistics for Science or General Elective*		3 or 4 credits	

Minimum Credits Needed to Graduate:

64

[*] MATH 251: Statistics for Science fulfills the General Elective requirement. It is recommended because it is required for all RN-BSN programs. Students may substitute another course for the General Elective requirement.

[**] PHIL 101: Introduction to Philosophy, PHIL 111: Critical Thinking, PHIL 211: Ethical Problems and ENGL 115: Public Speaking are suggested Humanities electives that are generally required by RN-BSN programs. Students may substitute another Humanities course for the Humanities requirement.

Post Baccalaureate Accelerated Associate Degree Nursing Option

Additional Prerequisites:

- A Bachelor's or Master's Degree
- Completion of all co-requisite courses (BIOL 109, BIOL 110, BIOL 241 and NUTR 111

Admission Process:

- Attend an information session.
- All prerequisite courses must be completed with a grade of C or better and posted by the end of the spring semester.
- All transfer credits must be posted to the students Community College of Philadelphia record by the end of the fall semester.
- Kaplan Pre Nursing test must be completed prior to admission.
- Meeting minimum requirements does not guarantee admission.

Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree in Nursing, students must complete 64 credit hours as prescribed, of which 30 credits must be taken at Community College of Philadelphia, attain a grade point average of 2.0 or better and no grade below C in any course. All students in the Post Baccalaureate option must complete the nursing course sequence within three academic years of the date of admission to the first nursing course.

Course Sequence

Summer I

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 101 - Nursing I	BIOL 109, NUTR 111, ENGL 101 (must be taken prior to or concurrently)	7 credits	

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 132 - Nursing II	NURS 101 must be taken prior; BIOL 110, ENGL 102, FNMT 118 or above (must be taken prior to or concurrently)	7 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 231 - Nursing III	NURS 132 must be taken prior; BIOL 241, SOC 101, CIS 103 (must be taken prior to or concurrently)	7 credits	

Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
NURS 232 - Nursing IV	NURS 231	7 credits	

Minimum Credits Needed to Graduate: 64 (30 credits must be taken at CCP)

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751 8010.

Paralegal Studies

Description:

The Paralegal Studies curriculum leads to the Associate in Applied Science (A.A.S.) degree, which is approved by the American Bar Association. This curriculum provides students with a varied and general grounding in the practical skills necessary to be a paralegal along with a strong liberal arts background. The program is suitable for students seeking either to transfer to a four-year institution in a law-related program or to enter the work force as a paralegal, particularly in small to mid-sized law firms, businesses, government, and public and private agencies.

Community College of Philadelphia trains paralegals who must operate under the supervision of a licensed attorney and are prohibited from practicing law. This program has been approved by the American Bar Association.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Work successfully as entry-level paralegals.
- Apply ethical concepts to hypothetical examples and real-life situations.
- Draft legal documents and conduct legal research both manually and through computer-assisted research.
- Demonstrate legal analytical skills and legal writing skills.
- Cultivate a supportive professional network and learn how to remain current in the legal profession.
- Define and explain legal terminology.
- Explain the role of technology in the modern law office and utilize legal technology programs.

Program Entry Requirements:

New students are required to take the College's placement tests at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Students transferring into the Paralegal Studies Program may transfer in up to thirty credits (one half of the credits required for an A.A.S. in Paralegal Studies) from other accredited institutions in accordance with the College's general transfer policies. Of those thirty credits, the Paralegal Studies Program at Community College of Philadelphia will accept up to fifteen credits of Paralegal Studies courses in transfer from an ABA approved institution with the following conditions:

1. PLS 111 and PLS 211 will not be accepted in transfer.
2. Upon request, students who seek transfer credit for Paralegal courses must provide evidence indicating whether the Paralegal courses to be transferred were taken in a distance, hybrid or traditional classroom format in order to ensure that the ABA policy regarding limits on distance courses is met by all graduates.

Program of Study and Graduation Requirements:

A minimum of 60 credits, a grade of "C" or better in all Paralegal Studies courses and a grade point average of 2.0 are required for graduation. Certain courses required for graduation may be substituted with the approval of the program coordinator and the dean of Liberal Studies. Students whose behavior is viewed as inconsistent with professional standards may be dropped from the curriculum pending the results of a departmental hearing. All students are required to sign an integrity statement in all Paralegal Studies courses agreeing to abide by standards of ethics and integrity in all assignments and undertakings.

All students seeking the A.A.S degree are advised that they must complete 9 credit hours of legal specialty classes in a traditional classroom format. Courses in traditional format include those meeting entirely in the classroom and classroom hours of hybrid sections. Legal specialty classes are those designed by PLS. Students are urged to meet with a paralegal advisor prior to registering for courses and are cautioned that a degree will not be awarded until this requirement is met.

Students in the Paralegal Studies Program are advised that it is important to have current knowledge in order to successfully compete in today's legal environment and are urged to complete all Paralegal Studies courses within five years of graduation. To ensure that graduates possess current knowledge and skills, the following requirements apply:

- Because of the need to possess current knowledge of technology, PLS 115 (Legal Technology) must be taken within five years of graduation.

- Any student who has taken Introduction to Paralegal Studies, (PLS 101), Civil Litigation, (PLS 121), Legal Research and Writing I, (PLS 111) and / or Legal Research and Writing II, (PLS 211) more than five academic years before his / her proposed graduation date must demonstrate current knowledge. The student should meet with the Program Coordinator and develop a plan to demonstrate current knowledge and skills.

Course Sequence:

Semester 1

Course Number and Name	Credits	Advisory Notes	Course Type
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
FNMT 118 - Intermediate Algebra or MATH 121 - Computer Mathematics and Logic or MATH 137 - Geometry for Design or MATH 150 - Introductory Data Analysis	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

PLS 101 - Introduction to Paralegal Studies		3 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ANTH 112 - Cultural Anthropology or HIST 103 - History: the 20th Century and Beyond		3 credits	Cultural Analysis and Interpretation

Semester 2

Course Number and Name	Credits	Advisory Notes	Course Type
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
PLS 111 - Legal Research and Writing I	PLS 101	3 credits	
PLS 115 - Legal Technology	CIS 103 & PLS 101	3 credits	
EASC 111 - Environmental Conservation or BIOL 106 - General Biology I or BIOL 104 - Forensic Biology		3 or 4 credits	Scientific Reasoning
PLS 121 - Civil Litigation I	PLS 101	3 credits	

Semester 3

Course Number and Name	Credits	Advisory Notes	Course Type
JUS 171 - Juvenile Justice or POLS 111 - American Government or World Language		3 credits	
ENGL 116 - Interpersonal Communication or ENGL 117 - Group and Team Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
PLS 211 - Legal Research and Writing II	PLS 111, ENGL 102	3 credits	
Concentration Course - Select one from the list below **		3 credits	
Concentration Course - Select one from the list below **		3 credits	

Semester 4

Course Number and Name	Credits	Advisory Notes	Course Type
Choose two: DF 101 - Introduction to Digital Forensics (for students interested in e-discovery proficiency certificate); or PSYC 101 - Introduction to Psychology or SOC 101 - Introduction to Sociology or ENGL 190 - Introduction to Literature or ENGL 205 - Creative Writing		6 credits	
Concentration Elective - Select one from the list below **		3 credits	
Concentration Elective - Select one from the list below **		3 credits	
Concentration Elective - Select one from the list below **		3 credits	

Minimum Credits Needed to Graduate:

60

* See a Paralegal Studies academic advisor.
** The curriculum has been designed so that any five of the following 13 courses will provide a coherent course of study in preparation for employment as a paralegal.

Concentration Courses

Course Number and Name	Prerequisites and Corequisites
PLS 215 - Electronic Discovery	PLS 121

PLS 221 - Civil Litigation II	PLS 121
PLS 231 - Family Law	PLS 111, PLS 121
PLS 241 - Tort Law	PLS 121
PLS 251 - Real Estate Law for Paralegals	PLS 111
PLS 255 - Business Organizations for Paralegals	PLS 111, ENGL 101
PLS 261 - Wills, Trusts and Estate Administration	PLS 111
PLS 265 - Intellectual Property	PLS 111
PLS 271 - Bankruptcy Law	PLS 121
PLS 275 - Employment Law	PLS 111
PLS 281 - Environmental Law	PLS 111
PLS 285 - Immigration Law	PLS 121
PLS 295 - Legal Internship	PLS 111, PLS 121, completion of 36 credits and GPA of 2.5 or better
JUS 241 - Criminal Law	JUS 101 or PLS 101

Accelerated Program/ Post Degree Program

For students who have all or most of their general education requirements, the Paralegal Studies Program offers courses in evening, accelerated, weekend and online formats.

Internship

A legal internship is offered to students enrolled in the program who have completed at least 36 credits toward the degree and who have attained a grade point average of at least 2.5 at that time. The internship is a 3-credit course requiring the student to perform without pay at least 120 hours of paralegal tasks in a legal employment setting approved by the Program Coordinator. Students who receive a grade of less than "C" are ineligible to retake this course. Those students who are ineligible for or who do not select the internship will be required to take another course from the concentration courses selections.

Law Library And Computers

The College Library maintains a complete law library which exceeds American Bar Association guidelines. Students are also exposed in class to computer-assisted legal research sources, such as online databases, the Internet and legal materials available on CD-ROM and are introduced to discipline-specific legal software in all advanced courses.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Photographic Imaging

Description:

The Photographic Imaging curriculum provides special emphasis in several professional areas. Classroom lecture and laboratory assignments lead to the development of technical and aesthetic skills and knowledge preparing students to qualify for jobs in photographic imaging and related occupations. Students completing the Photographic Imaging program will be prepared to work as photographers, studio assistants and imaging lab technicians. Extensive darkroom, studio and imaging lab work is required, using both silver-based and digital technologies in both black and white and color.

Location or studio assignments are required in all courses. Professional practices and production are emphasized, and students are encouraged to develop artistic appreciation and imagination in their work. Upper-level courses emphasize working with advanced techniques and portfolio preparation.

Policy Regarding Student Work:

The Department reserves the right to retain all student work submitted for grading for educational use or exhibition, or to select an example or samples for its permanent collection.

Costs:

Students are required to supply all film, paper, digital storage media, textbooks, presentation material and other supplies. Film cameras, digital cameras, and video production equipment may be provided by the department when available. Students in 200-level courses will be advised regarding the purchase of professional equipment. Approximate supply costs appear after each course description.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Create photographs, videos and/or digital slide shows to satisfy commercial clients' specifications.
- Demonstrate proficiency with camera operation, lighting, digital image processing, portfolio presentation, audio and video production.
- Evaluate their photographs in the context of historical and contemporary trends.
- Employ current business practices as applied to photographic imaging.

Program Entry Requirements:

This program is open to interested students, assuming space is available. However, new students are normally required to take the College's placement tests at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Program of Study and Graduation Requirements:

To qualify for the Associate in Applies Science (A.A.S.) degree in Photographic Imaging, a student must complete at least 63 credit hours and attain a grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PHOT 101 - Introduction to 35mm Film Camera and Darkroom Techniques or PHOT 105 - Introduction to Digital Photography		4 credits	Oral Communication/Creative Expression
PHOT 104 - Introduction to Video Production		3 credits	
PHOT 111 - History of Photography or PHOT 113 - Digital Technology, Art, and Culture		3 credits	Cultural Analysis & Interpretation
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PHOT 103 - Architectural and Landscape Photography	PHOT 101 or PHOT 105 with a grade of "C" or better or permission of the department head	4 credits	
PHOT 151 - Digital Imaging		3 credits	
PHOT 152 - Introduction to Color Photography and Digital Printing	PHOT 151, which may be taken concurrently	3 credits	

ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2
MATH 137 - Geometry for Design	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PHOT 201 - Commercial Photography - Studio	PHOT 103	4 credits	
PHOT 202 - Commercial Photography - Portraiture	PHOT 152, which may be taken concurrently	4 credits	
PHOT 217 - Photojournalism	PHOT 104, PHOT 151; PHOT 152, which may be taken concurrently	4 credits	
EASC 111 - Environmental Conservation or STS 101 - Introduction to Science, Technology and Society		3 or 4 credits	Scientific Reasoning

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PHOT 205 - Commercial Photography - Advanced Studio or PHOT 250: Fashion and Entertainment Photography	For PHOT 205: PHOT 152 and PHOT 201 For PHOT 250: PHOT 101 or PHOT 105 and PHOT 201	4 credits	
PHOT 211 - Event and Corporate Videography	PHOT 104	3 credits	
PHOT 299 - Professional Practices in Photographic Imaging and Digital Video Production	DVP 120, DVP 130, DVP 140, DVP 150 must be taken prior to this course, DVP 210 and DVP 240 may be taken concurrently with this course or PHOT 202 must be taken prior to this course and PHOT 205 or PHOT 250 may be taken concurrently.	3 credits	
HIST 103 - United States History: The 20th Century or GEOG 103 - Introduction to Human Geography		3 credits	

Minimum Credits Needed to Graduate:

60

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

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Respiratory Care Technology

Description:

This curriculum prepares students as advanced practitioners in respiratory care technology. Students learn diagnostic and therapeutic procedures applicable to pulmonary care. Therapeutic procedures include use and administration of oxygen and other medical gases, aerosolization of drugs for inhalation, set up and maintenance of mechanical ventilators (to assist or control ventilation), performance of chest physical therapy maneuvers and certification in cardiopulmonary resuscitation. Respiratory care personnel perform diagnostic procedures such as pulmonary function studies and arterial blood gas analysis, and are involved in rehabilitation of the patient with cardiopulmonary abnormalities. The Respiratory Care Technology program is a 22-consecutive-month associate's degree program that is fully accredited by the Commission on Accreditation for Respiratory Care. The Commission on Accreditation for Respiratory Care accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an ‚Äòoutcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented. Community College of Philadelphia's Commission on Accreditation for Respiratory Care program number is 200168.

The program's graduates are eligible to sit for all credentialing examinations administered by the National Board for Respiratory Care, including the entry-level examination, the written registry and clinical simulation examinations and specialty exams in pulmonary function technology and neonatal/pediatric respiratory care. In addition, graduates are eligible for Pennsylvania state licensure, a requirement for practicing in the state, and licensure in all states. Students will also become student members of the American Association for Respiratory Care.

In addition to classroom and laboratory program components, clinical experience at selected area hospitals and health care facilities is required. The clinical phase requires the student to be in the hospital approximately eight hours per day, up to five days per week, starting as early as 7 a.m. As a prerequisite to the clinical phase of the program, students must provide evidence of personal medical insurance, certification in all CPR techniques and the results of complete physical examination. Laboratory test results will include a complete blood count, serology and urinalysis. A QuantiFERON-TB Gold or T-SPOT TB test is also required,and, if indicated, a chest X-ray may be necessary. Students must also get an annual flu shot.In addition, proof of immunization from measles, mumps, rubella, polio, and varicella is required. The T-dap and Hepatitis B shots are required for students who cannot demonstrate immunity. A second complete physical exam is required prior to beginning the second year of the program. Health problems that might interfere with the ability to meet stated program objectives will be considered on an individual basis.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate knowledge and skills needed to successfully pass the NBRC licensing exam for CRT.
- Provide age-specific treatment, management, and care of patients with any type of cardiopulmonary problem.
- Assess and modify the treatment of patients to give quality care in the Respiratory medical setting.
- Demonstrate competent and safe use of all equipment used in the Respiratory medical setting.

Program Entry Requirements:

To apply to the program, applicants must have a diploma from an accredited high school or a state equivalency diploma.

Applicants must also fulfill the following requirements:

- Required knowledge and competency in anatomy and physiology as demonstrated by having taken and passed a four-credit, college-level Anatomy and Physiology I course (such as BIOL 109) with a grade of C or better. The course must have been taken within the past 5 years.
- Placement in FNMT 118: Intermediate Algebra or higher placement
- Placement in ENGL 101: English Composition I
- GPA of 3.0 or higher
- Attainment of sufficient skills in reading, writing and mathematics as demonstrated by performance on the Kaplan Health Care Test.

Applicants are strongly encouraged to complete all required biology and chemistry courses, BIOL 110, CHEM 110 or CHEM 101, and BIOL 241, before entering the program. If students complete the required biology and chemistry courses prior to program entry, the courses must be completed within the last ten years in order to count toward graduation.

Applicants will be admitted only upon favorable recommendation of the Respiratory Care Technology faculty. Admission is considered conditional until all health and background information is received and reviewed.

Applicants must be at least 18 years of age at the start of the clinical experience.

Readmission:

Students petitioning for a second admission to the program must have a 2.75 grade point average and will be readmitted only upon favorable recommendation of the entire faculty.

Clinical Experience Requirements:

Clinical experience in the program includes contact with children. Acceptance to the program is conditional pending receipt and evaluation of a criminal background check and child abuse clearance check. Completed checks must be received by the program director by August 15, prior to the fall semester of the first year of the program.

The following guidelines are used in making decisions about an applicant's criminal and child abuse background:

Child Abuse Clearance:

Any record results in denial of admission into the Respiratory Care program.

Criminal Background Checks:

- Any felony conviction within the past 10 years results in denial of admission to the Respiratory Care program.
- Any felony conviction more than 10 years old will be evaluated based on the nature of the offense, length of time since the offense and any explanatory letters/materials submitted by the applicant or student.
- Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense and explanatory letter/materials submitted by the applicant or student. (Any punishment over one year indicates a felony according to federal sentencing guidelines.)

Note: The State has the final decision when granting a license.

Reconsideration:

An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision-making committee, the applicant can appeal the committee's decision to the Vice President for Academic and Student Success whose decision is final.

Progression:

To remain in the Respiratory Care program students must maintain a grade of "C" or better in all Respiratory Care and required pre- and co-requisite courses. During all clinical laboratory experiences, the student must maintain client safety and receive a passing grade for any clinical component of a course. Failure to do so will result in either a failure in the course or administrative or student-initiated withdrawal.

Students whose attitudes and behaviors appear inconsistent with professional standards may not be admitted or may be dropped from the program at any time, pending the results of a departmental hearing.

Program of Study and Graduation Requirements:

To qualify for the Associate in Applied Science (A.A.S.) degree as a respiratory care practitioner, a student must complete 70 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

For Reference:

The Pennsylvania State Board of Medicine and the Pennsylvania State Board of Osteopathic Medicine reserves the right to deny certification to any candidate who has been convicted of a felonious act. Conviction includes a judgment, an admission of guilt or a plea of nolo contendere, probation without verdict, or incomplete ARD. Further, the board shall not issue a license to any applicant who has been:

1. convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64) known as The Controlled Substance, Drug, Device and Cosmetic Act; or

2. convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:

- at least 10 years have elapsed from the date of the conviction;
- the applicant satisfactorily demonstrates to the board significant progress in personal rehabilitation since the conviction such that licensure should not create a substantial risk of further violations; and
- the applicant otherwise satisfies the qualifications contained in this act.

Involvement in any incident which resulted in disciplinary action against a student at Community College of Philadelphia or any post-secondary institution is considered in the admissions process.

The Respiratory Care Technology program reserves the right to deny admission to any applicant who has a documented history of violating College rules and regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
RESP 100 - Introduction to Respiratory Care Technologies	RESP 101 with a grade of "C" or better, which must be taken concurrently	4 credits	
RESP 101 - Respiratory Care Techniques	RESP 100 with a grade of "C" or better, must be taken concurrently	4 credits	
ENGL 101 - English Composition I		3 credits	Writing, Research, Info Lit 1
BIOL 110 - Anatomy and Physiology II	BIOL 109 with a grade of "C" or better	4 credits	Scientific Reasoning
FNMT 118 - Intermediate Algebra	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
RESP 102 - Respiratory Pharmacology, Modalities, and Airway Management	RESP 100 and RESP 101 with a grade of "C" or better	4 credits	
CIS 103 - Computer Applications & Concepts		3 credits	Technological Competency
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing, Research, Info Lit 2

Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
RESP 103 - Introduction to Cardiopulmonary Pathophysiology	RESP 102 with a grade of "C" or better	3 credits	
CHEM 110 - Introductory Chemistry or CHEM 101 - Fundamentals of Chemistry I (Lab Based)		4 credits	

Summer 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
RESP 104 - Clinical Practicum I	RESP 103 with a grade of "C" or better	3 credits	

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
RESP 210 - Cardiopulmonary Pathophysiology I	BIOL 110 with a grade of "C" or better; CHEM 110 or CHEM 101, with a grade of "C" or better; CIS 103, ENGL 102, or RESP 104 with a grade of "C" or better; and RESP 220, which must be taken concurrently	4 credits	
RESP 220 - Advanced Respiratory Care Procedures	RESP 104 with a grade of "C" or better, RESP 210 must be taken concurrently	5 credits	
BIOL 241 - Principles of Microbiology	BIOL 106 or BIOL 108, and BIOL 109 or BIOL 123, both with a grade "C" or better	4 credits	

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits	Oral Communication/ Creative Expression
RESP 211 - Cardiopulmonary Pathophysiology II	BIOL 241 with a grade of "C" or better, RESP 210 with a grade of "C" or better, RESP 211 which must be taken concurrently	4 credits	
SOC 101 - Introduction to Sociology		3 credits	Cultural Analysis & Interpretation
RESP 221 - Adult Critical Care	RESP 220 with a grade of "C" or better, RESP 211 which must be taken concurrently	6 credits	

Summer 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
RESP 299 - Clinical Practicum II	RESP 211 and RESP 221 with a grade of "C" or better	3 credits	

Minimum Credits Needed to Graduate:

70

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430; or the College Information Center (215) 751-8010.

Sound Recording and Music Technology

Description:

The Sound Recording and Music Technology curriculum is designed for students interested in pursuing a career in the music industry. Jobs in this industry include those of music producers, sound recording engineers, music production staff, artist agents, concert managers and many others for which both musical and technological knowledge are essential. This curriculum gives students a thorough academic and applied preparation for entry-level positions in the music industry. Students are trained in the use of industry standard equipment and software to provide them with the necessary skills for employment.

Program Learning Outcomes:

Upon completion of this program, graduates will:

- Demonstrate basic musicianship and knowledge of the theoretical, historical and technological backgrounds needed to understand how music is created, understood and performed.
- Demonstrate the ability to use industry-standard music technology hardware and software for pre- and postproduction of music and multimedia.
- Apply fundamentals of the music business to market a musical product—including live concerts and publications (print music/recordings/videos).

Program Entry Requirements:

This program is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as a part of their degree program.

Students with a foundational music theory background should contact the Music Department Chair to complete the MUS 100: Music Reading course requirement as a credit by exam. MUS 100 covers key signatures, major scales, intervals, music language and rhythmic recognition.

Program of Study and Graduation Requirements:

To qualify for the A.A.S. degree, a student must complete 60 credits, including a music internship, and attain a minimum grade point average of 2.0 ("C" average) and a minimum of "C" in all Music courses.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 100 - Music Reading		3 credits	
MUS 101 - Piano I		1 credit	Oral Communication/ Creative Expression**
MUS 115 - Introduction to Music Technology		3 credits	Oral Communication/ Creative Expression**
FNMT 118 - Intermediate Algebra or higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning
ENGL 101 - English Composition I		3 credits	Writing/Research/Info Lit 1
MUS 196B - Brass Ensemble I or MUS 196C - Chamber Music Ensemble I or MUS 196E - Electronic Ensemble I or MUS 196G - Jazz Guitar Ensemble I or MUS 196H - Hip Hop Ensemble I or MUS 196J - Jazz Ensemble I or MUS 196P - Pop & Rock Ensemble I or MUS 196SA - Soprano/Alto Ensemble I* or MUS 196SV - Studio Voice Ensemble I or MUS 196TB - Tenor/Bass Ensemble I*		1 credit	Oral Communication/ Creative Expression**

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 180 - Music Business		3 credits	
MUS 116 - Theory I	MUS 100	4 credits	
MUS 215 - Advanced Music Technology and Multimedia	MUS 115	3 credits	
MUS 102 - Piano II	MUS 101 with a grade of "C" or better	1 credit	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	Writing/Research/Info Lit 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 197B - Brass Ensemble II or MUS 197C - Chamber Music Ensemble II or MUS 197E - Electronic Ensemble II or MUS 197G - Jazz Guitar Ensemble II or MUS 197H - Hip Hop Ensemble II or MUS 197J - Jazz Ensemble II or MUS 197P - Pop & Rock Ensemble II or MUS 197SA - Soprano/Alto Ensemble II* or MUS 197SV - Studio Voice Ensemble II or MUS 197TB - Tenor/Bass Ensemble II*		1 credit	Oral Communication/ Creative Expression**

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 118 - Theory II	MUS 116	4 credits	
MUS 220 - ProTools - Digital Audio Editing	MUS 215	3 credits	
MUS 103 - Introduction to Music		3 credits	Cultural Analysis and Interpretation
MUS 280 - Music Entrepreneurship, Licensing and Marketing	MUS 180	3 credits	Technological Competency
MUS 296B - Brass Ensemble III or MUS 296C - Chamber Music Ensemble III or MUS 296E - Electronic Ensemble III or MUS 296G - Jazz Guitar Ensemble III or MUS 296H - Hip Hop Ensemble III or MUS 296J - Jazz Ensemble III or MUS 296P - Pop & Rock Ensemble III or MUS 296SA - Soprano/Alto Ensemble III* or MUS 296SV - Studio Voice Ensemble III or MUS 296TB - Tenor/Bass Ensemble III*		1 credit	Oral Communication/ Creative Expression**

Semester 4

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
MUS 260 - Sound Reinforcement and Recording Session	MUS 215	4 credits	
MUS 290 - Music Internship	MUS 180, MUS 260 which may be taken concurrently	2 credits	
PHYS 125 - Musical Acoustics		3 credits	Scientific Reasoning
ACCT 101 - Financial Accounting		4 credits	
ADC 176 / HIST 176 - Philadelphia History: Architecture and Planning or ANTH 112 - Cultural Anthropology or GEOG 103 - Introduction to Human Geography or HIST 101 - United States History: Colonial America through the Revolutionary Era or HIST 102 - United States History: The 19th Century or HIST 103 - United States History: The 20th Century or HIST 103H - United States and Pennsylvania History: The 20th Century (Honors) or HIST 121 - Global History I HIST 122 - Global History II or HIST 142 - Food History or HIST 146 - Latino American History or HIST 150 - History of American Health Care or SOC 101 - Introduction to Sociology or SOC 115 - Gender and Society		3 credits	
MUS 297B - Brass Ensemble IV or MUS 297C - Chamber Music Ensemble IV or MUS 297E - Electronic Ensemble IV or MUS 297G - Jazz Guitar Ensemble IV or MUS 297H - Hip Hop Ensemble IV or MUS 297J - Jazz Ensemble IV or MUS 297P - Pop & Rock Ensemble IV or MUS 297SA - Soprano/Alto Ensemble IV* or MUS 297SV - Studio Voice Ensemble IV or MUS 297TB - Tenor/Bass Ensemble IV*		1 credit	Oral Communication/ Creative Expression**

Minimum Credits Needed to Graduate:

*All students must complete at least one semester of Soprano/Alto or Tenor/Bass Vocal Ensemble as part of the curriculum. This can be at the MUS 196, 197, 296 or 297 course level.

** Students must take three one-credit courses (MUS 101, MUS 102, MUS 108, MUS 109, or ensemble courses) to meet the Oral Communication/Creative Expression requirement for general education. The requirement may also be met by MUS 115.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Creative Writing Academic Certificate

Description:

The certificate program in Creative Writing is a 33-credit program designed to help students grow as writers and readers. Guided by our accomplished faculty, students will take a sequence of literature and creative writing courses, have opportunities to interact with visiting writers, and attend readings, workshops, festivals and other special events. The program culminates in a capstone course, Portfolio Development, designed to help students prepare to apply to four-year writing programs and develop manuscripts for publication. Students earning the certificate in Creative Writing may elect to continue their education at the College by earning the A.A. degree in Liberal Arts by completing 28 additional credits.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Examine literature as a model for their original work.
- Understand and use techniques necessary for the mastery of the craft of creative writing.
- Improve their creative writing skills through feedback and continued revision.
- Gain insight into local and national resources for writers and the publication process.
- Complete a portfolio of original work for publication or submission to other creative writing programs.

Program Entry Requirements:

This program is open to all interested students. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their certificate program.

Program of Study and Graduation Requirements:

Receipt of the academic certificate is based on completion of a minimum of 33 credits of required courses, with a minimum cumulative grade point average of 2.0 ("C" average).

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits
ENGL 101 - English Composition		3 credits
CIS 103 - Computer Applications & Concepts		3 credits
Social Science Elective		3 credits
ENGL 205 - Creative Writing		3 credits

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits
Literature course	ENGL 101 must be completed prior to taking any literature courses except for ENGL 190 where ENGL 101 and ENGL 190 may be taken concurrently.	3 credits
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits
FNMT 118 - Intermediate Algebra or higher		3 credits
Directed Elective - Select one of the following: Literature course or ENGL 137 - Introduction to Theater (ENGL 137 recommended for students taking ENGL 282)	ENGL 101	3 credits
Select one of the following: ENGL 280 - Poetry Writing or ENGL 281 - Fiction Writing or ENGL 282 - Scriptwriting or ENGL 283 - Nonfiction Writing: Memoir and Literary Journalism	For ENGL 280, 281, 282: ENGL 205 For ENGL 283: ENGL 102 or ENGL 205	3 credits

Semester 3

Course Number and Name	Prerequisites and Corequisites	Credits
Select one of the following: ENGL 280 - Poetry Writing or ENGL 281 - Fiction Writing or ENGL 282 - Scriptwriting or ENGL 283 - Nonfiction Writing:	For ENGL 280, 281, 282: ENGL 205 For ENGL 283: ENGL 102 or ENGL 205	3 credits

Memoir and Literary Journalism		
ENGL 285 - Portfolio Development	Two of the following: ENGL 280, 281, 282, 283 one of which may be taken concurrently	3 credits

Minimum Credits Needed to Graduate:

33

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Human Services Academic Certificate

Description:

The Human Services certificate program of study is primarily for persons in Human Service agencies who wish to expand their career options and for students expressing an interest in the field. Career options include social and human service assistants, community and social service specialists, personal and home care aides, counselor aides and mental health technicians. Students will be provided with courses that will help in their development of core academic skills in reading, writing, mathematics and computer literacy. They will also be provided with core helping skills by taking key courses in Behavioral Health and Human Services, in areas such as group dynamics and case management. Students will also do one practicum, which may be completed at their place of employment. Along with the core helping skills, students will be introduced to job-specific helping courses in fields of practice such as addictions, disabilities, gerontology or youth work. Students will also select either Child Abuse and Family Violence or Crisis Intervention to complete the certificate.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate a basic set of helping skills (warmth, empathy, reflective listening) needed for entry-level employment in human service agencies.
- Work as a culturally sensitive ethical practitioner.
- Demonstrate a stronger sense of self resulting from personal growth experiences.
- Use critical thinking and writing skills needed for working with clients.

Program Entry Requirements:

The program is open to interested students. New students are required to take College placement tests. Students identified as needing developmental course work must satisfactorily complete the appropriate English courses prior to program entry. Students requiring developmental mathematics courses must complete them in addition to the requirements of their certificate program.

Program of Study and Graduation Requirements:

Graduation from this program is based on successful completion of the required 33 credits of course work with a grade of "C" or better in the core BHHS courses and a minimum cumulative grade point average of 2.0.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ged Req.
BHHS 101 - Introduction to Behavioral Health & Human Services		3 credits	
BHHS 111 - Introduction to Helping Skills	BHHS 101, which may be taken concurrently	3 credits	
BHHS 105 - Introduction to Group Dynamics		3 credits	
ENGL 101 - English Composition		3 credits	Writing/Research/Info Lit 1
BHHS 110 - Principles and Practices of Positive Youth Development: Community, Family, and Youth Engagement or BHHS 121 - Foundations of Addiction Studies or BHHS 171 - Introduction to Aging Studies or BHHS 161 - Introduction to Disability Studies		3 credits	
CIS 103 - Applications & Concepts*		3 credits	

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BHHS 194 - Case Management Practice	BHHS 111 with a grade of "C" or better	3 credits	
BHHS 195 - Practicum in Behavioral Health/Human Services I	BHHS 111 with a grade of "C" or better	3 credits	
ENGL 102 - The Research Paper	ENGL 101 with a grade of "C" or better	3 credits	
BHHS 151 - Family Violence, Abuse and Trauma or BHHS 241 - Crisis Intervention		3 credits	
FNMT 118 - Intermediate Algebra (or higher)		3 credits	Quantitative Reasoning

Minimum Credits Needed to Graduate:

33

*Students with computer experience may apply for credit by exam through the Computer Technologies Department.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Recovery and Transformation Academic Certificate

Description:

The Behavioral Health/Human Services (BHHS) curriculum offers a certification process to further develop appropriate and effective professional education and training for jobs as addiction counselors, rehabilitation specialists and case management specialists in the fields of chemical dependency and other addictions such as nicotine and gambling. Students must meet both regular College admission requirements and those of the Behavioral Health/Human Services curriculum. The certificate also may be taken in conjunction with the degree program in BHHS. Individuals working in the addictions field require diverse backgrounds, training and experience. Students come to the program degreed, non-degreed and from various academic disciplines, bringing with them varied levels of understanding and expertise in the assessment and treatment of mental health and substance abuse.

Program Learning Outcomes:

Upon completion of this program graduates will be able to:

- Demonstrate a basic set of helping skills (warmth, empathy, reflective listening) needed for entry employment in the addictions field.
- Work as a culturally sensitive ethical practitioner.
- Demonstrate a stronger sense of self resulting from personal growth experiences.
- Use critical thinking and writing skills needed for working with clients.

Program Entry Requirements:

The program is open to interested students. New students are required to take College placement tests. Students identified as needing developmental course work must satisfactorily complete the appropriate English courses prior to program entry. Students requiring developmental mathematics courses must complete them in addition to the requirements of their certificate program. Admission to the program also requires that the student attend an orientation session before a decision of acceptance is made. Permission of the BHHS curriculum coordinator is required for admission.

Program of Study and Graduation Requirements:

To qualify for the academic certificate in Recovery and Transformation, a student must complete 33 credit hours as prescribed and attain a grade point average of 2.0 ("C" average).

Certified Addiction Counselor (Cac) Status:

The Pennsylvania Certification Board requires 300 clock-hours of training with appropriate paid experience and a bachelor's degree in a human service field to achieve the credential of Certified Addictions Counselor (CAC). However, persons can become eligible for addiction counselor positions while working on their CAC credential. Pennsylvania Bulletin, v. 26, n. 5 for February 3, 1996 states the following: A person with an associate's degree in human services from an accredited college with a major in chemical dependency and two years of experience is eligible for the position of addictions counselor. Without experience, the community college graduate, with an associate's degree and a major in chemical dependency, is prepared for the position of assistant addiction counselor. Community College of Philadelphia will help all qualified students apply for AAC I (Associate Addictions Counselor) and AAC II status. Those students with a bachelor's degree will be advised of the procedure for applying for the CAC as well as the necessary educational credits needed to comply with the certification board. It should be noted that three college credit hours is equivalent to 45 clock-hours of training.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BHHS 121 - Foundations of Addiction Studies		3 credits	
BHHS 101 - Introduction to Behavioral Health & Human Services		3 credits	
BHHS 111 - Introduction to Helping Skills	BHHS 101, must be taken concurrently or prior; acceptance into the BHHS curriculum or related certificate program	3 credits	
ENGL 101 - English Composition		3 credits	Writing Research/Info Lit 1
CIS 103 - Computer Applications & Concepts *		3 credits	Technological Competency
FNMT 118 - Intermediate Algebra (or higher)	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits	Quantitative Reasoning

Semester 2

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
BHHS 105 - Introduction to Group Dynamics		3 credits	
BHHS 131 - Faith and Spirituality in Human Services or BHHS 194 - Case Management Practice		3 credits	

	BHHS 111 with a grade "C" or better		
BHHS 191 - Introduction to Trauma and Trauma-Informed Care		3 credits	Cultural Analysis and Interpretation
ENGL 102 - The Research Paper	ENGL 101 with a grade "C" or better	3 credits	Writing Research/Info Lit 2
BHHS 222 - Assessment and Service Planning in Recovery	BHHS 121	3 credits	

Minimum Credits Needed to Graduate:

33

*Students with computer experience may apply for credit by exam through the Computer Technologies Department.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Accounting Paraprofessional Proficiency Certificate

Description:

The Accounting Paraprofessional proficiency certificate is a 16 credit-hour program designed for persons interested in pursuing careers as accounting paraprofessionals in business, government, and non-profit organizations. Students earning the Accounting Paraprofessional proficiency certificate may elect to continue their education at the College by earning the A.A.S. degree in Accounting.

Program Learning Outcomes:

Upon successful completion of the courses in the Accounting Paraprofessional proficiency certificate the student will be able to:

- Explain the contents of the financial statements prepared according to Generally Accepted Accounting Principles (GAAP).
- Analyze and record transactions, and complete the accounting cycle using computerized general ledger software.
- Demonstrate the knowledge and skills necessary to obtain an entry-level position as an accounting clerk or tax preparer.
- Effectively communicate with users of financial information orally and in writing.

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete exams, writing assignments and participate in class activities.

Course Sequence:

Course Number and Name	Prerequisites	Credits
ACCT 101 - Financial Accounting		4 credits
ENGL 101 - English Composition		3 credits
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3 credits
ACCT 103 - Microcomputers in Accounting	ACCT 101 with a grade of "C" or better	3 credits
ACCT 208 - Tax Accounting or ACCT 215 - Nonprofit Accounting	For ACCT 215: ACCT 102 or ACCT 101 and departmental approval.	3 credits

Minimum Credits Needed to Graduate:

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General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Acting Proficiency Certificate

Description:

This proficiency certificate will provide the opportunity for students to develop basic acting and performance skills, preparing them for auditions and background work in the theater and film industries. Additional areas for employment include working as camp activities leaders and in marketing and promotions. When completed, the courses can be applied to the Associate Degree in Theater.

Program Learning Outcomes:

Upon successful completion of the Acting Proficiency Certificate, students will be able to:

- Identify and utilize the foundations and principles of acting;
- Demonstrate their ability to create and develop characters;
- Recognize the collaborative nature of the craft of acting and collaborate effectively with others.

Program Entry Requirements:

This proficiency certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English courses as part of the Certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" or better grade in each of the courses listed. In order to achieve a "C" or better and thus demonstrate competency, students must perform scripted material, complete writing assignments, and participate in class activities.

Course Sequence:

Course Number and Name	Prerequisites	Credits
ENGL 131 - Acting I		3 credits
ENGL 132 - Acting II	ENGL 131	3 credits
ENGL 142 - Rehearsal and Performance	ENGL 132	4 credits
ENGL 120 - Voice and Articulation or ENGL 135 - Movement and Dance for Actors		3 credits

Minimum Credits Needed to Graduate:

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General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA, 19130. Telephone (215) 751-8450; or call the College Information Center (215) 751-8010

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Advanced Automotive Repair Professional Proficiency Certificate

Description:

The Advanced Automotive Repair Professional Proficiency Certificate is for automotive repair professionals who want to build their skills with specific tools or equipment, which will help students diagnose and repair more vehicles as well as improve their eligibility to move to a higher pay scale.

Program Learning Outcomes:

Upon successful completion of the Advanced Automotive Repair Professional proficiency certificate, students will be able to:

- Use a scan tool to diagnose and repair vehicle fault codes
- Correct alignment angles on modern vehicles
- Diagnose and repair high-level vehicle concerns
- Troubleshoot electrical issues with digital multimeter and oscilloscope
- Use technical instruments to take readings and make repairs

Program Entry Requirements:

Before enrolling in any course in the Advanced Automotive Repair Professional proficiency certificate, students must submit proof of current state vehicle safety or emissions license or ASE certification. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

Program of Study and Graduation Requirements:

Successful completion of the certificate requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
AT 101 - Battery/Charging Diagnosis		1.5 credits
AT 102 - Torque		1.5 credits
AT 103 - Scan Tool Use		1.5 credits
AT 104 - Precision Measurement		1.5 credits
AT 105 - Digital Multimeter		1.5 credits
AT 106 - On-Car Brake Lathe Use		1.5 credits
AT 107 - Alignments		1.5 credits
AT 108 - AC Refrigerant Diagnosis		1.5 credits
AT 109 - Digital Oscilloscope		1.5 credits
AT 110 - Vehicle Information		1.5 credits
AT 112 - Noise, Vibration and Harness		1.5 credits
AT 113 - Advance Drivers Assistance Systems		1.5 credits

Minimum Credits Needed to Graduate:

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For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (267) 299-5874.

Architectural Visualization Proficiency Certificate

Description:

This certificate prepares students interested in the field of computer-assisted design technology, current workers desiring more training, and those with a background in related technical fields for careers as architectural visualization (AV) specialists. Entry-level AV specialists assist design professionals in the architecture, engineering and construction fields in translating ideas, sketches and technical information into complex three-dimensional digital models that often employ animation. Students taking this certificate will build both the technical competencies and the strong collaboration skills needed to work in today's professional AV environments.

Program Learning Outcomes:

Upon successful completion of the Architectural Visualization Proficiency Certificate, students will be able to:

- Communicate effectively in written, oral, and graphic modes and work as part of a team
- Develop digital models utilizing computer drafting and rendering in both two and three dimensions
- Develop solutions for design and construction documentation by utilizing graphic techniques, including rendering and animation
- Interpret architectural and construction drawings and documents

Program Entry Requirements:

New students are required to take College placement tests at the time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number	Prerequisites	Credits
ADC 103 - CAD Basics		3 credits
ADC 160 - Presentation Techniques	ADC 103	3 credits
ADC 163 - Architectural Visualization with Autodesk Revit	ADC 103	3 credits
ADC 260 - Advanced Presentation Techniques	ADC 160 and ADC 209 which may be taken be taken concurrently, or ADC 163 which may be taken concurrently	3 credits
ADC 263 - Digital Animation and Rendering	ADC 103 or ART 150	3 credits
ADC 273 - Advanced CAD Applications	ADC 163	3 credits

Minimum Credits Needed to Graduate:

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General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6164; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

ASL/English Interpreting I Post-Baccalaureate Proficiency Certificate

Description:

The ASL/English Interpreting I Post-Bac Proficiency Certificate is designed for students who already possess a baccalaureate degree in any discipline and want to learn American Sign Language and the culture of the American Deaf community in order to pursue becoming an ASL/English interpreter.

The ASL/English Interpreting I Post-Bac Proficiency Certificate is the first of a two-part certificate and does not prepare one to work as an interpreter alone. Instead, the ASL/English Interpreting I certificate provides foundational language and cultural skills and prerequisite courses for the next-level ASL/English Interpreting II Post-Bac proficiency certificate. The completion of both proficiency certificates prepares students to work as professional interpreters with Deaf individuals by providing the necessary language and cultural skills needed to be interpreters. The goal of the ASL/English interpreter is to make communication as complete and equal as possible for both Deaf and non-deaf participants by accurately conveying the thoughts, feelings, words, attitudes and meanings of the message, whether it is expressed in spoken English, American Sign Language (ASL), or other forms of signed communication. Thus, interpreters must be bilingual, skilled in both English and ASL, and bicultural, knowledgeable about the cultures of both Deaf and non-deaf people.

For this reason, the ASL/English Interpreting I Post-Bac Proficiency Certificate lays a foundation for developing these communication skills by covering a variety of subject areas, including ASL courses, Deaf culture, structure of ASL, and comparative English and ASL, with an introduction to professional practices and ethics, the theory of interpreting processes, and guided skill development in ASL with diagnostic feedback. The ASL lab offers practice opportunities in both video and digital formats in a small group, supportive environment.

In addition to traditional classroom lectures and laboratory activities, the curriculum utilizes hands-on experience through fieldwork, guest lectures, observations and internships. Cooperative relationships with professional and community agencies and organizations are maintained to provide opportunities for networking and interaction with the Deaf community.

Program Learning Outcomes:

Upon successful completion of the ASL/English Interpreting I Post-Baccalaureate Proficiency Certificate, students will be able to:

- Demonstrate advanced ASL proficiency and Deaf culture awareness as it applies to a wide variety of deaf-hearing interaction settings and participants
- Assess and analyze one's own ASL competencies in order to identify areas of need for continuing education and professional development

Program Entry Requirements:

This certificate is open to students who hold bachelor's degrees from a college or university accredited by a nationally recognized accrediting agency recognized by the United States Department of Education who wish to prepare to become certified interpreters.

Applicants to the ASL/English Interpreting I Post-Bac Proficiency Certificate who have not taken ASL 101 and/or ASL 102, and who have prior experience with the language of ASL, may request a proficiency screening for acceptance and placement in the certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
ASL 101 - Elementary American Sign Language I		3 credits
ASL 102 - Elementary American Sign Language II	ASL 101 with a grade of "C" or better	3 credits
ASL 201 - Intermediate American Sign Language I	ASL 102 with a grade "C" or better (or program placement)	3 credits
ASL 202 - Intermediate American Sign Language II	ASL 201 with a grade of "C" or better	3 credits
ASL 215 - American Sign Language Fingerspelling	ASL 202 with a grade of "B" or better	3 credits
ASL 230 - Structure of American Sign Language	ASL 202 with a grade of "B" or better, ENGL 101, which may be taken concurrently*	3 credits
ASL 231 - Advanced American Sign Language I	ASL 202 with a grade of "B" or better	3 credits
ASL 232 - Advanced American Sign Language II	ASL 231 with a grade of "C" or better	3 credits
INT 105 - Introduction to the American Deaf Community		3 credits

* Students who hold a bachelor's degree will already meet this prerequisite requirement.

Minimum Credits Needed to Graduate:

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For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

ASL/English Interpreting II Post-Baccalaureate Proficiency Certificate

Description:

ASL/English Interpreting II Post-Baccalaureate Proficiency Certificate is designed for students who already possess a baccalaureate degree in any discipline and want to pursue becoming an ASL/English interpreter. Students may be enrolled in the ASL/English Interpreting Post-Bac II certificate and the ASL/English Interpreting Post-Bac I certificate at the same time, as long as students have attained a level of ASL proficiency to be ready for ASL 231 to enroll in the higher-level ASL/English Interpreting II Post-Baccalaureate Proficiency Certificate. Students with a background in ASL can request a screening of their skills to determine placement in ASL coursework.

The ASL/English Interpreting Post-Bac II Proficiency Certificate completes preparation of students to work as professional interpreters with Deaf and non-deaf (hearing) people. The goal of the ASL/English interpreter is to make communication as complete and equal as possible for both Deaf and non-deaf participants by accurately conveying the thoughts, feelings, words, attitudes and meanings of the message, whether it is expressed in spoken English, American Sign Language (ASL) or other forms of signed communication. Thus, interpreters must be bilingual, skilled in both English and ASL, and bicultural, knowledgeable about the cultures of both Deaf and non-deaf people.

A skilled interpreter must also be versatile, mature and flexible in order to work successfully with people from a variety of backgrounds with diverse communication needs. The field encompasses a multitude of situations and settings, including medical, legal and psychological, that frequently contain sensitive and personal issues. In responding to these situations, it is the interpreter's professional responsibility to understand thoroughly, and adhere to, the Registry of Interpreters for the Deaf, Inc. Code of Professional Conduct. It is therefore imperative that interpreters also be of high moral character, nonjudgmental, and well-informed in order to meet the challenges that arise in these sensitive, diverse, and ever-changing situations.

The certificate focuses on the application of advanced skills and theory, including interpreting in specialized settings, transliteration, and professional practices and ethics. The ASL/INT lab offers practice opportunities in both video and digital formats in a small group, supportive environment.

In addition to traditional classroom lectures and laboratory activities, the curriculum utilizes hands-on experience through fieldwork, guest lectures, observations and internships. Cooperative relationships with professional and community agencies and organizations are maintained to provide opportunities for networking and interaction with the Deaf community, as well as the professional interpreting community.

The ASL/English Interpreting II Post-Baccalaureate Proficiency Certificate prepares students for entry-level work as interpreters. It also prepares students for the national certification evaluation given by the Registry of Interpreters for the Deaf, Inc. (RID). For the majority of students, however, several years of professional work experience after graduation are needed before certification can be attained.

Program Learning Outcomes:

Upon successful completion of the ASL/English Interpreting II Post-Baccalaureate Proficiency Certificate, students will be able to:

- Practice ethical standards of interpreting as they apply to the role and function of interpreters described within the RID Code of Professional Conduct.
- Work effectively with other members of their profession in collegial ways to support their Deaf and non-deaf clients.
- Assess and analyze one's own competencies in order to identify areas of need for continuing education and professional development
- Demonstrate interpreting and transliterating competence necessary for effective facilitation of communication in a variety of settings.

Program Entry Requirements:

This certificate is open to students who hold bachelor's degrees from a college or university accredited by a nationally recognized accrediting agency recognized by the United States Department of Education who wish to prepare to become certified interpreters. Students must be at least ASL 231 ready to enroll in this certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
INT 106 - American Deaf Culture	INT 105 with a grade of "C" or better	3 credits
INT 240 - Introduction to the Field of ASL/English Interpreting	ASL 230, ASL 231, INT 105 with a grade of "C" or better	3 credits
INT 242 - Introduction to Interpreting Processes	ASL 215, ASL 230, ASL 231 all with a grade of "C" or better Pre- or coreq: INT 240	3 credits
INT 251 - ASL/English Interpreting I	ASL 232, INT 240, INT 242 all with a grade of "C" or better.	3 credits
INT 252 - ASL/English Interpreting II	INT 251 with a grade of "C" or better	3 credits
INT 255 - Transliterating	INT 251 with a grade of "C" or better	3 credits
INT 260 - Interpreting in Specialized Settings	INT 240 with a grade of "C" or better	3 credits
INT 297 - Internship in Interpreting	INT 252 and INT 255 both with a grade of "C" or better	4 credits

* Students who hold a bachelor's degree will already meet this prerequisite requirement.

Minimum Credits Needed to Graduate:

25

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Automotive Service I Proficiency Certificate

Description:

The Automotive Service I Proficiency Certificate is designed for individuals who are interested in entering the field of automotive technology with a basic set of core skills. Students who complete the Proficiency Certificate will be prepared to obtain employment in a small shop, dealership, or franchise-based repair facility. When completed, the courses may be applied towards the Automotive Technology Associate in Applied Science Degree.

Program Learning Outcomes:

Upon successful completion of the Automotive Service I proficiency certificate, students will be able to:

- Perform remedial mechanical engine repairs
- Diagnose and repair an automotive braking system, including anti-lock braking concerns
- Repair an automotive steering and suspension system and perform four-wheel alignment using alignment equipment
- Diagnose an electrical fault using a wiring schematic and repair the electrical system

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

Industry Certification Preparation:

- ASE A1 Automotive Engine Repair
- ASE A6 Automotive Electrical Systems
- ASE A4 Steering and Suspension Systems
- ASE A5 Automotive Braking Systems
- PA Safety Inspector License
- PA Emission Inspector License

Intended Audience:

The Automotive Service Proficiency Certificate is designed for individuals who are:

- Working in the industry as technicians and who are seeking to upgrade their skills and improve their employment opportunities.
- Seeking to acquire the technician skills to begin careers in the automotive industry in entry-level positions.

Course Sequence:

Course Number and Name	Prerequisites	Credits
AT 100 - Introduction to Automotive Technology		3 credits
AT 111 - Automotive Suspension and Steering Systems	AT 100, which may be taken concurrently	4 credits
AT 121 - Principles of Automotive Electricity and Electronics	AT 100, which may be taken concurrently	3 credits
AT 150 - Automotive Braking Systems	AT 100, which may be taken concurrently	2 credits
AT 181 - Auto Engine Mechanical Repair	AT 100, which may be taken concurrently	4 credits
AT 250 - Advanced Braking Systems & Controls	AT 121, AT 150	2 credits

Minimum Credits Needed to Graduate:

18

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (267) 299-5874.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Automotive Service II Proficiency Certificate

Description:

The Automotive Service II Proficiency Certificate is designed for individuals who are interested in building upon their previously gained Automotive Service I Proficiency Certificate. Students who complete the Automotive Service II Proficiency Certificate will be prepared to obtain advanced technical employment in a small shop, dealership, or chain-based repair facility. When completed, the courses may be applied towards the Automotive Technology Associate in Applied Science Degree.

Program Learning Outcomes:

Upon successful completion of the Automotive Service II Proficiency Certificate, students will be able to:

- Diagnose advanced electronic circuits used in many automotive systems.
- Repair engine performance related faults such as fuel injection and ignition system failures.
- Analyze, disassemble, diagnose and reassemble automatic transmissions and transaxles.
- Analyze, disassemble, diagnose and reassemble manual transmissions and transaxles.

Program Entry Requirements:

Students must have completed the Automotive Service I Proficiency Certificate in order to enroll in the Automotive Service II Proficiency Certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
FNMT 118 - Intermediate Algebra		3 credits
AT 221 - Advanced Automotive Electrical Systems	AT 121 and FNMT 118 (may be taken concurrently)	4 credits
AT 261 - Engine Performance & Diagnosis	AT 221 (may be taken concurrently) and FNMT 118 (may be taken concurrently)	4 credits
AT 131 - Automotive Manual Transmissions and Drivelines	AT 100 (may be taken concurrently)	4 credits
AT 241 - Auto Transmissions and Transaxles	AT 121 and AT 131	4 credits

Minimum Credits Needed to Graduate:

19

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (267) 299-5874.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Biomedical Equipment Technology I Proficiency Certificate

Description:

Biomedical Equipment Technicians (BMETs) are professionals that work in health care settings to test, maintain and repair medical equipment, such as ECG and blood pressure monitors, defibrillators, ventilators, infusion pumps, among others. BMETs typically work for hospitals, medical device manufacturers, or third party companies that provide service to hospitals. To be successful in this field, BMETs need to have an understanding of the operation and functions of a range of medical devices and their clinical applications and the ability to test medical device operation to a set of specifications.

Students who complete the proficiency certificate for Biomedical Equipment Technology I will be able to function as entry level BMETs. Students may continue their education by earning an additional Biomedical Technology Proficiency Certificate, which will
increase qualifications and enhance the potential for advancement. All credits earned towards the BMET Proficiency Certificates can be applied to earning an Associate of Applied Science degree in Biomedical Equipment Technology.

Program Learning Outcomes:

Upon completion of the Biomedical Technician Proficiency Certificate the student will be able to:

- Explain the role of biomedical equipment technicians in health care settings
- Solve basic circuit problems involving DC and AC circuits
- Explain the structure and function of major organ systems in the human body, such as the cardio-vascular, nervous, endocrine, and renal systems
- Describe the theory of operation, functioning and clinical application of medical devices such as heart monitors, blood pressure monitors, pulse oximeters, infusion pumps, suction devices, and centrifuges and carry out operational checks on such devices

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics course(s) as part of the certificate.

Applicants must be at least 18 years of age at the start of the internship experience.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

Pending departmental review, students may be terminated from the Program for behavior that is inconsistent with the professional standards of the field.

Course Sequence:

Course Number and Name	Prerequisites	Credits
BMET 101 - Biomedical Equipment Technology I	BIOL 108 or BIOL 110, which may be taken concurrently	4 credits
BIOL 108 - Essentials of Human Anatomy and Physiology or BIOL 110 - Anatomy and Physiology II *	For BIOL 108: placement in FNMT 118 or higher For BIOL 110: BIOL 109 with a grade of "C" or better	4 credits
FNMT 118 - Intermediate Algebra or higher	FNMT 017 or FNMT 019 completed or FNMT 118 (or higher) placement	3 credits
ELEC 120 - Direct and Alternating Current Circuits	FNMT 118 or higher with a grade of "C" or placement in MATH 161 or higher	4 credits
BMET 102 - Biomedical Equipment Technology II	BMET 101 with a grade of "C" or better and ELEC 120, which may be taken concurrently	4 credits
CIS 105 - Computer Systems Maintenance		4 credits
BMET 103 - Biomedical Equipment Technology Internship I	BMET 102 with a "C" or better and FNMT 118 or higher	1 credit

Minimum Credits Needed to Graduate:

24

* Students who choose to take BIOL 109 and BIOL 110: Anatomy and Physiology I & II will earn 28 credits.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general

education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Review the Gainful Employment Information

Biomedical Equipment Technology II Proficiency Certificate

Description:

Biomedical Equipment Technicians (BMETs) are professionals that work in health care settings to test, maintain and repair medical equipment, such as ECG and blood pressure monitors, defibrillators, ventilators and infusion pumps, among others. BMETs typically work for hospitals, medical device manufacturers or third party companies that provide service to hospitals. To be successful in this field, BMETs need to have an understanding of the operation and functions of a range of medical devices and their clinical applications, and the ability to test medical device operation to a set of specifications.

Students who complete the proficiency certificate for Biomedical Equipment Technology I will be able to function as entry-level BMETs. Students may continue their education by earning the Biomedical Technology II Proficiency Certificate, which will enable them to troubleshoot more complex equipment problems and address equipment problems that are network/wireless related. The increased qualifications will enhance the potential for advancement. All credits earned toward the BMET proficiency certificates can be applied to earning an Associate of Applied Science degree in Biomedical Equipment Technology.

Program Learning Outcomes:

Upon completion of the Biomedical Technician Proficiency II Certificate, the student will be able to:

- Apply knowledge of medical devices, electronics, computer networks, and anatomy and physiology to resolving medical equipment repair problems.
- Demonstrate professional behavior in the workplace, such as teamwork, communication, etc.
- Work in accordance with applicable safety procedures to ensure their own safety, as well as that of patients and other employees.
- Follow applicable department, hospital and legal guidelines in relation to record keeping, patient privacy, etc.

Program Entry Requirements:

This certificate is primarily intended for students who have completed the BMET I proficiency certificate, and completion of the BMET I proficiency certificate provides students with the course prerequisites needed for many of the courses in the level II certificate. The program may also be appropriate for individuals currently working in the profession who wish to increase their knowledge and skills. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental coursework must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

Applicants must be at least 18 years of age at the start of the internship experience.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Pending departmental review, students may be terminated from the program for behavior that is inconsistent with the professional standards of the field.

Course Sequence:

Course Number and Name	Prerequisites	Credits
BMET 201 - Medical Devices	BMET 103 with a grade "C" or better	4 credits
ELEC 124 - Semiconductor Devices	ELEC 120 with a grade "C" or better	4 credits
CIS 150 - Network Technology		4 credits
BMET 202 - Medical Devices in a Networked Environment	BMET 201; ELEC 130, which may be taken concurrently; CIS 105; and CIS 150 with a grade of "C" or better in all courses	4 credits
ELEC 130 - Digital Electronics	FNMT 118 completed or higher math placement	4 credits
BMET 203 - Biomedical Equipment Technology Internship II	BMET 202 (with a "C" or better)	3 credits

Minimum Credits Needed to Graduate:

23

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Business Leadership Proficiency Certificate

Description:

The Proficiency Certificate in Business Leadership is intended for those who seek a business education that can be put to immediate practical use. The certificate is specifically designed to develop the business skills about which employers care most. A graduate of the program will be well equipped to perform in a variety of business jobs, including supervisory and first-line management roles in offices, retail businesses, small businesses. The certificate considers leadership from multiple perspectives and contexts and prepares students for workplace leadership roles by focusing on personal and organizational leadership, change leadership, collaboration and relationship building, business analytics and informed decision-making. Those who earn the certificate will be prepared to take on career-track supervisory or first-level management positions with new or current employers.

Program Learning Outcomes:

Upon completion of the Business Leadership Certificate, students will be able to:

- Demonstrate leadership through planning and decision-making that aligns with personal and organizational vision, mission, and values.
- Address and satisfy customer and client interests using oral and written communication, including social media.
- Use critical thinking skills to evaluate and solve business problems.
- Construct, analyze, and interpret financial, technical, and customer service information to make operational and strategic business decisions.

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
BUSL 101 - Navigating Leadership and Business Careers		3 credits
BUSL 125 - Customer Service Leadership	BUSL 101, which may be taken concurrently	3 credits
ECON 120 - Introduction to Business Analytics		3 credits
ACCT 111 - Business Accounting		4 credits
BUSL 215 - Organizational Leadership		3 credits

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, Pa. 19130. Telephone (215) 751-8413; or call the College Information Center (215) 751-8010.

Computer Programming I - Application, Web, and Database Development Proficiency Certificate

Description:

The Computer Programming I - Application, Web, and Database Development Proficiency Certificate offers students the opportunity to create professional PC and web applications. Students design, develop, document, test, and debug computer software created with the Python, Java, C++, and JavaScript programming languages. Students are also introduced to database management and administration. When completed, students are prepared to find employment as entry-level programmers or pursue the Computer Programming II - Algorithms and Computation Proficiency Certificate.

The courses in this certificate may also be applied towards the Computer Science Associate in Science Degree or towards the Computer Information Systems Associate in Applied Science Degree.

Program Learning Outcomes:

Upon successful completion of the Computer Programming I - Application, Web, and Database Development Proficiency Certificate, students will be able to:

- Create desktop and web application software using high-level, object-oriented programming languages.
- Develop clear, concise, and correct specifications for computer software and test completed software to see if it meets given specifications.
- Collaborate with others as a member or leader of a team to design, implement, and test computer software.
- Design and develop databases to retrieve, store, and manage information using a DBMS and SQL.

Program Entry Requirements:

Students should be ENGL 101 and MATH 161 ready.New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

Program of Study and Graduation Requirements:

Successful completion of the certificate requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
CSCI 111 - Computer Science I	FNMT 118 or higher; or MATH 161 or higher placement	4 credits
CIS 114 - JavaScript I		4 credits
CSCI 112 - Computer Science II	CSCI 111 with a grade of "C" or better,	4 credits
CIS 205 - Database Management Systems	CSCI 112, which may be taken concurrently, or CIS 103, or CSCI 118	4 credits

Minimum Credits Needed to Graduate:

16

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 496-6134; or call the College Information Center (215) 751-8010.

Computer Programming II - Algorithms and Computation Proficiency Certificate

Description:

The Computer Programming II - Algorithms and Computation Proficiency Certificate is a second-level certificate that introduces students to the mathematical and theoretical foundations of designing computer software and hardware. Students study advanced web application programming, traditional data structures, computer algorithms, the fundamental mathematics of computing, the microarchitecture of computer systems and some assembly language. The courses in this certificate may be applied to the Computer Science Associate in Science Degree or to the Computer Information Systems Associate in Applied Science Degree.

Program Learning Outcomes:

Upon successful completion of the Computer Programming II - Algorithms and Computation Proficiency Certificate, students will be able to:

- Develop computer software using high-level and low-level programming languages.
- Create professional and computationally efficient desktop and web applications.
- Apply mathematical concepts and computer science theory to solve complex computing problems.
- Evaluate the design, complexity, and efficiency of computer algorithms and microarchitectures.

Program Entry Requirements:

Students should be ENGL 101 and MATH 162 ready. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

Program of Study and Graduation Requirements:

Successful completion of the certificate requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
MATH 163 - Discrete Mathematics	MATH 161 with a grade of "C" or better or placement in MATH 162 or higher	4 credits
CIS 228 - JavaScript II	CIS 114	4 credits
CSCI 211 - Data Structures and Algorithms	CSCI 112 with a grade of "C" or better	4 credits
CSCI 213 - Computer Organization	MATH 163, which may be taken concurrently, and CSCI 111 with a grade of "C" or better	4 credits

Minimum Credits Needed to Graduate:

16

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 496-6134; or call the College Information Center (215) 751-8010.

Corporate Social Responsibility Proficiency Certificate

Description:

The Corporate Social Responsibility proficiency certificate is for students who wish to gain a business perspective on corporate social responsibility and who seek employment in businesses, non-profit organizations, or government agencies that have an increasing commitment to corporate social responsibility principles. Students gain a competitive advantage by learning about environmentally sustainable technology and responsible stakeholder relationships, in addition to gaining skills in systems and critical thinking, monitoring and evaluating programs, and conducting local research. When completed, the Corporate Social Responsibility proficiency certificate courses can be applied to the Business Leadership Associates Degree.

Program Learning Outcomes:

Upon successful completion of the Corporate Social Responsibility proficiency certificate, students will be able to:

- Explain the concept of corporate social responsibility and the triple bottom line.
- Evaluate stakeholder corporate social responsibility initiatives.
- Critically assess and measure cutting edge sustainability technologies.
- Discuss financial trade-offs and opportunities related to implementing corporate social responsibility strategies.
- Describe natural systems, their relationship to man-made systems, and explain the role of sustainable systems in protecting the natural environment.

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number	Prerequisites	Credits
CSR 110 - Introduction to Corporate Social Responsibility		3 credits
EASC 111 - Environmental Conservation		3 credits
CSR 120 - Business and Stakeholder Relationships	CSR 110, which may be taken concurrently	3 credits
CSR 130 - Current Developments in Sustainable Technologies	CSR 110, which may be taken concurrently	3 credits
ECON 120 - Introduction to Business Analytics		3 credits
BUSL 195 - Experiential Learning		3 credits

Minimum Credits Needed to Graduate:

18

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, Pa. 19130. Telephone (215) 751-8413 or call the College Information Center (215) 751-8010.

Culinary Arts I Proficiency Certificate

Description:

The growing hospitality industry in the city and the region is in need of qualified personnel. This set of courses is designed for the individual seeking to acquire culinary skills for possible employment within the food service industry at an entry-level position as a cook. This proficiency certificate includes courses in the hospitality industry, elementary and quantity food preparation, baking, menu planning, food production and food safety, and sanitation. When completed, the courses may be applied to the Culinary Arts Associate in Applied Science degree.

Program Learning Outcomes:

Upon successful completion of the Culinary Arts Proficiency Certificate, students will be able to:

- Demonstrate their knowledge of basic culinary arts and basic food service management principles and related skills.
- Apply their acquired skills by preparing hot and cold appetizers, entrees, salads, and desserts in various quantities according to recipes.
- Apply their acquired skills by preparing basic quick breads, rolls, breakfast items, basic desserts, icings, cakes, cookies and pies.

Program Entry Requirements:

New students are required to take College placement tests at the time of entry. Students identified as needing developmental work must satisfactorily complete the appropriate English and mathematics courses as part of their degree program.

Program of Study and Graduation Requirements:

Requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number	Prerequisites	Credits
THM 110 - Introduction to the Hospitality Industry		3 credits
CULA 170 - Elementary Food Preparation, Principles, and Practices		4 credits
CULA 151 - Elementary Baking and Pastry		4 credits
HIST 142 - Food History		3 credits
CULA 171 - Quantity Food Preparation		4 credits

Minimum Credits Needed to Graduate:

18

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room P2-13, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6126; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Culinary Arts II Proficiency Certificate

Description:

The growing hospitality industry in the city and the region is in need of qualified culinarians. This set of five intermediate and advanced courses is designed for the individual seeking to acquire advanced culinary skills for possible employment within the food service industry as a front-line manager. When completed, the courses earn a Proficiency Certificate and may be applied as stackable credits to the Culinary Arts Associate in Applied Science Degree program.

Program Learning Outcomes:

Upon successful completion of Culinary Arts II, students will be able to:

- Use professional written and oral communication skills to communicate effectively in food service operations.
- Identify organizational structures and basic functions of departments within hospitality and food service environments.
- Develop skills in knife, tool, and equipment handling and apply principles of food preparation to produce a variety of food products.
- Operate and care for equipment safely and correctly.
- Apply the basic principles of sanitation and safety in food service operations.
- Use critical thinking skills to assess and correct problems within food preparation, production, presentation, and service.

Program Entry Requirements:

Students need to have completed the Culinary Arts I Proficiency Certificate as a pre-requisite for entering the Culinary Arts II Proficiency Certificate program.

Program of Study and Graduation Requirements:

Requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number	Prerequisites	Credits
CULA 210 - American Cuisine	CULA 151, CULA 171	4 credits
CULA 211 - Techniques of Garde Manger and International Cuisine	CULA 151, CULA 171	4 credits
CULA 161 - Food Service Safety & Sanitation		2 credits
THM 285 - Dining Room Management	THM 110, CULA 276 or CULA 171	3 credits
THM 180 - Human Resource Management	THM 110	3 credits

Minimum Credits Needed to Graduate:

16

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room P2-13, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6126; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Cybersecurity I Proficiency Certificate

Description:

The Cybersecurity I Proficiency Certificate consists of courses that help to prepare students for the CompTIA Security+ (CIS 152, CIS 259) certification exam.

Students will develop the technical, analytical and problem-solving skills needed to protect both government and organizations' information technology assets. When completed, these courses may be applied to the Cybersecurity Associate in Applied Science Degree.

Program Learning Outcomes:

Upon successful completion of the Cybersecurity certificate, students will be able to:

- Detect, analyze, identify and resolve security vulnerabilities, threats & breaches using appropriate tools.
- Install, configure and monitor information systems security devices/software, as well as apply software patches and service packs
- Identify the implications of information systems configuration weaknesses
- Identify the implications of information systems policy/procedure weaknesses as well as human errors
- Determine the necessity for cyber investigation and retrieve/seize cyber evidence from computer systems without contamination
- Utilize basic security features to configure and harden operating systems

Program Entry Requirements:

New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate. Students need a basic understanding of computer hardware and software concepts. Students without this preparation are encouraged to take CIS 103 - Computer Applications & Concepts.

Program of Study and Graduation Requirements:

Successful completion of the certificate requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number & Name	Prerequisites	Credits
CIS 150 - Network Technology		4 credits
CIS 155 - Principles of Operating Systems		3 credits
CIS 152 - Introduction to Cybersecurity	CIS 150, which may be taken concurrently	3 credits
CIS 252 - Windows Server Configuration	CIS 150	4 credits
CIS 259 - Computing and Network Security	CIS 150 with a grade of "C" or better	4 credits

Minimum Credits Needed to Graduate:

18

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6134; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Cybersecurity II Proficiency Certificate

Description:

The Cybersecurity II Proficiency Certificate consists of courses that help to prepare students for these industry certification exams:

- Certified Ethical Hacker (CEH) (CIS 274)
- Certified Hacking Forensic Investigator (CHFI) (CIS 261, CIS 274)

Students will develop the technical, analytical and problem-solving skills needed to protect both government and organizations' information technology assets. When completed, these courses may be applied to the Cybersecurity Associate in Applied Science Degree.

Program Learning Outcomes:

Upon successful completion of the Cybersecurity certificate, students will be able to:

- Detect, analyze, identify and resolve security vulnerabilities, threats & breaches using appropriate tools.
- Install, configure and monitor information systems security devices/software, as well as apply software patches and service packs
- Identify the implications of information systems configuration weaknesses
- Identify the implications of information systems policy/procedure weaknesses as well as human errors
- Determine the necessity for cyber investigation and retrieve/seize cyber evidence from computer systems without contamination
- Utilize basic security features to configure and harden operating systems

Program Entry Requirements:

New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate. Students need a basic understanding of computer hardware and software concepts. Students without this preparation are encouraged to take CIS 103 - Computer Applications & Concepts.

Program of Study and Graduation Requirements:

Successful completion of the certificate requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number & Name	Prerequisites	Credits
CIS 114 - JavaScript I		4 credits
CIS 204 - Fundamentals of Linux and Unix	CIS 105 or CIS 155	3 credits
CIS 261 - Cyber Investigation	CIS 155	4 credits
CIS 274 - Ethical Hacking & Penetration Testing	CIS 152 and CIS 259	4 credits

Minimum Credits Needed to Graduate:

15

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6134; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Data Science Proficiency Certificate

Description:

Across diverse industries, data has increasingly become one of the most prized resources of any organization. Data Science and Big Data analytics have created a new frontier as organizations seek new opportunities and advantages from mountains of information. This proficiency certificate prepares graduates to function as members of a data analytics team, contribute to a data science project, and implement data analytics solutions using real-world data to solve real-world problems.

Students may apply various credits earned in this proficiency certificate towards the AAS in Computer Information Systems and AS in Computer Science degrees, as well as the Computer Programming I Proficiency Certificate.

Program Learning Outcomes:

Upon successful completion of the Data Science Proficiency Certificate, students will be able to:

- Perform data exploration, problem solving, and analysis with programming languages used in data science.
- Function as a member or leader of a team on a data science project and present results to different audiences.
- Produce the most suitable visualizations to describe data and communicate findings.
- Apply statistical methods and models relevant to data science.
- Demonstrate proper ethical practices for the storage, collection, and analysis of data.

Program Entry Requirements:

Students should be ENGL 101 and MATH 161 ready. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate english and mathematics courses as part of the certificate when applicable.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
CSCI 111 - Computer Science I with Java and Python	FNMT 118 prerequisite or placement in MATH 161 or higher	4 credits
CSCI 118 - Foundations of Data Science	FNMT 118 with a grade of "C" or better or placement in MATH 161 or higher	4 credits
CIS 205 - Database Management Systems	CSCI 112, which may be taken concurrently, or CIS 103, or CSCI 118.	4 credits
CSCI 218 - Statistics for Computing and Data Science	Either CSCI 111 or CSCI 118 with a grade of "C" or better, and MATH 161 with a grade of "C" or better (or higher placement)	4 credits
CSCI 221 - Machine Learning	CSCI 118 with a grade of "C" or better, or CSCI 218 with a grade of "C" or better	4 credits

Minimum Credits Needed to Graduate:

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For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 496-6134; or call the College Information Center (215) 751-8010.

Digital Imaging Proficiency Certificate

Description:

This certificate is designed to help students develop skills in basic photography, video production, digital imaging and printing. The photographic imaging industry has undergone a shift towards digital applications in both the professional and amateur markets. The traditional photography custom lab has been transformed into a "service bureau" specializing in postproduction digital imaging services. Professional photographers increasingly shoot in digital form, and the ability to manage digital files is now a prerequisite for the photographer's assistant. Public relations and media firms which previously used film have transitioned to digital video with editing done on the computer. Employment opportunities exist for photographer and video production assistants with experience in digital imaging techniques.

Students who complete this proficiency certificate can continue seamlessly in the A.A.S. program in Photographic Imaging.

Program Learning Outcomes:

Upon completion of this Digital Imaging proficiency certificate students will be able to:

- Demonstrate proficiency with the tools and process of video production, including preproduction, video acquisition, editing and final output.
- Demonstrate proficiency with Adobe Photoshop tools including creation of composites and image restorations.
- Demonstrate proficiency with digital camera operation, digital workflow and digital printing techniques while applying color management theory.
- Demonstrate the ability to apply accepted aesthetic criteria to given assignments.

Program Entry Requirements:

This certificate is open to interested students New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactory complete the appropriate English and mathematics course as part of the certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

Course Sequence:

Course Number and Name	Prerequisites	Credits
PHOT 101 - Introduction to 35mm Film Camera and Darkroom Techniques or PHOT 105 - Introduction to Digital Photography		4 credits
PHOT 104 - Introduction to Video Production		3 credits
PHOT 151 - Digital Imaging		3 credits
PHOT 152 - Introduction to Color Photography and Digital Printing	PHOT 151 which may be taken concurrently	3 credits

Minimum Credits Needed to Graduate:

13

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or call the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Digital Investigations Proficiency Certificate

Description:

Over the past few decades, technology has become an essential tool permeating all areas of criminal justice, including law enforcement, courts, probation, and parole. Technology enables criminal justice professionals to increase the accuracy of criminal trials, reduce the traditional prison population, as well as increase the safety of communities. The Digital Investigations Proficiency Certificate exposes students to relevant technologies that will enable them to succeed in entry-level criminal justice positions. The Digital InvestigationsCertificate can be completed by taking major courses and selecting electives that exist in the Criminal Justice program.

The Digital Investigations Proficiency Certificate provides students the opportunity to gain knowledge and develop skills in digital investigation, including fundamentals of crime scene investigation, chain of custody, and constitutional concerns relating to admissibility of evidence at trial. Students learn how to recover digital evidence in a legally defensible manner in criminal investigations. The hands-on work completed in these classes engages students and exposes them to criminal justice as practiced in the twenty-first century. Throughout these classes, students work with faculty experienced in the field and participate in hands-on problem solving activities related to real-life scenarios.

Program Learning Outcomes:

Upon successful completion of the Digital Investigations proficiency certificate, students will be able to:

- Conduct the acquisition and processing of digital media
- Employ appropriate chain-of-custody protocols to ensure that evidence obtained will be admissible in court
- Demonstrate the ways in which social networking technology is used as a tool in the commission of crime, as well as in the apprehension of criminal offenders
- Evaluate the competing ethical issues of privacy and security in the criminal justice context.
- Utilize digital technology to collaborate within and outside of agencies and to investigate criminal activity.

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number	Prerequisites	Credits
JUS 101 - Survey of Criminal Justice		3 credits
JUS 131 - Technology in Criminal Justic	JUS 101, which may be taken concurrently	3 credits
JUS 221 - Criminal Investigation	JUS 101	3 credits
JUS 261 - Criminal Evidence and Procedure	JUS 101	3 credits
DF 101 - Introduction to Digital Forensics	JUS 101 or PLS 101	3 credits
DF 201 - Digital Forensics II	DF 101	3 credits

Minimum Credits Needed to Graduate:

18

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Digital Video Production Proficiency Certificate

Description:

This certificate is designed to help students develop skills in basic digital video production and post-production. The fundamental skills students will acquire with this certificate will prepare them to work on digital video production crews and in post-production houses that specialize in digital video. Many corporate enterprises and mass media agencies have also begun to employ people with these skills to satisfy their video production needs in-house. Many employment opportunities exist for video production assistants with experience in digital camera operation, digital sound recording, lighting techniques, and digital video editing.

Students who complete this proficiency certificate may continue seamlessly in the Associate in Applied Science degree program in Digital Video Production.

Program Learning Outcomes:

Upon successful completion of the Digital Video Production Proficiency Certificate, students will be able to:

- Demonstrate proficiency in the operation of digital video cameras, lighting equipment for location and studio production, audio for digital video production, and digital video editing hardware and software.
- Evaluate technical and aesthetic qualities of digital video productions in the context of historical and contemporary trends
- Demonstrate the ability to perform multiple roles in a professional digital video production crew and professional digital video post-production

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "B" grade or better in PHOT 104 and a C grade or better in the DVP courses listed. In order to achieve a "C" or better and thus demonstrate competency, students must complete exams, writing assignments, and participate in class activities.

Course Sequence:

Course Number and Name	Prerequisites	Credits
PHOT 104 - Introduction to Video Production		3 credits
DVP 120 - Camera and Lighting Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits
DVP 130 - Audio Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits
DVP 140 - Video Editing Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits
DVP 150 - Producing and Directing Techniques for Digital Video Production	PHOT 104 with grade of "B" or better	4 credits

Minimum Credits Needed to Graduate:

19

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

For More Information Contact: The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, Pa. 19130. Telephone (215) 751-8450; or call the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Early Childhood Education Proficiency Certificate

Description:

The Early Childhood Education Proficiency Certificate is primarily for persons in the early care and education field (birth through age five) who wish to expand their career options as well as meet the Pennsylvania Early Learning Keys to Quality Career Lattice Level III. Career options include child care practitioners, assistant group supervisors, and teacher aide para-professionals with young children birth through age five. Students who have completed coursework in ED 135: Family and Community Relationships, ED 151: Heath, Safety, and Nutrition of Young Children, and ED 230: Integrating the Arts into Early Childhood Education will have met the competencies in the areas of child development, family, community communication skills, the health, safety, and nutrition of the young child for growth and development, and developmentally appropriate program planning with a focus on the integrated arts for children birth through age five.

Program Learning Outcomes:

Upon successful completion of the Early Childhood Education proficiency certificate, students will be able to:

- Identify key theories of child development
- Responsibly apply systemic observation, documentation, and other assessment techniques, in partnership with families and other professionals
- Design, implement, and assess differentiated curricula and experiences to positively influence the development of every child
- Use critical thinking skills to support the health, safety, and nutrition of young children and their growth and development

Program Entry Requirements:

This certificate is open to interested students. . New students are required to take College placement tests at the time of entry. Students identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of their certificate. Students earning an A.A. degree in the College's Education—Early Childhood (Birth-4th) program must take ED 105: Foundations of Early Childhood Education before enrolling in ED 230*.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
ED 135 - Family and Community Relationships		3 credits
ED 151 - Health, Safety and Nutrition of Young Children		3 credits
ED 230 - Integrating the Arts into Early Childhood Education [*]	ED 105	3 credits

Minimum Credits Needed to Graduate:

9

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450 or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Electronic Discovery Proficiency Certificate

Description:

The Electronic Discovery Proficiency Certificate is designed to enhance the skills of paralegals in the field of electronic discovery.

Due to an increased use in computers and digital devices, an estimated 80% of legal documents are kept entirely in digital form. Over the past decade, a body of case law has emerged to regulate electronic discovery ("ediscovery"), or the practice of exchanging electronically stored information, during litigation. This practice area deals specifically with the ediscovery process and the attendant identification, collection, processing and review of electronically stored information.

This certificate builds upon the Paralegal Studies and Digital Forensics programs offered at the College, since the emerging ediscovery field requires training in both of these areas in order for paralegals to have a complete understanding of the ediscovery lifecycle. Digital forensics provides insight on the early stages of the ediscovery lifecycle, while the Paralegal Studies Program provides instruction on the remaining stages.

Please note that this certificate is not a program approved by the American Bar Association (ABA) because it does not meet the ABA minimum of eighteen semester hours of legal specialty courses, among other requirements. If students are interested in a Community College of Philadelphia ABA-approved program, please refer to the Paralegal Studies Degree or the Paralegal Studies Post-Degree Proficiency Certificate.

Program Learning Outcomes:

Upon successful completion of the Electronic Discovery proficiency certificate, students will be able to:

- Describe the civil litigation process and the law, and procedural rules underpinning discovery
- Describe how ediscovery relates to civil litigation
- Articulate the different stages of the Electronic Discovery Reference Model (EDRM)
- Demonstrate an understanding of ediscovery database software programs that includes the organization of data and the evaluation of electronically stored information for relevance and privilege
- Conduct the acquisition and processing of digital media

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

Program of Study and Graduation Requirements:

Successful completion of the certificate requires a grade of "C" or better in each of the courses listed. PLS 215 and DF 101 must be taken within five years of beginning the certificate. Students whose behavior is viewed as inconsistent with professional standards may be dropped from the certificate program pending the results of a departmental hearing. All students are required to sign an integrity statement agreeing to abide by standards of ethics and integrity in all assignments and undertakings.

Course Sequence:

Course Number and Name	Prerequisites	Credits
PLS 101 - Intro to Paralegal Studies		3
PLS 121 - Civil Litigation I	PLS 101	3
CIS 105 - Computer Systems Maintenance		4
DF 101 - Introduction to Digital Forensics	CIS 105 and JUS 101 or PLS 101	3
PLS 215 - Electronic Discovery	PLS 121	3

Minimum Credits Needed to Graduate:

16

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130. Telephone (215) 751-8450; or call the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Entrepreneurship and Small Business Management Proficiency Certificate

Description:

The Entrepreneurship and Small Business Proficiency Certificate is a 16 credit-hour program for students who are interested in becoming entrepreneurs. Students will learn the basics of how to launch an entrepreneurial venture including planning, funding, accounting, marketing, and law for the entrepreneur.

Program Learning Outcomes:

Upon successful completion of the Entrepreneurship and Small Business Proficiency Certificate, the students will be able to:

- Describe the characteristics of a successful entrepreneur and explain the key aspects of entrepreneurship.
- Develop a marketing plan for an entrepreneurial venture that includes digital and traditional marketing approaches.
- Apply key financial, accounting, licensing, and legal concepts to an entrepreneurial venture.
- Develop a feasibility study and a business plan.
- Apply knowledge of key legal concerns, potential liabilities, and laws to solving problems in real-life scenarios related to leasing and owning property, paying taxes, hiring, contracting, insurance options, and providing goods and services.

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics course as part of the certificate.

Intended Audience:

The Entrepreneurship and Small Business Proficiency Certificate is designed to attract students who are currently entrepreneurs or who aspire to be entrepreneurs.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments and exams as well as participate in class activities

Course Sequence:

Course Number and Name	Prerequisites	Credits
ENTR 110 - Fundamentals of Entrepreneurship		3 credits
ENTR 120 - Entrepreneurial Marketing		3 credits
ENTR 130 - Entrepreneurial Financial Intelligence		3 credits
ENTR 140 - Business Plan Development for Entrepreneurs	ENTR 110	3 credits
ENTR 150: Law for the Entrepreneur		4 credits

Minimum Credits Needed to Graduate:

16

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Review the Gainful Employment Information

Fashion Retail Sales & Customer Service Proficiency Certificate

Description:

This certificate features an integrated, career-focused curriculum. Through a number of professional courses, students gain the knowledge and skills necessary to pursue career opportunities in Fashion Retail and Customer Service across such categories as Fashion Apparel/Accessories, Home/Garden, and Gifts.

Students will have the opportunity to gain professional experience through the FMM Retail Laboratory as well as by participating in community projects in various shopping zones. Students will graduate with the equivalent of 6 months to 1 year of retail experience. It is recommended that students sit for the National Retail Federation Certifications in Customer Service. Students will also be prepared to transfer into the AAS Fashion Merchandising and Marketing program.

Program Learning Outcomes:

Upon successful completion of the Fashion Retail and Customer Service proficiency certificate, students will be able to:

- Articulate and discuss the foundation of the integrated fashion industry.
- Demonstrate proficiency in soft skills necessary for success in fashion sales.
- Demonstrate proficiency in customer shopping behavior and shopper profiling.
- Apply fashion retail operations and customer service concepts through hands on experiences including the retail lab and shopping zone field experiences.

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
FMM 101 - Survey of the Fashion Industry		3 credits
FMM 105 - Textiles		3 credits
FMM 110 - Introduction to Work Experience	FMM 101, which may be taken concurrently	1 credit
FMM 115 - Understanding the Customer	FMM 101	3 credits
FMM 120 - Professional Personal Selling	FMM 101	3 credits
FMM 125 - Experiential Retail	FMM 101	3 credits
FMM 130 - Work Experience I	FMM 101	2 credits

Minimum Credits Needed to Graduate:

18

For More Information, Contact:

The Division of Business & Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 751-8414; or call the College Information Center (215) 751-8010.

Fire Science and Public Safety Proficiency Certificate

Description:

The Fire Science and Public Safety Certificate Program offers continued technical progress and expanded emphasis on fire prevention, fire safety, and pre-fire planning to satisfy the increased demands for skilled fire service personnel. The Fire Science and Public Safety Certificate is designed to serve the needs of Philadelphia firefighters/paramedics and volunteer firefighters/paramedics desiring to progress in expertise, skill and rank in areas of leadership, management, decision making, planning, organizing and evaluating.

The Fire Science and Public Safety Certificate is also valuable to students interested in becoming fire safety professionals who work in pre-fire planning or as fire code enforcement officers, building inspectors, fire protection technicians and designers, fire prevention equipment sales representatives or technical experts, and fire safety officials or risk managers for businesses, school districts and government agencies.

The Fire Science and Public Safety Proficiency Certificate offers:

- Increased knowledge, skills, and leadership techniques to manage fire safety situations.
- Education in six areas of fire safety prevention, protection, mitigation, and recovery.
- Credits towards the Associate of Applied Science Degree in Fire Science.

Program Learning Outcomes:

Upon successful completion of the Fire Science and Public Safety Proficiency Certificate, students will be able to:

- Demonstrate skills needed for leadership in the fire service or a position in a related field, such as code enforcement, building inspection, risk management, or emergency management they relate to planning, organizing, leading, and evaluating.
- Explain the various requirements for fire detection, hazardous materials, and suppression systems in different types of building codes and occupant structures.
- Explain fire-ground strategy and tactics and the various components of the incident management system: finance, logistics, operations, planning, overall incident commander
- Apply the principles of the scientific approach to fire investigation and explain the important role that fire investigation and fire prevention programs play in reducing a community's risk of fire.

Program Entry Requirements:

New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
FSCI 104 - Fire Prevention and Building Codes		3 credits
FSCI 111 - Emergency Scene Management		3 credits
FSCI 172 - Fire Detection and Suppression Systems		3 credits
FSCI 241 - Fire Administration		3 credits
FSCI 271 - Hazardous Materials		3 credits
FSCI 281 - Fire Investigation		3 credits

Minimum Credits Needed to Graduate:

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The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 751-8450; or call the College Information Center (215) 751-8010.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Geographic Information Systems Proficiency Certificate

Description:

GIS is a computerized database management system for capture, storage, retrieval analysis and display of geographic information. The new and fast growing field enables organizations to be more efficient in planning and distribution of resources. GIS has a wide range of applications for corporate, nonprofit and government settings.

The GIS proficiency certificate is designed for individuals who have an interest in a career in GIS, enhancing their skills, learning to use GIS applications in their current profession, or to earn an additional credential. Students will develop basic proficiency with industry standard software.

Program Learning Outcomes:

Upon completion of this GIS proficiency certificate students will be able to:

- Demonstrate the skills necessary to perform entry-level GIS tasks in an employment setting.
- Demonstrate basic proficiency in industry standard software.
- Understand the general nature of spatial analysis and application used in GIS software applications.
- Develop a network of professional resources in GIS.

Program Entry Requirements:

This certificate is open to interested students New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactory complete the appropriate English and mathematics course as part of the certificate.

Courses:

Students will be guided to select three of the courses listed below based on skill level, prior experience and interest.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" or better in each of the courses listed. In order to achieve a "C" or better and thus demonstrate competency students must complete exams, writing assignments, and participation in class activities.

Course Sequence:

Select 3 of the following courses

Course Number and Name	Prerequisites	Credits
GIS 101 - Introduction to Geographic Information Systems		3 credits
GIS 102 - Intermediate Geographic Information Systems	GIS 101	3 credits
GIS 104 - Principles of Computer Cartography and Visualization	GIS 101	3 credits
GIS 201 - Advanced Geospatial Applications	GIS 102	3 credits
GIS 203 - Remote Sensing and Global Positioning Technologies	GIS 101	3 credits
GIS 206 - Introduction to Web GIS	GIS 201	3 credits

Minimum Credits Needed to Graduate:

9

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided

includes estimated program costs and time needed to complete the program, financing options and related careers.

[Review the Gainful Employment Information](#)

Medical Assistant Proficiency Certificate

Description:

The goal of the Medical Assistant Proficiency Certificate is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains. Medical assistants are the only allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics and group practices. As multi-skilled allied health team members, medical assistants perform a variety of administrative and clinical procedures in these settings.

Students gain a basic knowledge of communication skills, medical terminology, anatomy and physiology, laboratory procedures, administrative procedures and patient care techniques. These content areas are presented in the classroom, practiced in the laboratory and utilized in a 6-week supervised practicum experience in an ambulatory setting.

Students who complete the proficiency certificate for the Medical Assistant will be able to use these courses to continue their education and obtain an Associate Degree in Health Care Studies.

The Certificate will be offered at the College's Northeast Regional Center.

Program Learning Outcomes:

Upon successful completion of the Medical Assistant Proficiency Certificate, students will be able to:

- Use effective verbal, non-verbal, and written communication to establish positive working relationships with diverse patient populations and members of the health care team.
- Display professional and ethical behaviors in a health care setting.
- Demonstrate quantitative reasoning and critical thinking skills as applied in the health care setting.
- Use the correct terminology for diseases, symptoms, diagnostic studies, treatments, and surgical procedures.
- Demonstrate competency in the performance of clinical skills expected for an entry-level medical assistant.
- Explain and perform basic lab tests to include collecting blood specimens and point of care testing.
- Perform front office administrative and financial procedures required in a medical setting.
- Be prepared to enter the workforce as a competent entry-level medical assistant in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains
- Be prepared to take the credentialing exam for clinical and administrative medical assistants.

Program Entry Requirements:

Admission into the Medical Assistant Proficiency Certificate is selective, competitive, and requires potential students to fulfill all admission requirements of the College. Applications submitted from October 1st until March 1st will receive priority in the Allied Health admissions review process.

Students must meet the following minimum requirements before applying to the Medical Assistant Proficiency Certificate:

- High school diploma or GED
- Demonstration of readiness for ENGL 101 and FNMT 118 as determined by the College's placement tests or by successfully completing developmental coursework
- Applicants with previous college experience must have a minimum grade point average of 2.0

Applicants must be at least 18 years of age by the start of the Medical Assistant clinical experience.

Students new to the College must begin the process of applying to the Medical Assistant Proficiency Certificate by first applying to the College. Transcript evaluation and completion of a placement test (or test waiver) is required.

Current College students can begin the application process by visiting the Division of Math, Science and Health Careers in Room W1-1. Applicants must:

- Complete and sign an application form
- Submit official copies of supporting documents (e.g., official transcripts)

Applicants who complete and meet the aforementioned requirements will be eligible to continue in the admissions process and will be contacted, in writing, concerning the scheduling of an admissions interview with the Program Director (or designee). A scheduled interview does not guarantee admission.

Conditions for Acceptance:

All applicants are notified in writing regarding the admissions decision. All offers of acceptance are contingent upon successful completion of the following:

1. All offers of acceptance Acknowledgement of Core Performance Standards for Health Care Career Programs and physical demand analysis.
    a. Students who are registered with the Center on Disability must inform the Department Head if special accommodations are required.
2. Completion of Criminal Background Check
    a. Conviction of serious and/or violent crimes results in denial of admission into the Medical Assistant Proficiency Certificate Program.
3. Completion of Child Abuse Clearance
    a. Any record results in denial of admission into the Medical Assistant Proficiency Certificate Program.
4. Completion of Drug Screening
    a. A positive screening results in denial of admission into the Medical Assistant

Additional conditions for Program commencement include:

- Documentation of a complete physical examination, including required laboratory tests. All health information is kept confidential. Students will have direct contact with patients and have the responsibility to maintain very high standards of health practice.
- Documentation of up to date immunizations prior to clinical assignment. Additional immunizations (e.g., influenza) may be necessary.
- Documentation of current health insurance coverage, which must be maintained throughout the Program.
- Attendance at scheduled Program orientation prior to entry.
- Purchase of MA student uniform.
- Adult, child, and infant CPR certification for Healthcare Providers (due prior to the commencement of Medical Assistant Practicum).

Disciplinary Action:

Involvement in any incident which resulted in disciplinary action against a student at the Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The Medical Assistant Program reserves the right to deny admission to any applicant who has a documented history of violating College rules and/or regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution. Students subjected to sanction as a result of violating an academic honor code or suspended or dismissed by an educational program may not qualify for credentialing examinations.

Reconsideration:

An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact. Following reconsideration by the decision-making committee, the applicant can appeal the committee's decision to the Vice President for Academic and Student Success whose decision is final.

Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the MA Program Director.

Additional expenses for students in the proficiency certificate include travel to clinical facilities, purchase of a uniform, laboratory coat, required textbooks, a physical examination, laboratory testing and inoculations.

Dismissal from the Program

The MA program reserves the right to dismiss any student:

- who fails to observe the regulations of the College and its clinical affiliates;
- whose general conduct is detrimental to the College and its clinical affiliates; and/or
- who does not meet the scholastic requirements of the Medical Assistant Program. A student who receives a grade of "D" or lower in any course will be dismissed from the program

Readmission Policy

The MA program is intended to be completed in nine months beginning in September or January of each year. In order to progress through the program, students must complete all curriculum courses with a grade of "C" or better and maintain a GPA of 2.5 or higher. Eligible students seeking program readmission must do so within twelve (12) months of program separation. Program readmission is not guaranteed and is dependent upon program capacity and availability. A student must be eligible for readmission according to the College standards. Students who request to be considered for program readmission must meet the current admissions criteria and requirements at the time the request for readmission is placed. Readmitted students must follow the curriculum requirements at the time of their return to the program. A student may only be readmitted to the program once.

Eligible Students

- Students who withdraw from the MA program in good academic standing (grade "C" or better in all completed curriculum courses and GPA of 2.5 or higher)
- Students who are dismissed from the MA program due to a grade "D" or lower in any academic course, with a GPA at time of readmission request of 2.5 or higher

Ineligible Students

- Students who are dismissed from the MA program due to a grade "D" or lower in any clinical course
- Students who are dismissed from the MA program due to inappropriate conduct and/or violations of the College's academic integrity policy, clinical code of conduct, moral/ethical standards, professional standards, performance standards or accreditation standards

Process for Readmission Consideration

In order to be considered for program readmission, the applicant must:

- Meet all current admission guidelines.
- Submit a written request to the MA Program Director. Request must be received at least three (3) months prior to the expected date of enrollment.
- Successfully complete a comprehensive written exam as scheduled by the MA Program Director. The exam content will include current material from courses which the student previously completed with a grade "C" or better.
- Successfully demonstrate clinical competence through simulation testing as scheduled by the MA Program Director. Competency procedures will be selected based on the course(s) the student has successfully completed with a grade "C" or better.

The results of the written exam and competency testing, as well as the student's prior academic and clinical progress, will be evaluated by faculty to determine the student's potential for

success in the Program and semester placement.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C"; grade or better in each of the courses listed.

- Students in the Medical Assistant Proficiency Certificate may be dropped at any time if, in the opinion of the faculty and Allied Health Department Head, such students are not suited to be medical assistants.
- Students whose attitude and behavior are considered unprofessional may be dropped from the curriculum, pending a review by the faculty and Department Head.
- Students may not continue in the Medical Assistant curriculum with a grade of "D" or below in any AH or general education course.
- Students dropped from the program because of academic deficiencies will be considered for a second admission to the program after remediation of the deficiencies and recommendation of the Medical Assistant faculty. Students may be readmitted to the program only once. Part-time students must complete the program within five years of their initial enrollment.

Course Sequence:

Course Number and Name	Prerequisites	Credits
AH 103 - Medical Terminology		3 credits
AH 116 - Therapeutic Communication		3 credits
BIOL 108 - Essentials of Human Anatomy and Physiology[*]		4 credits
AH 112 - Medical Administrative Procedures		3 credits
AH 113 - Exam Room Procedures I	AH 103 and BIOL 108 with a grade of "C" or better, both of which may be taken concurrently	3 credits
AH 115 - Exam Room Procedures II	AH 103 with a grade of "C" or better, both of which may be taken concurrently	3 credits
MLT 102 - Phlebotomy		4 credits
AH 118 - Professional Skills/Employment Seminar	AH 113 and AH 115, all of which may be taken concurrently	1 credit
AH 204 - Medical Law and Ethics	ENGL 101	3 credits

Notes

[*]BIOL 108, a one semester course in Anatomy and Physiology is the minimum requirement for this Certificate. However, students who have completed the two semester anatomy and physiology sequence (BIOL 109-BIOL 110) may substitute BIOL 109-110 in place of BIOL 108, provided that they have completed both BIOL 109 and BIOL 110.

Minimum Credits Needed to Graduate:

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General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Medical Insurance Billing Proficiency Certificate

Description:

Medical Insurance Billing Specialists are professionals that prepare, submit and/or process insurance claims for doctor's offices, hospitals, extended care facilities, diagnostic centers, insurance companies and other health-related facilities. Professional settings that offer career opportunities to the Medical Insurance Billing Specialist include outpatient clinics, physicians' offices, medical laboratories, insurance companies, skilled nursing facilities, home health care agencies and independent billing agencies.

Students who complete the proficiency certificate for Medical Insurance Billing will be able to use these courses to continue their education and obtain an associate's degree in Health Care Studies.

Program Learning Outcomes:

Upon successful completion of the Medical Insurance Billing proficiency certificate, students will be able to:

- Use the correct terminology for diseases, symptoms, diagnostic studies and treatments.
- Explain the purpose of CPT and ICD codes for reimbursement.
- Assign CPT and ICD codes according to official guidelines.
- Describe the importance of effective revenue cycle management in a provider's fiscal stability.
- Define fraud and abuse issues in health care.

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactory complete the appropriate English and mathematics course as part of the certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

Course Sequence:

Course Number and Name	Prerequisites	Credits
AH 103 - Medical Terminology		3 credits
ENGL 101 - English Composition		3 credits
BIOL 108 - Essentials of Human Anatomy and Physiology[*]		4 credits
AH 120 - Reimbursement Methodologies in Health Care		3 credits
AH 190 - Human Disease and Treatment	AH 103 and BIOL 108 or BIOL 109	3 credits
AH 201 - Basic ICD and CPT Coding	AH 103, AH 120, AH 190, BIOL 108 or BIOL 109/110 with a grade of "C" or better in each course.	4 credits

Minimum Credits Needed to Graduate:

20

[*]BIOL 108, a one-semester course in Anatomy and Physiology, is the minimum requirement for this Certificate. However, students who have completed the two-semester Anatomy and Physiology sequence (BIOL 109-BIOL 110) may substitute BIOL 109-110 in place of BIOL 108, provided that they have completed both BIOL 109 and BIOL 110.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided

includes estimated program costs and time needed to complete the program, financing options and related careers.

Mobile Application Development Proficiency Certificate

Description:

The Mobile Application Development Proficiency Certificate prepares students to begin careers as native application developers for Android and iOS operating systems. With beginner and intermediate classes dedicated to apps for both major platforms, students will have knowledge and hands-on experience to become specialists in either platform. No prior programming experience is required or expected. Students will learn programming fundamentals in browser-based environments before moving on to languages native to the Android and iOS platforms. Students will leave the program with experience in programming apps using device APIs, developing apps that use device sensors, designing interfaces, creating forms and capturing data from user interfaces. Students will demonstrate how to apply these concepts to develop real applications that can be deployed to devices such as phones and tablets.

Program Learning Outcomes:

Upon successful completion of the Mobile Application Development Proficiency Certificate, students will be able to:

- Differentiate methods of remote data retrieval and integrate custom applications with data from remote APIs
- Explain and identify device sensor APIs and use them in programs in order to capture and integrate sensor data
- Describe data input concepts and capture data input via forms for integration into a program
- Identify and apply techniques to create native app interfaces
- Define Object-Oriented programming terminology and concepts and apply them within the context of application development

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
CIS 114 - JavaScript I		4 credits
CIS 200: Apple App Development I	CIS 114 or CIS 106 or CSCI 111	4 credits
CIS 211 - Android App Development I	CIS 114 or CIS 106 or CSCI 111	4 credits
CIS 201 - Apple App Development II	CIS 200	4 credits
CIS 212 - Android App Development II	CIS 211	4 credits

Minimum Credits Needed to Graduate:

20

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 496-6134; or call the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Music Production Proficiency Certificate

Description:

The Music Production Proficiency Certificate is designed to help students develop skills in music production, sound design, piano literacy, music theory and the music industry. The skills students acquire with this certificate will prepare them for work as a producer, recording engineer, sound designer, and/or songwriter. Students will be prepared to create original music productions that utilize proper signal processing and original sound design. Students who complete this proficiency certificate may continue seamlessly into the Associate in Applied Science degree program in Sound Recording and Music Technology (SRMT).

Program Learning Outcomes:

Upon successful completion of the Music Production proficiency certificate, students will be able to:

- Demonstrate proficiency in basic music theory, including reading treble & bass clef notation, key & time signatures, intervals, and basic music terms.
- Construct a four-part composition or harmonic realization utilizing diatonic harmonic vocabulary.
- Explain recording contracts, production and publishing agreements and copyright law.
- Demonstrate proficiency in digital audio workstations and an understanding of signal flow, signal processing, and song construction using cutting edge sound design and production techniques.

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate. A music theory placement exam, which allows students to complete a Credit by Examination for MUS 100: Music Reading, is also available for students with an introductory music theory background.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
MUS 100 - Music Reading		3 credits
MUS 101 - Piano I		1 credit
MUS 115 - Introduction to Music Technology		3 credits
MUS 116 - Theory I	MUS 100	4 credits
MUS 180 - Music Business		3 credits
MUS 215 - Advanced Music Technology and Multimedia	MUS 115	3 credits

Minimum Credits Needed to Graduate:

17

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 751-8450; or call the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Network and Systems Administration Proficiency Certificate

Description:

The courses in the Network and Systems Administration Proficiency Certificate are closely aligned with professional certifications from CompTIA and Cisco and provide students with the knowledge and skills needed for entry-level employment in computer network administration. When completed, the courses may be applied to the Computer Information Systems Information Technology Associate in Applied Science Degree or to the Network Administration Associate in Applied Science Degree.

Industry Certification Preparation:

- CompTIA A+ Certification
- CompTIA Network+ Certification
- CompTIA Server+ Certification
- CISCO CCNA Certification

Program Learning Outcomes:

After completing the courses in the Network and Systems Administration Proficiency Certificate, students will be able to:

- Analyze, diagnose and repair common problems with the Windows operating system on a personal computer and on a network sever.
- Determine the hardware and software needs for a common local area network (LAN) of personal computers, including the time needed to setup the network and the costs involved.
- Set up and maintain a common local area network (LAN) of personal computers with the proper equipment.
- Install and manage user accounts on a personal computer system and on a local area network (LAN) of personal computers.
- Install and support peripheral equipment, such as printers, on a local area network (LAN) of personal computers.

Program Entry Requirements:

Students who possess personal computer application skills may test out of CIS 103 - Computer Applications & Concepts. Students who wish to seek employment as systems analysts may also complete CIS 270 - Systems Analysis and Design.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

Course Sequence:

Course Number	Prerequisites	Credits
CIS 103 - Computer Applications & Concepts		3 credits
CIS 105 - Computer Systems Maintenance		4 credits
CIS 150 - Network Technology		4 credits
CIS 252 - Managing Network Servers	CIS 150	4 credits
CIS 256 - Network Routing and Switching	CIS 150	4 credits

Minimum Credits Needed to Graduate:

19

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8785; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Ophthalmic Assistant Proficiency Certificate

Description:

This program of study prepares students to become ophthalmic assistants who will work under the supervision of optometrists or ophthalmologists to provide patient care by performing many different eye- and vision-related clinical functions. Ophthalmic assistants take patient histories, perform the pre-testing and follow-up eye and vision examinations, provide patient education, and perform basic front office duties such as telephone triage and medical billing and coding.

Upon graduation, ophthalmic assistants may work in optometry practices, ophthalmology practices; optical dispensaries; optical laboratories; health care and optical equipment businesses; lens, frame or contact lens companies; and pharmaceutical companies.

The program courses are offered at the College's Northwest Regional Center with clinical experiences at The Eye Institute of Salus University and on-site in the OPH laboratory.

Program Learning Outcomes:

Upon completion of the Ophthalmic Assistant Proficiency Certificate, you will be able to:

- Communicate and collaborate effectively as part of an interdisciplinary health care team.
- Apply an understanding of relevant scientific and mathematical concepts to ophthalmic care.
- Demonstrate the ability to solve problems and think critically.
- Display professional and ethical behaviors in the health care environment.

Program Entry Requirements:

Admission into the Ophthalmic Assistant Proficiency Certificate is selective, competitive, and requires potential students to fulfill all admission requirements of the College. Applications submitted from October 1st until March 1st will receive priority in the Allied Health pre-entrance testing and review process.

Students must meet the following minimum requirements before applying to the Ophthalmic Assistant Proficiency Certificate:

- High school diploma or GED documentation
- Demonstration of readiness for ENGL 101and FNMT 118 as determined by the College's placement tests, or by successfully completing developmental coursework
- Minimum grade point average of 2.50
- A composite score of 64 on the Kaplan health care exam

Applicants must be at least 18 years of age at the start of the Ophthalmic Technician designated courses.

Students new to the College can begin the application process by first applying to the College. Transcript evaluation and completion of a placement test (or test waiver) is required.

Current College students can begin the application process by visiting the Division of Math, Science and Health Careers in Room W1-1. Applicants must:

- Complete and sign an application form
- Submit official copies of supporting documents (e.g., official transcripts)

Applicants who complete and meet the aforementioned requirements will be eligible to continue in the admissions process and will be contacted, in writing, concerning the scheduling of an admissions interview with the Program Director (or designee). A scheduled interview does not guarantee admission.

Conditions for Acceptance

All applicants are notified in writing regarding the admissions decision. All offers of acceptance are contingent upon successful completion of the following:

1. Acknowledgement of Core Performance Standards for Health Care Career Programs and physical demand analysis.
2. Completion of Criminal Background Check
   - Conviction of serious and/or violent crimes results in denial of admission into the OPH Program.
3. Completion of Child Abuse Clearance
   - Any record results in denial of admission into the OPH Program.
4. Completion of Drug Screening
   - A positive screening results in denial of admission into the OPH Program.

Additional conditions for Program commencement include:

- Documentation of a complete physical examination, including required laboratory tests. All health information is kept confidential. Students will have direct contact with patients, and have the responsibility to maintain very high standards of health practice.
- Documentation of up to date immunizations prior to clinical assignment. Additional immunizations (e.g., influenza) may be necessary.
- Documentation of current health insurance coverage, which must be maintained throughout the Program.
- Attendance at scheduled Program orientation prior to entry.
- Purchase of OPH student uniform.

Disciplinary Action

Involvement in any incident which resulted in disciplinary action against a student at the Community College of Philadelphia or any post-secondary institution is considered in the admissions process. The Ophthalmic Assistant Program reserves the right to deny admission to any applicant who has a documented history of violating College rules and/or regulations or who has been previously suspended or expelled from the College or any other post-secondary educational institution.

Reconsideration

An applicant who believes that an error of fact has been made in terms of the information provided to the decision-making committee can request reconsideration by the committee. This request must be made in writing within 10 days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact. Following reconsideration by the decision-making committee, the applicant can appeal the committee's decision to the Vice President for Academic and Student Success, whose decision is final.

Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the OPH Program Director.

Dismissal from the Program

The OPH program reserves the right to dismiss any student:

- who fails to observe the regulations of the College and its clinical affiliates,
- whose general conduct is detrimental to the College and its clinical affiliates, and/or
- who does not meet the scholastic requirements of the Ophthalmic Assistant Program. A student who receives a grade of "D" or lower in any course will be dismissed from the program.

Readmission Policy

The OPH program is intended to be completed in one semester beginning in September and/or January of each year. In order to progress through the program, students must complete all curriculum courses with a grade of "C" or better and maintain a GPA of 2.5 or higher. Eligible students seeking program readmission must do so within twelve (12) months of program separation. Program readmission is not guaranteed and is dependent upon program capacity and availability. A student must be eligible for readmission according to the College standards. Students who request to be considered for program readmission must meet the current admissions criteria and requirements at the time the request for readmission is placed. Readmitted students must follow the curriculum requirements at the time of their return to the program. A student may only be readmitted to the program once.

Eligible Students

- Students who withdraw from the OPH program in good academic standing (grade "C" or better in all completed curriculum courses and GPA of 2.5 or higher)
- Students who are dismissed from the OPH program due to a grade "D" or lower in any academic course, with a GPA at time of readmission request of 2.5 or higher

Ineligible Students

- Students who are dismissed from the OPH program due to a grade "D" or lower in the clinical course
- Students who are dismissed from the OPH program due to inappropriate conduct and/or violations of the College's academic integrity policy, clinical code of conduct, moral/ethical standards, professional standards, performance standards or accreditation standards

Process for Readmission Consideration

In order to be considered for program readmission, the applicant must:

- Meet all current admission guidelines.
- Submit a written request to the OPH Program Director. Request must be received at least three (3) months prior to the expected date of enrollment.
- Successfully complete a comprehensive written exam as scheduled by the OPH Program Director. The exam content will include current material from courses which the student previously completed with a grade "C" or better.
- Successfully demonstrate clinical competence through simulation testing as scheduled by the OPH Program Director. Competency procedures will be selected based on the course(s) the student has successfully completed with a grade "C" or better.

The results of the written exam and competency testing, as well as the student's prior academic and clinical progress, will be evaluated by faculty to determine the student's potential for success in the Program.

Program of Study and Graduation Requirements:

- OPH students must follow the curriculum sequence according to courses listed in the semester.
- Students in the OPH curriculum may be dropped at any time if, in the opinion of the Faculty and Program Director, such students are not suited to be Ophthalmic Assistants.
- Students whose attitude and behavior are considered unprofessional may be dropped from the curriculum, pending a review by the Faculty, Program Director and Department Head of Allied Health.
- Students may not continue in the OPH curriculum with a grade of "D" or below in any OPH course.

To earn a certificate of completion of the program, students must earn a "C" grade or better in each of the courses listed below.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites	Credits
OPH 103 - Ophthalmic Testing		4 credits

OPH 104 - Ocular and Ophthalmic Concepts and Refraction		4 credits
OPH 107 - Ocular Anatomy and Contact Lenses		3 credits
OPH 108 - Optical Dispensing and Patient Relations		4 credits
OPH 110 - Clinical Experience I		1 credit

Minimum Credits Needed to Graduate:

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General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Paralegal Studies Proficiency Certificate

Description:

This American Bar Association Approved Paralegal Studies certificate is designed to provide students who have earned an A.A., A.S. or bachelor's degree from an institution accredited by a regional member of the Commission of Higher Education with the skills and knowledge required to work as entry level paralegals. Community College of Philadelphia trains paralegals that must operate under the supervision of a licensed attorney and are prohibited from practicing law.

Students with an A.A.S. degree may also be eligible; see Program Entry Requirements below for specific details.

Program Learning Outcomes:

Upon successful completion of the Paralegal Studies Proficiency Certificate, students will be able to:

- Work successfully as entry-level paralegals.
- Apply ethical concepts to hypothetical examples and real-life situations.
- Draft legal documents, conduct legal research both manually and through computer-assisted research and undertake the full scope of tasks assumed by entry-level paralegals.
- Demonstrate legal analytical skills and legal writing skills.
- Cultivate a supportive professional network and learn how to remain current in the legal profession.
- Demonstrate an understanding of legal terminology in civil litigation and a variety of practice areas.
- Demonstrate practical skills in a variety of practice areas.
- Understand the role of technology in the modern law office and have practical experience using legal technology programs.

Program Entry Requirements:

This certificate is open to students who have earned a BA, BS, AA or AS degree from an institution accredited by a regional member of the Commission of Higher Education prior to beginning this proficiency certificate program. Students who have earned an AAS degree may also be eligible, providing that the coordinator of Paralegal Studies certifies that the student's transcript reflects compliance with all general education requirements mandated by the ABA.

Program of Study:

All students seeking the post degree Paralegal Studies proficiency certificate are advised that they must complete 10 credit hours of legal specialty classes in a traditional classroom format. Courses in traditional format include those meeting entirely in the classroom and classroom hours of hybrid sections. Students are urged to meet with a paralegal advisor prior to registering for courses and are cautioned that a certificate will not be awarded until this requirement is met.

Courses are offered in day, evening, accelerated, weekend, and online formats.

Program of Study and Graduation Requirements:

A grade of "C" or better in the five required courses and four electives is required to earn the certificate. Students whose behavior is viewed as inconsistent with professional standards may be dropped from the certificate program pending the results of a departmental hearing. All students are required to sign an integrity statement in all Paralegal Studies courses agreeing to abide by standards of ethics and integrity in all assignments and undertakings. Students pursuing the Paralegal Studies Proficiency Certificate are advised that it is important to have current knowledge in order to successfully compete in today's legal environment and are urged to complete all Paralegal Studies courses within five years of graduation. To ensure that graduates possess current knowledge and skills, the following requirements apply:

- Because of the need to possess current knowledge of technology, Legal Technology (PLS 115) must be taken within five calendar years of graduation.
- Any student who has taken Introduction to Paralegal Studies (PLS 101), Civil Litigation (PLS 121), or Legal Research and Writing I (PLS 111) and/or Legal Research and Writing II (PLS 211) more than five academic years before his/her proposed graduation date must demonstrate current knowledge. The student must meet with the Program Coordinator and develop a plan to demonstrate current knowledge and skills.

Course Sequence:

Course Number and Name	Prerequisites	Credits
PLS 101 - Intro to Paralegal Studies	ENGL 101 readiness	3 credits
PLS 121 - Civil Litigation I	PLS 101	3 credits
PLS 111 - Legal Research and Writing I	PLS 101	3 credits
PLS 115 - Legal Technology	CIS 103, PLS 101	3 credits
PLS 211 - Legal Research and Writing II	PLS 111 and ENGL 102	3 credits

Note: students must select four courses from the electives below:

Course Number and Name	Prerequisites	Credits
PLS 215 - Electronic Discovery	PLS 121	3 credits

PLS 221 - Civil Litigation II	PLS 101 and PLS 121	3 credits
PLS 231 - Family Law	PLS 111 and PLS 121	3 credits
PLS 241 - Tort Law	PLS 121	3 credits
PLS 251 - Real Estate Law for Paralegals	PLS 111	3 credits
PLS 255 - Business Organizations for Paralegals	PLS 111, ENGL 101	3 credits
PLS 261 - Wills, Trusts and Estate Administration	PLS 111	3 credits
PLS 265 - Intellectual Property	PLS 111	3 credits
PLS 271 - Bankruptcy Law	PLS 121	3 credits
PLS 275 - Employment Law	PLS 111	3 credits
PLS 281 - Environmental Law	PLS 111	3 credits
PLS 285 - Immigration Law	PLS 101, PLS 121	3 credits
PLS 295 - Legal Internship	PLS 101, PLS 111, PLS 121, completion of 36 credits and a GPA of 2.5 or better	3 credits

Minimum Credits Needed to Graduate:

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General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8450, or call the College Information Center at (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Patient Service Representative Proficiency Certificate

Description:

The Patient Service Representative Proficiency Certificate has been designed to provide students with the opportunity to seek employment in a variety of health care settings. This proficiency certificate focuses only on the administrative components of a medical practice. The patient service representative is responsible for greeting patients and families, collecting demographic and insurance information, scheduling patients according to the provider's guidelines and protocols, collecting payments associated with services rendered, and any other duties necessary to provide efficient, timely services to the patients and their families.

The Patient Service Representative Proficiency Certificate will provide students with the foundation courses and skills they need to understand the health care delivery system, and to provide students with the opportunity to seek employment in a variety of health care settings.

The Patient Service Representative Proficiency Certificate can be taken as a certificate-only program, or students can continue their studies and earn an associate's degree in Health Care Studies.

Program Learning Outcomes:

Students who successfully complete the courses in this certificate will be able to:

- Use the correct terminology for diseases, symptoms, diagnostic studies and treatments.
- Perform computerized administrative and financial procedures used in medical practices.
- Perform front office administrative and financial procedures required in a medical setting.
- Demonstrate the use of effective therapeutic communication skills in health care.
- Demonstrate an understanding of basic ethical and legal issues in health care.

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactory complete the appropriate English and mathematics course as part of the certificate.

Program of Study and Graduation Requirements:

Successful completion of the certificate requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites	Credits
AH 103 - Medical Terminology		3 credits
ENGL 101 - English Composition		3 credits
CIS 103 - Computer Applications & Concepts		3 credits
AH 112 - Medical Administrative Procedures		3 credits

Semester 2

Course Number and Name	Prerequisites	Credits
AH 116 - Interpersonal and Professional Skills in the Health Care Setting		3 credits
AH 204 - Medical Law and Ethics	ENGL 101 with a grade of "C" or better	3 credits
AH 220 - Information Management Systems in Health Care	CIS 103 with a grade of "C" or better	3 credits

Minimum Credits Needed to Graduate:

21

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8430 or e-mail health@ccp.edu.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Personal Training Proficiency Certificate

Description:

Certified Personal Trainers (CPT) are professionals qualified to assess physical fitness and to design and implement exercise training programs. Based on client interviews, risk stratification and baseline fitness assessments, a CPT can construct a training program to enhance the muscular and cardiorespiratory fitness, flexibility, and body composition of healthy individuals or for those that have been medically cleared to exercise. CPTs may be self-employed or may work in health clubs, corporate fitness centers, recreation centers, gyms, or residential care facilities. This certificate is designed to provide students with the scientific knowledge and practical experience necessary to sit for the Personal Trainer Certification exam offered by the American College of Sports Medicine (ACSM), or comparable certifying organizations. All credits earned towards the Personal Training Proficiency Certificate can be applied to earning a degree in Health Care Studies.

Program Learning Outcomes:

Upon completion of the Personal Training Proficiency Certificate, students will be able to:

- Assess physical fitness, including muscular strength and endurance, cardiorespiratory fitness, flexibility, body composition, and other anthropometric measures to establish a baseline for exercise program development
- Design and implement a training program based on information obtained from client interview, risk stratification, and baseline measures of physical fitness
- Educate clients using scientifically based health and fitness information and resources to enhance client knowledge, program enjoyment, adherence, and overall awareness of health and fitness related information
- Develop a business plan to both establish and support a career as a Certified Personal Trainer

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

Program of Study and Graduation Requirements:

Successful completion of the certificate requires a grade of "C" or better in all courses listed. Achievement of a grade of "C" or better in all courses requires the student to demonstrate competency as assessed using written and/or oral exams, demonstrations, writing assignments, projects, and participation in classroom activities.

Course Sequence:

Course Number and Name	Prerequisites	Credits
PEH 105 - Principles of Fitness and Wellness		3 credits
NUTR 106 - Nutrition for a Healthy Lifestyle		3 credits
BIOL 108 - Essentials of Human Anatomy and Physiology		4 credits
PEH 120 - Introduction to Weight Training		2 credits
PEH 220 - Functional Training	PEH 120 with a grade of "C" or better	2 credits
PEH 230 - Structural Kinesiology	BIOL 108 or BIOL 109 and BIOL 110 with a grade of "C" or better	3 credits
PEH 240 - Exercise Physiology	BIOL 108 or BIOL 109 and BIOL 110 with a grade of "C" or better	4 credits
PEH 250 - Exercise Testing	PEH 240 with a grade of "C" or better	4 credits
PEH 260 - Business of Personal Training	PEH 240 with a grade of "C" or better	2 credits

Minimum Credits Needed to Graduate:

27

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Math, Science and Health Careers, Room W1-1, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 751-8430

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Piano Technician Proficiency Certificate

Description:

The Piano Technician Proficiency Certificate prepares students for a career in piano tuning and maintenance. Students in the certificate program are also enrolled in the Music Performance degree program, which gives students a thorough academic preparation in music combined with a liberal arts background. Students in the Piano Technician Proficiency Certificate will have instruction at Community College of Philadelphia as well as at piano stores and concert halls in Central Philadelphia, providing students the opportunity to learn and work on various instruments of quality and age.

Program Learning Outcomes:

Upon successful completion of the Piano Technician Proficiency Certificate, students will be able to:

- Tune an Upright and Grand Piano.
- Regulate both Upright and Grand Pianos.
- Complete certification with the Piano Technician's Guild.

Program Entry Requirements:

In order to be eligible for the Piano Technician Proficiency Certificate, all students must also be enrolled in the Music Performance Degree Program. All inquiring students must schedule an interview and music theory placement exam with the music department head prior to being accepted into the certificate program. The interview will consist of questions regarding the student's piano and keyboard history, musical and instrumental knowledge as well as general interest questions that will determine the student's eligibility into the program. Students who do not pass the theory placement exam are required to take MUS 100: Music Reading, and pass the course with a "C" or better, before enrolling in MUS 116: Theory I.

*Please note that all students enrolled in the Piano Technician Proficiency Certificate will also be taking the courses outlined in the Music Performance degree program, which appears here:
http://ccp.edu/college-catalog/degree-programs/associate-arts-aa/music-performance

*Only students enrolled in the Piano Technician Proficiency Certificate are eligible to take the Applied Music sections designated at *PT*.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
MUS 141PT - Applied Music I / MUS 142PT - Applied Music II		4 credits
MUS 143PT - Applied Music III / MUS 144PT - Applied Music IV	Applied Music II	4 credits
MUS 241PT - Applied Music V / MUS 242PT - Applied Music VI	Applied Music IV	4 credits
MUS 243PT - Applied Music VII / MUS 244PT - Applied Music VII	Applied Music VI	4 credits

Minimum Credits Needed to Graduate:

20

*Please note that all students enrolled in the Piano Technician Proficiency Certificate will also be taking the courses outlined in the Music Performance degree program, which appears at
http://ccp.edu/college-catalog/degree-programs/associate-arts-aa/music-performance

*Only students enrolled in the Piano Technician Proficiency Certificate are eligible to take the Applied Music sections designated at PT.

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 496-6134; or call the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Post-Baccalaureate Accounting Proficiency Certificate

Description:

The Post-Baccalaureate Accounting Proficiency Certificate at the Community College of Philadelphia is designed to provide students who have earned a bachelor's degree in non-accounting fields of study with the knowledge and skills required to meet state board of accountancy educational requirements. Students who earn this Certificate will be eligible to sit for the Certified Public Accountant (CPA) exam. All of the accounting courses are available online in order to help potential CPA candidates meet their educational requirements while working and meeting family obligations. For more information about the Pennsylvania CPA exam, please visit https://nasba.org/exams/cpaexam/pennsylvania/.

Program Learning Outcomes:

Upon successful completion of the Post-Baccalaureate Accounting Proficiency Certificate, students will be able to:

- Explain the contents of financial statements prepared according to Generally Accepted Accounting Principles (GAAP) and required related note disclosures
- Apply managerial and cost accounting concepts in a problem solving environment
- Explain the ethical and professional responsibilities of certified public accountants
- Discuss the application of the Internal Revenue Code to personal income tax returns
- Discuss the assurance and attest functions as they relate to the financial statements of an entity

Program Entry Requirements:

The program is open to students who hold bachelor's degrees in non-accounting fields of study (from a college or university accredited by a nationally recognized accrediting agency recognized by the United States Department of Education) who wish to gain the knowledge and skills required to work in the field of accounting and sit for the CPA exam.

Program of Study and Graduation Requirements:

Successful completion of the proficiency certificate requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
ACCT 101 - Financial Accounting		4 credits
MNGT 262 - Business Law		3 credits
ACCT 208 - Tax Accounting		3 credits
ACCT 102 - Managerial Accounting	ACCT 101 with a grade of "C" or better	3 credits
ACCT 201 - Intermediate Accounting I	ACCT 101	3 credits
ACCT 202 - Intermediate Accounting II	ACCT 201	3 credits
ACCT 203 - Cost Accounting	ACCT 102 with a grade of "C" or better	3 credits
ACCT 206 - Auditing	ACCT 201	3 credits

Minimum Credits Needed to Graduate:

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For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Project Management Proficiency Certificate

Description:

The Project Management Proficiency Certificate prepares students to enter the project management workforce. Students will learn the management principles and theories that put them on the path towards a rewarding project management career in various industries, such as health care, information technology, construction, finance, and advertising. Students gain hands-on experience through various course assignments and requirements. The Project Management Proficiency Certificate offers courses that develop skills in project management, communications, agile project management, and organizational leadership. The courses in the certificate also apply towards the Business Leadership A.A.S. degree.

Upon completion of the certificate, students will be prepared to take the Certified Associate Project Manager (CAPM from the Project Management Institute) exam, providing a competitive and financial advantage in the job market. Graduates of the program are prepared for positions such as IT program support specialist, project manager, emergency response project manager, marketing communications coordinator, and member relations administrator.

Program Learning Outcomes:

Upon successful completion of the Project Management proficiency certificate, students will be able to:

- Describe the importance of project management in the context of various organizational structures and strategies
- Use basic project management planning tools for communications, risk analysis, cost estimation and budgeting, and quality control
- Create and design templates for scheduling, controlling costs, and project completion
- Communicate effectively both orally and in writing and demonstrate effective interpersonal skills in a team setting

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
PJMT 110 - Foundations of Project Management		3 credits	
PJMT 130 - Project Management Communications		3 credits	
PJMT 140 - Emerging Trends in Project Management	PJMT 110, which may be taken concurrently	3 credits	
PJMT 220 - Advanced Project Management	PJMT 110 and PJMT 140	3 credits	
BUSL 215 - Organizational Leadership	BUSL 125 or PJMT 110 and PJMT 130	3 credits	
PJMT 240 - Project Management Work Experience	PJMT 220	3 credits	

Minimum Credits Needed to Graduate:

18

For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8785; or the College Information Center (215) 751-8010.

Recovery Leadership Proficiency Certificate

Description:

The Recovery Leadership Proficiency Certificate will provide students with a coherent framework of understanding that encompasses issues related to youth development, spirituality, recovery, resilience and transformation, leadership styles, and conflict resolution in the human service field. This certificate prepares students to work within facilities and organizations such as faith-based ministries, community and collegiate recovery programs, and youth-oriented programs geared toward substance use and misuse prevention and intervention. This certificate will also provide continuing education credits (CEUs) for professionals, such as social workers, nurses, psychologists, and other human service workers interested the field of addiction and recovery leadership. The certificate is also a pathway for student cohorts who are participants in the Office of Collegiate Recovery. When completed, courses in the certificate may be applied to the BHHS Associate in Applied Science degree.

Program Learning Outcomes:

At the completion of the Recovery and Transformation proficiency certificate students will be able to:

- Describe the pharmacology of various addictive substances and explain the psychological consequences and the sociological conditions that are both the cause and the result of substance abuse
- Describe the various theories addressing the causes and stages of conflict and analyze the various ways to resolve conflicts in specific settings
- Describe how the inter-relationship of the social determinants of health impacts families, communities, and positive youth development
- Discuss the theory behind various methods of engaging and strengthening family and community resources, including faith-based healing practices, and how to apply them
- Explain the community empowerment models of recovery, resilience, and transformation

Program Entry Requirements:

The Recovery Leadership Proficiency Certificate is open to all interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English courses as part of the Certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a grade of "C" or better in each of the courses listed.

Course Sequence:

Course Number and Name	Prerequisites	Credits
BHHS 121 - Foundations of Addiction Studies		3 credits
BHHS 131 - Faith and Spirituality in Human Services		3 credits
ENGL 101 - English Composition		3 credits
ENGL 115 - Public Speaking	ENGL 101, which may be taken concurrently	3 credits
BHHS 110 - Principles and Practice of Positive Youth Development: Community, Family and Youth Engagement		3 credits
LEAD 120 - Introduction to Conflict Resolution Theory and Practice		3 credits

Minimum Credits Needed to Graduate:

18

General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, Pa. 19130. Telephone (215) 751-8450; or call the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Religious Studies Proficiency Certificate

Description:

The Religious Studies Proficiency Certificate is primarily designed to provide supplementary training for those going into social work, education, and health care, to provide a credential for those working in faith-based social welfare or educational non-profit organizations, or for lay and assistant clerical leadership positions in religious organizations, and/or a gateway to an academic degree in Liberal Arts or related fields at the College or at a transfer institution. Students take courses that provide a background to religious and spiritual beliefs, practices and institutions from around the world and the United States. As well as taking introductory courses in comparative religion, students can choose courses that deal with more specialized issues such as death and dying, and the role of spirituality in human services. The Religious Studies Proficiency Certificate can be used in a variety of professions, such as economics, health care, social work, education, and law. Students earning the Religious Studies Proficiency Certificate may elect to continue their education at the College by completing 43 additional credits to earn the A.A. degree in Liberal Arts.

Program Learning Outcomes:

Upon successful completion of the Religious Studies proficiency certificate, students will be able to:

- Compare a variety of religious traditions and recognize the internal diversity of religious traditions.
- Explain how religions have shaped and are shaped by the experiences and histories of individuals, communities, nations and cultural/geographical regions.
- Analyze religious texts (written, visual, architectural, aural) and practices, from across the world, using a variety of theoretical approaches.

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate when applicable.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses in the program.

Course Sequence:

Course Number and Name	Prerequisites and Corequisites	Credits
ENGL 101 - English Composition		3 credits
RS 101 - Introduction to Religion		3 credits
PHIL 151/RS 151 - World Religions		3 credits
RS 160 - Death and Dying		3 credits
PHIL 152/RS 152 - Philosophy of Religion or HIST 170/RS 170 - Religion in American History[*] or RS 175 - Religions of the Middle East or RS 180 - Religions of Asia or BHHS 131 - Faith and Spirituality in Human Services		3 credits
ENGL 115 - Public Speaking or ENGL 116 - Interpersonal Communication or ENGL 118 - Intercultural Communication	ENGL 101, which may be taken concurrently	3 credits

Notes

[*] Students in the Liberal Arts program should take RS 170.

Minimum Credits Needed to Graduate:

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For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA. 19130. Telephone (215) 751-8768; or call the College Information Center (215) 751-8010.

Technical Theater Proficiency Certificate

Description:

This Certificate will provide an opportunity for students to develop basic technical theater construction and design skills, preparing them to construct and paint sets and perform backstage work in the theater and film industries, such as working as lighting and audio technicians, set carpenters and stage managers. When completed, the courses can be applied to an Associate Degree in Theater. In addition to three required courses, students may select either ENGL 137: Introduction to Theater, ADC 103: CAD Basics, or MUS 115: Introduction to Music Technology. Students who are primarily interested in construction aspects might be interested in ENGL 137. Those with a set design interest may select ADC 103. Those with interest in sound technology may select MUS 115.

Program Learning Outcomes:

Upon successful completion of the Technical Theater Proficiency Certificate, students will be able to:

- Identify and utilize the basic skills required for set construction and painting;
- Demonstrate a knowledge of lighting, sound and theatrical design elements and techniques;
- Recognize and participate fully in technical aspects of a theater production.

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English courses as part of the Certificate

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" or better grade in each of the courses listed. In order to achieve a "C" or better and thus demonstrate competency, students must complete assignments and participate in class activities.

Course Sequence:

Course Number and Name	Prerequisites	Credits
ENGL 131 - Acting I		3 credits
ENGL 141 - Introduction to Technical Theater		4 credits
ENGL 146 - Advanced Technical Theater	ENGL 141	4 credits
Select one of the following: ENGL 137 - Introduction to Theater or ADC 103 - CAD Basics or MUS 115 - Introduction to Music Technology		3 credits

Minimum Credits Needed to Graduate:

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General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Division of Liberal Studies, Room BR-21, 1700 Spring Garden Street, Philadelphia, PA, 19130. Telephone (215) 751-8450; or call the College Information Center (215) 751-8010

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Tourism and Hospitality Management Proficiency Certificate

Description:

Those who pursue a career in tourism and hospitality management are involved in every aspect of their organization's many moving parts. From the front of the house to the back, people in hospitality management need a firm grasp of finance, marketing, and employee management to succeed. This proficiency certificate provides students with key foundational knowledge and skills they need to begin a career in the tourism and hospitality industry. This certificate covers a wide range of content, from foodservice to finances, to human resources and marketing, because knowing how to handle multiple facets of the industry will help students prepare for successful careers. Students may choose to continue in the Tourism and Hospitality Management AA degree as all of the credits apply to the Tourism and Hospitality Management program.

Program Learning Outcomes:

Upon successful completion of the Tourism and Hospitality Management proficiency certificate, students will be able to:

- Create favorable guest experiences by using professional service management techniques in a tourism and hospitality business environment.
- Contribute to positive team performance in a hospitality business environment by appraising and managing one's own team-related competencies, in particular, the knowledge, skills, and attitudes considered transportable from one team to another.
- Integrate human, financial, and physical resources management into tourism and hospitality operations and model the behaviors of effective, ethical leaders by demonstrating the fundamental principles of leadership.
- Use professional written and oral communication skills and technology to successfully communicate.
- Practice professional ethics, provide leadership, demonstrate personal and global responsibility, and work effectively as a team member.

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses listed.

Course Sequence:

Semester 1

Course Number and Name	Prerequisites	Credits
THM 110 - Introduction to the Hospitality Industry		3 credits
THM 112 - Introduction to Tourism	THM 110, which may be taken concurrently	3 credits
THM 130 - Hotel Management	THM 110, which may be taken concurrently	3 credits

Semester 2

Course Number and Name	Prerequisites	Credits
THM 180 - Human Resource Management	THM 110	3 credits
THM 276 - Food and Beverage Management	THM 110	3 credits
THM 278 - Hospitality Marketing		3 credits

Minimum Credits Needed to Graduate:

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For More Information, Contact:

The Division of Business and Technology, Room B2-22, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8414; or the College Information Center (215) 751-8010.

Web Development I Proficiency Certificate

Description:

The Web Development I Proficiency Certificate prepares students to begin creating applications that are used over the Internet. Web applications are ubiquitous now, and these applications require no special software aside from an internet connection and a web browser. Common programs many people use daily include Google Docs, Facebook, Twitter, and Canvas, to name a few. The Web Development I Proficiency Certificate starts students towards a career developing programs such as these and introduces students to several important technologies, including HTML, CSS, JavaScript, PHP and Database Management Systems. Students completing the certificate will be prepared to find employment as entry-level web application developers.

Program Learning Outcomes:

Students who complete this certificate will be able to:

- Design, code, and deploy web sites written in HTML and CSS.
- Build database-backed web applications.
- Develop and program server-side scripts capable of storing, retrieving, updating, and deleting data that can be controlled via HTML pages used on a standard web browser.
- Demonstrate the use of APIs and how to develop them.
- Design and develop databases to intelligently store and manage real world data.
- Develop animations and real time interactions with web pages by using the JavaScript programming language.
- Produce web sites capable of changing behavior for logged in and anonymous users.
- Dynamically retrieve and display content for specific users of a web site.
- Create user interfaces and tools that are well designed and are accessible to users.
- Demonstrate core programming concepts, such as the use of variables, loops, arrays, objects, conditionals, and functions.
- Create dynamically updated pages via AJAX.
- Explain and manipulate fundamental network technologies and concepts.
- Explain and manipulate common networking protocols.
- Explain and utilize multiple network management and troubleshooting methods.

Program Entry Requirements:

This certificate is open to interested students. New students are normally required to take the College's placement test at their time of entry. Students who are identified as needing developmental course work must satisfactorily complete the appropriate English and mathematics courses as part of the certificate. Students who possess personal computer application skills may test out of CIS 103 - Applied Computer Technology.

Program of Study and Graduation Requirements:

Successful completion of the certificate requires a "C" grade or better in each of the courses listed. In order to receive a "C" grade or better and thus demonstrate competency, students must complete assignments, exams and participate in class activities.

Course Sequence:

Course Number and Name	Prerequisites	Credits
CIS 103 - Computer Applications & Concepts*		3 credits
CIS 130 - Web Page Design I	CIS 103	3 credits
CIS 114 - JavaScript I		4credits
CIS 205 - Database Management Systems	CSCI 112, which may be taken concurrently, or CIS 103	4credits
CIS 244 - Server-Side Web Development	CIS 130, CIS 114, CIS 205 which may be taken concurrently	4 credits
CIS 150 - Network Technology		4 credits

Notes

* Students who possess personal computer application skills may test out of CIS 103 - Computer Applications & Concepts.

Minimum Credits Needed to Graduate:

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General Education Requirements:

All general education requirements necessary for graduation are met through the courses in the program as indicated above. Students who wish to take courses that differ from the general

education courses indicated above must complete a course substitution request form. To access the form, login to the MyCCP portal, and in the **Student** tab, under **Electronic Forms**, click on the **Records and Registration Forms** link, then choose **Request For Course Substitution Of Graduation Requirement** link. A more detailed explanation of the College's general education requirements is also available.

For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6134; or the College Information Center (215) 751-8010.

Gainful Employment:

Gainful employment information is intended to provide students with better information about the effectiveness of college programs in preparing students for careers. Information provided includes estimated program costs and time needed to complete the program, financing options and related careers.

Web Development II - Cloud Computing

Description:

Modern websites and web applications are frequently run on systems and services that provide computing infrastructure as a service. In these "cloud" computing environments, it is common for developers to never see a physical computer that will run an application. This second-level certificate provides hands-on opportunities for students to manage web server infrastructure and deploy applications. Students will learn about the importance of virtualization and how virtualization is used to power cloud services. In addition to learning technical details and practicing advanced development techniques, students will produce professional quality documents and presentations similar to those used to pitch work to clients and learn to present and defend their work and choices to an audience.

Program Learning Outcomes:

Upon successful completion of the Web Development II - Cloud Computing proficiency certificate, students will be able to:

- Explain technical choices and details and defend these decisions.
- Evaluate an application or business and produce application designs appropriate to the purpose and function.
- Manage and deploy web application infrastructure.
- Produce websites and web applications.
- Identify and distinguish terminology and fundamental concepts associated with various web development technologies.

Program Entry Requirements:

To enroll in the Web Development II certificate, students must first complete the Web Development I certificate.

Program of Study and Graduation Requirements:

Successful completion of the program requires a "C" grade or better in each of the courses.

Course Sequence:

Course Number and Name	Prerequisites	Credits
CIS 155 - Principles of Operating Systems		3 credits
CIS 230 - Web Page Design II	CIS 130	3 credits
CIS 204 - Fundamentals of Linux and Unix	CIS 155 or CIS 105	3 credits
CIS 228 - JavaScript II	CIS 114	4 credits
CIS 288 - Cloud Computing	CIS 244 and CIS 204	4 credits

Minimum Credits Needed to Graduate:

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For More Information, Contact:

The Computer Technologies Dept., Room C3-1, 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 496-6134; or the College Information Center (215) 751-8010.

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- M.S., Widener University
- Ed.D., University of Pennsylvania

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- M.Stat., North Carolina State University
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- M.A., Temple University
- B.B.A., Temple University

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- M.Ed., Johns Hopkins University
- M.L.A., Johns Hopkins University

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James Zigarelli

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- B.S., West Chester University of Pennsylvania
- M.A., Temple University

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The Adjunct Instructors listed are individuals who have earned eight or more seniority units up through the Fall 2019 semester.

Allied Health

- Vivian Brake
- Ane Marie Kis Duryea
- Philip Mesisca
- Aruna Rajagopalan
- Patricia Schaffer
- AnnMary Thomas

Architecture, Design and Construction

- Berk Ayranci
- Anthony Bracali
- Thomas Garrity
- Lorri Leonards
- Elizabeth Masters
- Michael Stern

Art

- Meghan Cox
- Christa DiMarco
- Richard Estell
- Robin Fickle
- Dean Hartung
- Jacob Lunderby
- Andrea Marquis
- Lauren Patterson
- Neil Patterson
- Ariel Pearce
- Michael Salvato
- Linda Shusterman
- Camille Ward

ASL/English Interpreting

- Adam Buck
- Michael Halischak
- Heather Schmerman
- Carla Sides
- Amy Vadakin

Behavioral Health/Human Services

- Lee Carson
- Vivian Drayton
- Susanna Gilbertson
- Arthur Gooden
- Raymond Jacobucci
- Regina Jones
- Kelly Marketta
- Albert Meyer
- Julia Monaco
- Aisha Moore
- Meghan OMeara
- Thomas Owens

Behavioral Science

- William Adams
- Luis Alvarez
- Kathleen Asbury
- Kathy Brooks
- Jennifer Bullock
- Martha Chavis

- Craig Cooper
- Joseph Duffy
- Naomi Geschwind
- Arthur Gooden
- Nina Gorman
- Richard Greer
- Marie Herbert
- Tom Hinchfliffe
- Marvin Lovell
- Raymond May
- Randolph Merced
- David Miller
- Francis Mitchell
- Malinda Muzi
- Gary Seidenberg
- Mary Veitz
- Michael Zimney

Biology

- Barbara Bereza
- Highland Campbell
- Claudia Coke-Pierre
- Nicholas Economou
- Robert Farber
- Robert Herbstritt
- David Hilbert
- Zebulon Kendrick
- Carl Kern
- Harris Leventhal
- Elliott Lewis
- John Mangano
- Theresa Marinucci
- Kory Mayfield
- Francis McCabe
- Robert Palma
- Edward Poznek
- Anthony Riviello
- James Russock
- Jannina Saballette
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- Meghan Solomon
- John Stopyra
- Edward Taylor

Business Administration

- David Berman
- Thomas Burke
- Tamra Chase
- Lawrence Deangelis
- Christina DeAngelo
- John Donovan
- Shirin Jahanian
- Raymond Rodgers
- Martin Rudoff
- Jerel Ruttenberg
- James Smith
- Kevin Smith
- Nicholas Tascione
- Lamonte Turner

Cardio Respiratory

- Levi Clark
- Myava Clark
- Anthony Jackominic
- Kellie Joseph
- Kathleen Sloan

Chemistry

- Sushila Amin

- Gloria Brown
- Carol Durso
- Michael Gregor
- Roman Lewicki
- Heljena McKenney
- Walter Orehowsky
- Margarita Orlandoni
- Lucila Paramo
- Pradyot Patnaik
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- Michael Rathmill
- Kathleen Shaginaw
- Michael Tropiano
- Anthony Wahner

Computer Technologies

- Joseph Angelella
- Sophia Avery
- Georgia Boulias
- Jerome Byrd
- James Canonica
- Anthony Carter
- James Carty
- Francis Coyne
- Mark Cunningham
- Christina DeAngelo
- Stephen Dorsey
- Rose Edwards
- Crystal Edwards-Harris
- Patricia Harrell
- Donald Herman
- Dominic Isabella
- Margaret Johnson
- Pete Llewellyn
- Robert McNeill
- Margaret Morris
- Joseph Murphy
- Najah Naylor
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- Jerome Phillips
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- Margaret Starr
- Robert Winfield

Dental Studies

- Mary Buttery
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- Michele Dattilo
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- Cynthia Sheehan
- Robert Shollenberger
- Barry Stein
- Kimberly Valentino

Diagnostic Medical Imaging

- Sharon Banskter
- Maria Francesco
- Elizabeth Garnett
- Lauren Jaskiewicz
- Ann Quinn
- Christine Shannon
- Amy Shensky
- Kristen Vogel

Distance Education

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- Dionne Willis
- Julie Woodin

Education

- Kathleen Blass
- John Buckley
- Denise Ellis
- Deborah Fischetti
- Beatrice Jones
- Debra Lawrence
- Jacalyn Metzler
- Malinda Muzi
- Kendra Thomas
- Mary Veitz

English

- Eileen Abrams
- Aram Aghazarian
- Joseph Angelella
- Benjamin Banks
- Beverly Barksdale
- Eva Blackwell
- Lynne Blumberg
- David Blyweiss
- Karima Bouchenafa
- Janet Brennar
- Katherine Budris
- Grace Carter
- Michael Coates
- Patrick Cobbs
- Vickie Collins
- Mary Conaboy
- Gregory Cooke
- Regina Cooke
- Kimberly Crognale
- Michael Csensich
- Elizabeth Cuidet
- Craig de Paulo
- Donald Deeley
- Christopher Devenney
- Jennie Diaz
- Raymond DiPrimio
- Linda Dombkiewicz
- Brarailty Dowdell
- Michael Dunn
- Betsy Elijah
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- Linda Evans
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- Laura Fitzwater
- Jeffrey Freedman
- Susan Freedman
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- Jane Gee
- Naomi Geschwind
- Dominick Giordano
- Kathleen Gowdy
- Mary Ellen Graham
- Linda Gross
- Stephen Gulick
- Robert Hawthorne
- Frances Heron
- Thomas Hinchcliffe
- David Hodges

- Mytili Jagannathan
- Kathryn Johnson
- Steven Kleinman
- Jacqueline Landau
- James Landers
- Sharon Lefevre
- Frank Levy
- Catherine Liappi
- Randy LoBasso
- Gerard Malek
- Theresa Marsh
- Michael McColl
- Diane McManus
- Deborah Morkun
- Ellen Moscow
- Petre Mosoeanu
- Miriam Oppenheimer
- Martin Orzeck Marline Paramour
- Henrietta Patrick
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- Beverly Prunty
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- Jamie Reinstein
- Kyle Rosenbaum
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- Vaishali Sharma
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- Zoila Sousa
- Seth Steinbacher
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- David Ward
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- Juan Ledonne
- Barry Lutz
- Juanita Marrero
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- Peter Pagano
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- Marilyn Sherwood
- Jacqueline Wong

Foundational Mathematics

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- Haroon Bashir
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- James Borts
- Georgia Boulias
- Deborah Buthusiem
- Charles Carr
- Bennett Chiaka
- Philip Clarke
- Sharon Cohen
- Ashaki Coleman
- Albert Cooper

- Michael D'Antonio
- Indu Das
- LaVarr Dixon
- Subramanyam Durbha
- Ali Mohamad Evazynajad
- Dawood Ghauri
- Richard Gomberg
- Justin Griggs
- Richard Guffanti
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- Mohammad Hamid
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- Lorrie Leonards
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- Ranjini Muhunthan
- Gholam Oliai
- Suleyman Ozturk
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- Deivy Petrescu
- John Petrie
- Hung Phan
- Sobha Philip
- Akhror Rakhmanov
- Calvin Reading
- William Reil
- Gholamhossein Rostami
- Tom Rousseas
- Dandi Ruffo
- Shawn Rutter
- Frank Santoro
- Jackson Seton
- Alexander Shister
- Sanda Shwe
- Durgesh Sinha
- Michael Skiendzielewski
- Diana Snyder
- Chi Soong
- Scott Stringfellow
- Shuang-Ching Su
- Sumathi Suresh
- Peiwen Tan
- Sherry Teti
- Olga Trubina
- Kusema Warrakah
- Richard White
- Jacqueline Wong
- Julie Woodlin
- Wei Wu
- Seyed Zekavat
- Boris Zubry

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- Craig de Paulo
- Michael DeMarco

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- Lailah Dunbar
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- Akiko Mori
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- Stephen Reeder
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- Mildred Savard
- Joshua Silver
- Todd Zimmerman

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- Jerrold Bates
- James Carty
- Judy Cruz-Ransom
- Leslie Davila
- Jack Fleming
- Patricia Hoban
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- Jack Maxwell
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- Randolph Merced
- Sonte Reavis
- David Ridgway
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- Gregory Cooke
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- Ellen Furstenberg
- Oumar Gaye
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- Helen Snowden

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- James Carpino
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- Beatrice Jones
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- Leonard Lebowitz
- Kevin Lynch
- Robert McNeil
- Gwendolyn Remsen
- Raymond Rodgers
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- Yousef Award
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- Indu Das
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- Ali Mohammad Evazynajad

- Dawood Ghauri
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- Justin Griggs
- Richard Guffanti
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- Christopher Jones
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- Kelli Jones
- Philip Kenerley
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- Murray Lowenthal
- Angela Martino
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- Louis Meadvin
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- Richard White
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- Julie Woodin
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- Seyed Zekavat
- Boris Zubry

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- Anthony Ferrara
- Frederick Hall
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- Lawrence McKenna
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- Marisol Rampolla
- James Sauppe
- Anne Sciolla
- HL Smith

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- Annemarie Costello
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- Elissa Harmon
- Christine Kimber
- Vonda Leonard
- Eileen Norton
- Lindsay O'Connor
- Maureen Quinn
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