

NORTHERN PENNSYLVANIA REGIONAL COLLEGE

Academic College Catalog

2026 - 2027





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The online catalog will represent the most accurate and updated version of the catalog. Updates will be added as necessary.

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Catalog Home

Welcome and Navigation

Welcome to the Northern Pennsylvania Regional College (NPRC) Catalog. You may navigate this catalog through our website by clicking on the PDF file for the college catalog and scrolling through the pages as you would a printed book. You may also request a copy from your advisor.

Authorization Statement

Northern Pennsylvania Regional College is authorized by the Pennsylvania Department of Education to grant associate degrees and certificates in the Commonwealth of Pennsylvania, effective May 28, 2019.

Northern Pennsylvania Regional College (NPRC) is an accredited institution and a member of the Middle States Commission on Higher Education (MSCHE or the Commission) www.msche.org. The Commission's most recent action on the institution's accreditation status occurred on March 12, 2026, which was to grant Accreditation. MSCHE is recognized by the U.S. Secretary of Education to conduct accreditation and pre-accreditation (candidate status) activities for institutions of higher education including distance, correspondence education, and direct assessment programs offered at those institutions.

History of Northern Pennsylvania Regional College

The Education Consortium of the Upper Allegheny (ECUA) was formed in 2009 with the vision of delivering open admission and low cost, high-quality community and technical education/training opportunities to the underserved residents of north-central and northwestern Pennsylvania. In 2012, ECUA partnered with Gannon University of Erie, PA, to operate the Affordable Associate Degree pilot program. Legislation creating the Rural Regional College of Northern Pennsylvania was enacted in July 2014, and a Board of Trustees was seated to create The College Plan. The College, now known as the Northern Pennsylvania Regional College (NPRC), was approved by the Pennsylvania Department of Education to operate as a college in the Commonwealth in 2017 and received formal authorization as a degree-granting institution in 2019. NPRC is a publicly funded higher education institution and incorporated as a 501(c)(3) non-profit created under legislative authority with substantial funding from the Commonwealth of Pennsylvania.

Nondiscrimination Statement

In compliance with NPRC-1210: Nondiscrimination and Equal Opportunity, the College shall not discriminate and prohibits discrimination against any faculty (full-time and part-time), staff, administrators, and students based upon race, color, religion, national origin, ancestry or place of birth, sex, gender identity or expression, perceived gender identity, sexual orientation, disability, use of a service animal due to disability, marital status, familial status, genetic information, veteran status, age or other classification protected by applicable law in matters of admissions, student services, or in the services, programs, or activities that it operates.

The College prohibits, and will not engage in, retaliation against any person who, in good faith, reports a violation of this policy, provides information in an investigation of a potential violation, or otherwise engages in protected activity under the law.

The College shall provide reasonable accommodations for qualified students and employees with identified disabilities consistent with the requirements of the Americans with Disabilities Act, Sections 503 and 504 of the Rehabilitation Act, and other federal, state, and local laws and regulations.

Title IX Compliance Statement

The College shall comply with the requirements of Title IX of the Education Amendments of 1972 and the Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Campus Sexual Violence Elimination Act (SaVE Act). The College will make available to students a "Sexual Assault Victims' Bill of Rights," consistent with the Federal Campus Sexual Assault Victim's Bill of Rights under section 485(f)(8) of the Higher Education Act of 1965 (20 U.S.C. ~1092(f)(8)). Conduct prohibited under Title IX, the Clery Act, and the SaVE Act includes dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking.

Welcome from the President



Welcome to NPRC, where your success is our top priority! We are honored you have chosen our college for your education journey. Our team is committed to supporting you every step of the way with dynamic, up-to-date curriculum designed to meet today's career demands. Our dedicated faculty and staff are here to guide, mentor, and assist as you achieve your goals.

This catalog is designed to be a comprehensive guide to assist you throughout your time with us.

Whether you're just starting out or preparing for the next step in your journey, we're here to help you navigate your path with confidence. We look forward to being part of your success story.

Sincerely,

Susan R. Snelick
President

Mission, Vision, and Values

Together, the mission, vision, and values for Northern Pennsylvania Regional College focus the attitudes, principles, and activities of students and all those who serve students.

Our mission is to put learners first by providing affordable and accessible education and career pathways to sustainable income.

Our vision: Transforming lives, elevating communities

Value Statements

- **Student Centered –** Our students are at the heart of every decision we make.
- **Opportunity –** We champion career pathways that break barriers and open doors for every learner.
- **Community Connection –** We are deeply rooted in our region and committed to serving its people.
- **Integrity and Trust –** We are a reliable partner in education, known for doing what we say we will.
- **Accessibility –** We believe education should be within reach for everyone.
- **Lifelong Learning –** We believe learning is a journey that never ends.
- **Relevance and Responsiveness –** We provide learning that matters – Today and tomorrow.

Administrative Center and Instructional Locations

NPRC serves a region in northern Pennsylvania that includes Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Tioga, Venango, and Warren Counties. Classroom locations assist NPRC to employ a hybrid model that combines live classroom instruction with interactive technology, allowing students to participate in classes from various community locations, remotely, or asynchronously.

The NPRC Administrative Center, which serves as the main campus, is located at 300 2nd Avenue, Suite 500, in Warren, PA. This center houses NPRC classrooms and administrative offices, including the Office of the President. Students may access all services at this center, including admissions and records, financial aid, business office, and student services.

Some instructional locations within the region also serve as a home base to a variety of college employees, which may include faculty, advisors, and other staff.

To find a location nearest you, please visit NPRC's website.

Academic Calendar

The dates encompassing the academic terms for credit-bearing courses offered for student enrollment during Academic Year 2026-2027 are as follows:

Academic Term	Classes Begin	Classes End
Fall 2026	August 24, 2026	December 10, 2026
Spring 2027	January 19, 2027	May 6, 2027
Summer 2027	June 7, 2027	August 5, 2027

Academic Term	Priority Registration Opens	Registration Closes
Fall 2026	April 20, 2026	August 28, 2026
Spring 2027	October 19, 2027	January 22, 2027
Summer 2027	March 15, 2027	June 8, 2027

Any changes to the academic calendar occurring during the academic year will be posted on the NPRC website.

Fall 2026

Fall 2026 (August 24, 2026 - December 10, 2026)

Monday, August 24	Classes begin
Monday, August 24	Schedule adjustment period begins
Friday, August 28	Registration closes
Monday, September 7 – Tuesday, September 8	No classes in observance of Labor Day; College is closed September 7 only.
Wednesday, September 9	Schedule adjustment period ends
Thursday, September 10	Course Withdrawal period begins
Wednesday, September 16	Constitution and Citizenship Day will be recognized
Friday, September 18	Four-week progress grades due
Friday, October 16	Mid-term progress grades due
Friday, October 16	Graduation applications due through My NPRC for Fall 2026 graduation candidates
Monday, October 19	Spring 2027 priority registration opens for Veterans
Tuesday, October 20	Spring 2027 registration opens for students who reside within the NPRC service region
Wednesday, October 21	Open registration begins for Spring 2027
Friday, November 13	Twelve-week progress grades due
Thursday, November 19	Last day to withdraw with a grade of W
Wednesday, November 25 – Sunday, November 29	College closed – No classes in observance of the Thanksgiving holiday
Monday, December 7 – Thursday, December 10	Final exams week/final class meetings
Friday, December 11	Final grades due by noon

*NPRC will be closed for holiday break beginning at the end of business on Wednesday, December 23, 2026. NPRC will reopen at the start of business on Monday, January 4, 2027.

Spring 2027

Spring 2027 (January 19, 2027 - May 6, 2027)

Tuesday, January 19	Classes begin
Tuesday, January 19	Schedule adjustment period begins
Friday, January 22	Registration closes
Tuesday, February 2	Schedule adjustment period ends
Wednesday, February 3	Course withdrawal period begins
Friday, February 12	Four-week progress grades due
Friday, March 12	Mid-term progress grades due
Friday, March 12	Graduation applications due through My NPRC for Spring 2027 and Summer 2027 graduation candidates
Monday, March 15	Summer 2027 priority registration opens for veterans
Tuesday, March 16	Summer 2027 registration opens for students who reside within the NPRC service region
Wednesday, March 17	Open registration begins for Summer 2027
Monday, March 22 – Sunday, March 28	Spring Break – No classes
Friday, April 16	Twelve-week progress grades due
Monday, April 19	Fall 2027 priority registration opens for veterans
Tuesday, April 20	Fall 2027 registration opens for students who reside within the NPRC service region
Tuesday, April 20	Last day to withdraw with a grade of W
Wednesday, April 21	Open registration begins for Fall 2027
Monday, May 3 – Thursday, May 6	Final exams week/final class meetings
Friday, May 7	Final grades due
Saturday, May 8	Commencement (Fall 2026 Graduates, Spring 2027 Candidates, and Summer 2027 Candidates)

Summer 2027

Summer 2027 (June 7, 2027 - August 5, 2027)

Monday, June 7	Classes begin
Monday, June 7	Schedule adjustment period begins
Tuesday, June 8	Registration Ends
Monday, June 14	Schedule adjustment period ends
Tuesday, June 15	Withdrawal period begins
Friday, July 2	Mid-term grades due
Monday, July 5 – Friday, July 9	No Classes – Independence Day Break
Wednesday, July 28	Last day to withdraw with a grade of W
Wednesday, August 4 – Thursday, August 5	Final exam days/final class meeting
Friday, August 6	Final grades due

Student Admission and Registration Resources

Applying for Admission

NPRC is an open admissions institution and supports the philosophy that individuals should have access to higher education opportunities corresponding to their abilities and interests. Admission to NPRC is open to individuals who are prepared to study at the two-year college level or earn a Certificate.

Admission to NPRC does not imply or guarantee admission to any specific program of study for which more restrictive admission requirements may be established in compliance with institutional expectations, accrediting-body standards, Commonwealth of Pennsylvania rules and regulations, or federal guidelines and statues.

Students may apply with NPRC's free application. For assistance or guidance with the application process, applicants may email admissions@nprc.edu to speak with an admissions counselor.

Submission of standardized test scores is not a requirement for admission. Students who graduate from international high schools or who are not native English speakers may be required to complete an English proficiency exam. Completed applications are reviewed by admissions and acceptance is based on the requirements outlined by student type and entry type.

NPRC classifies applicants and students as having a student type of degree-seeking or non-degree-seeking. Students are assigned an entry type based upon the criteria below. Student type and entry type determine specific requirements and restrictions related to admission and enrollment.

The following is a chart of simplified descriptions of application requirements. More details may be found below.

Entry Type/ Admission Documents	Degree	Non-degree	Application	Official High School Transcript	Dual Enrollment Application
Dual Enrollment		X		X	X
Guest		X	X		
Personal Enrichment		X	X		
Certificate		X	X		
General	X		X	X	
Transfer	X		X	X	
Re-Entry	X		X	X	

Non-Degree-Seeking Student is a student type assigned to an individual admitted to the College who wishes to enroll in credit-bearing courses and is not pursuing a specified degree. Non-degree-seeking students are not required to submit evidence that they have been awarded a high school diploma from a credentialed organization, a Commonwealth Secondary School Diploma (CSSD), or its equivalent recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States. Non-degree students include dual enrollment, guest, and personal enrichment entry types. More specific details regarding

required documentation for admission can be found under the corresponding entry type below.

Dual Enrollment Student is an entry type assigned to a non-degree-seeking student who is enrolled in a public or private high school, homeschool, or other online secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States who has not yet earned their high school diploma or CSSD.

Dual Enrollment students must meet the following requirements:

- Submit an NPRC Dual Enrollment Application through their high school Guidance Counselor or equivalent,
    - Guidance Counselors will submit completed application and official transcripts on behalf of the student
- Submit the following for each term of enrollment with NPRC:
    - Dual Enrollment Continuation Form
- All official high school transcripts
- Any other documentation as requested.
- Have a minimum cumulative grade point average (GPA) of 3.0 at their secondary education entity in their sophomore year,
- Have a minimum cumulative grade point average (GPA) of 2.5 at their secondary education entity in their junior or senior year.
- Students who do not meet one or both of the requirements listed must complete a Request for Provisional Enrollment Form to be considered for Provisional Enrollment

Dual Enrollment students are permitted to enroll in no more than eight credit hours during their first term of enrollment and no more than twelve credit hours during each subsequent term of enrollment. Dual Enrollment students may enroll in a maximum of 30 credit-hours during an academic year. This includes the total number of credit hours of enrollment at all colleges or universities attended. Eligibility for enrollment as a dual enrollment student concludes with the spring term of a student's graduating year.

Depending on the policies of their secondary education entity, dual enrollment students may or may not be awarded credit at their secondary education entity for successful completion of college credit courses. The secondary education entity maintains responsibility for compliance with all rules and regulations of the Pennsylvania

Department of Education and statutes of Commonwealth of Pennsylvania regarding acceptance and transcription of college-credit courses in meeting high school graduation requirements.

Dual enrollment students seeking enrollment in course work in the summer term following their high school graduation can complete a status change form with their advisor to continue their non-degree enrollment. Additionally, dual enrollment students who plan to continue their studies in the fall following their graduation to work toward a degree with NPRC, must complete a degree-seeking application for the fall term.

Guest Student is an entry type assigned to a non-degree-seeking student who seeks to enroll on a term-by-term basis and who is concurrently enrolled at a college or university other than NPRC.

Admission documents required for guest students are as follows:

- NPRC Admissions Application and
- Evidence of meeting prerequisite(s) established for any course for which a guest student seeks to enroll through submission of unofficial transcript(s) or grade reports from other colleges or universities.

Personal Enrichment Student is an entry type assigned to a non-degree-seeking student who wishes to enroll in credit-bearing courses for personal reasons. Personal enrichment students are subject to the same guidelines for enrollment in any course or program as all other non-degree-seeking students.

Admission documents required for personal enrichment students are as follows:

- NPRC Admissions Application
- Evidence of meeting prerequisite(s) established for any course for which a guest student seeks to enroll through submission of unofficial transcript(s) or grade reports from other colleges or universities.

International Student is an entry type assigned to a non-degree seeking student who is not a US citizen or permanent resident. NPRC is not certified to admit or enroll international students.

Degree-Seeking Student is a student type assigned to an individual admitted to the College who is required to submit evidence they have been awarded a high school diploma from a credentialed organization and/or academic records that are equivalent to a U.S. high school diploma; a CSSD, or its equivalent recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States and who wishes to enroll in credit-bearing courses with the intent to meet the requirements for a degree or certificate. NPRC is currently unable to grant degrees to out-of-state students.

All degree-seeking students must submit evidence they have been awarded a high school diploma from a credentialed organization, its equivalent, or the CSSD as recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States. This may be done through submission of a validated copy of their high school diploma, applicable official high school transcripts submitted by the educational entity directly to the Office of Admissions, or other academic records and documentation as requested. All materials will be evaluated for authenticity and validity.

A non-degree-seeking student who wishes to become a degree-seeking student must re-apply and meet all eligibility requirements for admission as a degree-seeking student.

General Student is an entry type assigned to regular degree-seeking students for whom no other entry type is applicable.

Admission documents required for general students are as follows:

- NPRC Admissions Application and
- Official high school transcript(s).

Transfer Student is an entry type assigned to a student who has attended a college or university other than NPRC after earning a high school diploma or equivalency recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States.

Admission documents required for transfer students who wish to be degree-seeking are as follows:

- NPRC Admissions Application,
- Official high school transcript(s),
- Evidence of meeting prerequisite(s) established for any course for which a transfer student seeks to enroll through submission of unofficial transcript(s) or grade reports from other colleges or universities, and
- Transfer students who request evaluation of transcripts from other institutions of higher education for potential transfer credit acceptance are required to submit official transcript(s) from the colleges or universities for which the evaluation is being requested. Official transcripts must be sent directly to NPRC from the previous institution to complete an official evaluation and award of transfer credit.
    - An unofficial transcript evaluation can be completed with the submission of an unofficial transcript to NPRC.

Official transcripts submitted by transfer students shall be evaluated in accordance with NPRC-9425: Transfer Credits.

Re-Entry Student is an entry type assigned to a degree-seeking student who interrupts their enrollment by not having a grade assigned to at least one academic course per academic year.

Re-entry students are subject to the same guidelines for enrollment in any course or program as all other degree-seeking students with the following additional requirements:

- Re-entry students are subject to the guidelines outlined in NPRC-9320: Standards of Academic Progress for Students as applicable to admission and enrollment.
- Re-entry students must reapply for admission.
- Re-entry students are subject to the program completion requirements of the catalog in effect during the term in which they re-enroll.
- Re-entry students are subject to the guidelines outlined in NPRC-8415: Assessment, Payment, and Refund of Academic Tuition and Fees.

Admission documents required for re-entry students are as follows:

- NPRC Admissions Application and
- Any additional documentation as requested.

How to Register for Courses

Once admitted, students will meet with their assigned advisor to discuss course plans and complete the registration process.

Registration dates and class schedules are posted on the College website's calendar and myNPRC.edu.

Once the registration process is finalized, students will be able to view their schedule and student bill at myNPRC.edu. Multiple payment options are available. More information is available in the Paying for College section.

How to Obtain a Student ID

All academic students are issued an NPRC Identification (ID) Card as outlined in PROC-1045-01: Personal Identification.

New students will receive instructions at the time of admission explaining how to upload a

photo. This photo may be taken and uploaded by the student, the student's assigned advisor, or the advisor's designee on their college-issued cell phone. All photo submissions must meet the following criteria:

Photo Basics

- Color photo
- Clear image of your full face
- No edited or filtered photos
- Plain white or off-white background

Resolution, Print Size, and Quality

- High-resolution photo that is not blurry, grainy, or pixelated
- Sufficient lighting without shadows

Pose and Expression

- Neutral facial expression or a natural smile, with both eyes open
- Face the camera directly with full face in view

Attire

- Clothing appropriate for the classroom or workplace
- No hats, head coverings, or sunglasses unless it is for religious or medical purposes

NPRC Student IDs may be used as photo IDs for verification of identify for tests, admittance into an instructional location, and in some instances, used for student discounts.

Some NPRC partner locations may require an additional ID from their institution to access buildings.

IDs will have a 5-year expiration date.

Textbooks

NPRC makes every effort as practicable to use free Open Educational Resources (OER) to support its mission of affordability and accessibility. A complete list of textbooks required for each course may be found prior to the start date of each term by visiting NPRC's virtual bookstore or by logging into myNPRC.edu. NPRC's online bookstore allows students the option to purchase or rent used, new, or electronic textbooks, as applicable to course requirements. On occasion, some of the textbook information is not available immediately, especially when publishers are in the process of updating a textbook. Under these circumstances, NPRC will update textbook information as soon as it is available and as often as practicable.

Students can refer to the Paying for College section of this catalog for more information regarding financial assistance options for purchasing textbooks.

Orientation for Newly Enrolled Students

NPRC's online orientation is developed with ease of student access in mind. An "Orientation" module is located within Desire2Learn (D2L). This allows students the ability to complete the necessary orientation at their own pace and on their own schedule. Within this module, students will learn how the college works including information on student rights and

responsibilities, student services, technology, tutoring, and other information that is foundational to their success. Students will continue to have access to the Orientation module even after completing it.

In addition to the orientation module,the Get Help With shell is also found in D2L to assist students in achieving their academic goals. The shell includes information, videos, and PDFs that will help students in a holistic manner for academic, learning, and personal support. It includes things such as basic technology support (how to set-up student email, navigate computer files); academic support (how to build success skills, how to access tutoring); and support to help eliminate non-academic barriers (access to the student EAP for counseling, time management resources, finance resources, etc.).

Prior Learning Credit

Degree-seeking students are eligible to apply for prior learning credit (PLC) in accordance with NPRC-9515: Prior Learning Credit. A minimum of 70% alignment between academic course content and the identified prior learning is required for awarding PLC. The maximum number of academic credit hours considered for PLC corresponds to the number of credit hours assigned to the course(s) for which application was made. The number of academic credit hours awarded for PLC is limited by graduation residency requirements as outlined in NPRC-3250: Academic Program Completion Requirements for Students., When a student is awarded PLC, a grade of PL is transcribed for the appropriate course in accordance with NPRC-9345: Assignment and Use of Grades. Credits earned by PLC have no impact on GPA or academic standing. PLC evaluation may require a non-refundable processing fee.

Academic credit for prior learning may be awarded for:

- Nationally Recognized Exams
- Program-Specific Industry-Recognized Credentials
- Career and Technical Education Program Completion
- Challenge Exam
- Challenge Portfolio

Transfer Credit

Transfer Credit will be evaluated and granted in alignment with NPRC-9425: Transfer Credit.

Student Rights and Responsibilities

As members of the college community, there are identified rights and outlined expectations of students with respect to processes, access to resources, and codes of conduct. Students are subject to the most current college policies unless the policy update explicitly specifies otherwise. The most current student policies and procedures are available on the Policies webpage.

STUDENT POLICIES

The following summarize key policies related to student rights and responsibilities. To access the most current and complete policy, find the associated number policy on the Policies webpage.

General

PROC-3050: Class Cancellation
Addresses the steps and responsibilities related to cancellation of class meeting(s) for courses offered by NPRC

NPRC-3210: Student Rights and Responsibilities
Outlines the general responsibilities of students

NPRC-3235: Behavioral Code of Conduct for Students
Communicates expectations for personal conduct and behavior of students in their interactions with other students, instructors, staff, and administrators of the College

NPRC-3236: Firearms and Offensive Weapons for Students
Provides guidelines for students in relation to the possession and use of firearms and offensive weapons while engaged in any NPRC activity including, but not limited to, class attendance

NPRC-9040: Educational Rights and Privacy (FERPA)
Establishes the expectations for maintaining the privacy of students' educational records

- FORM-9040-02: FERPA Waiver
- FORM-9040-03: Directory Information and Photo Release
- FORM-9040-04: Request to Inspect and Review Education Records
- FORM-9040-05: Request to Amend or Remove Education Records
- FORM-9040-06: Student Request for Formal Hearing
- FORM-9040-09: Solomon Request Form

NPRC-9055: Field Experiences
Establishes the expectations for Academic Field Experiences embedded in academic coursework or in alignment with an academic degree program

NPRC-9260: Student Complaint
Outlines the process for student complaints in a fair, timely, and judicious way at the College

Academic

NPRC-3015: General Education Philosophy and Goals
Describes the commitment of the College to provide each graduate with a strong foundation in general education, establishing the ability to pursue lifelong learning and professional success

NPRC-3045: Course Cancellation
Establishes the expectations and guidelines for the cancellation of credit-bearing courses

NPRC-3225: Academic Code of Conduct for Academic Students
Communicates the expectations for academic integrity and ethical behavior in educational activities for academic students at Northern Pennsylvania Regional College

NPRC-3237: Suspension and Expulsion
Establishes the consequences for suspension and expulsion from Northern Pennsylvania Regional College

NPRC-3246: Academic Forgiveness
Establishes the guidelines for academic forgiveness

NPRC-3250: Academic Program Completion Requirements
Establishes requirements for academic programs

NPRC-3530: Credit Requirements for Academic Programs
Establishes credit requirements for academic programs

NPRC-9315: Admission and Enrollment Standards
Establishes basic guidelines and standards for admission and enrollment

NPRC-9320: Standards of Academic Progress for Students
Standards for evaluating academic progress and academic status for academic students

NPRC-9330: Leave of Absence for Academic Students
Guidelines concerning leaves of absence for academic students

NPRC-9345: Assignment and Use of Grades
Guidelines for the assignment and use of grades for academic courses and programs of study

NPRC-9405: Schedule Adjustment
Expectations for academic students at NPRC to be able to add and/or drop courses within the defined academic schedule adjustment period without incurring financial penalties or impacting their academic transcripts

NPRC-9415: Withdrawal
Establishes rules for withdrawal from courses of enrollment

NPRC-9425: Transfer Credits
Establishes guidelines for awarding transfer credits

NPRC-9515: Prior Learning Credit
Establishes guidelines for awarding academic credit for prior learning

- PROC-9515-01: Challenge Exam
- PROC-9515-02: Challenge Portfolio
- FORM-9515-01: Challenge Exam Request Form

- FORM-9515-02: PLC by Portfolio

STUDENT BILLLING POLICIES

NPRC-8415: Assessment, Payment, and Adjustment of Academic Tuition and Fees
Establishes guidelines for the assessment, payment, and adjustment of tuition and fees

NPRC-8420: Assessment, Payment, and Refund Fees for Workforce Development
Establishes guidelines for the assessment, payment, refund, and responsibilities for workforce development course fees

NPRC-8520: Payor Financial Rights and Responsibilities
Defines a payor's rights and responsibilities related to the financial obligations of their association with Northern Pennsylvania Regional College and the Business Office's obligations to those payors

ADMINISTRATION POLICIES

General Administration

NPRC-1020: Right to Know Act
Provides guidance and establish parameters for compliance by the College with the PA Right-to-Know Law with respect to Public Records

NPRC-1025: Sunshine Act
Provides guidance and establishes parameters for compliance by the College with the PA. Right-to-Know Law with respect to Public Records

NPRC-1035: Smoking and Tobacco Use
Establishes the expectations for smoking and tobacco use

NPRC-1040: Drug and Alcohol
Establishes the expectations for the compliance of NPRC with federal requirements and regulations related to the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988

PROC-1045: College Identification - Library Cards
Establishes the process for the creation and distribution of College Identification/Library Cards

NPRC-1050: Records and Retention
Establishes a systematic review, retention, storage, and destruction of documents received or created in the transaction of business

NPRC-1210: Nondiscrimination and Equal Opportunities
Establishes the guidelines for the investigation and adjudication of alleged violations of NPRC-1210: Nondiscrimination and Equal Opportunities

ACADEMIC POLICIES

Administration

NPRC-3000: Academic Freedom
Establishes the expectations and responsibilities regarding academic freedom essential to the foundation of education

NPRC-3110: Academic College Catalog
Provides guidelines for the adoption and development of the annual Academic College Catalog

NPRC-3510: Credit Hour Assignment
Establishes guidelines for assigning credit hours to academic courses

Understanding Academic Requirements and Opportunities

Academic programs at NPRC provide students with pathways to employment or transfer to baccalaureate programs through enrollment in courses designed to provide general education foundational knowledge and skills as well as develop specific knowledge, skills, and abilities needed by a variety of disciplines and fields of study.

Degrees Awarded

Northern Pennsylvania Regional College offers Associate of Arts, Associate of Science, Associate of Applied Science, and Certificates.

All associate degrees require a minimum of 60 credit hours and generally 18-30 months of full-time study for completion.

Associate of Arts (AA) These degrees are primarily intended for students planning to transfer to a four-year college or university to pursue a baccalaureate degree. The Associate of Arts degree provides a strong foundation for entry-level employment in various organizations and agencies.

Associate of Science (AS). These degrees are designed with options that enable students to develop a strong foundation in the field that can assist them in entering the workforce directly after program completion or help them transfer to a four-year program.

The **Associate of Applied Science (AAS)**. Generally, students who pursue an Associate of Applied Science intend to work in their chosen field immediately after graduation. These degrees require less general education coursework, providing a focus on concepts and competencies highly applicable to the workforce. AAS degrees typically embed requirements needed for students to attain industry-recognized credentials within the program.

Programs of Study

An academic program of study is offered for credit and provides a focused approach to earning a degree or certificate. NPRC offers programs of study in the following areas:

- Associate of Arts in General Studies
- Associate of Arts in Human Services
- Associate of Science in Business Administration
- Associate of Applied Science in Business Management
- Associate of Science in Criminal Justice
- Associate of Science in Emergency Services
- Associate of Applied Science in Industrial Technology
- Associate of Applied Arts in Education Studies
- Associate of Applied Science in Early Childhood Education

Certificates

Certificates are non-degree, short-term options for students consisting of a grouping of academic courses specifically designed to increase competency in the workplace.

Certificates can be achieved in two to three academic terms.

Students who complete any group of academic courses in a certificate will receive documentation of completion in the corresponding area on their academic transcript. However, it is important to note that multiple certificates do not add up to a degree. Certificates are designed to provide a micro-credential along the way to a degree and as something for students to aspire to and work toward if they are not interested in a 60-credit degree.

Program of Study Components

Requirements for completing a degree or certificate may be divided into two primary components, general education foundational courses and program-specific major and specialization courses. General education foundational courses focus on establishing a strong knowledge of the four general education goals whereas program-specific major and specialization courses provide knowledge and skills directly related to a student's chosen discipline or technical field. The general education goals are found in the individual program curricula provided in the Academic Programs section.

Courses and Schedules

Descriptions of all courses are provided in the Course Descriptions section of the catalog. Course descriptions include course alphabetical codes and numbers (course identifiers), titles, number of credit hours assigned to the course, any prerequisite or corequisite course(s) required, terms during which the course is typically offered, and a brief narrative description.

A master schedule of all courses offered for an academic term is published on the Term Schedule page of the website at least four weeks prior to the opening date for that term's registration as much as practicable. The master schedule may also be accessed by individuals who have been assigned an NPRC email account by logging in to the My NPRC Student Portal. Each course is assigned a section number identifying its meeting dates, times, and available locations.

Prerequisites and Corequisites

Prerequisites are courses that must be taken prior to other courses. Prerequisites provide the skills and knowledge needed to begin a course and are listed, when required, with each course description.

Corequisites are two or more courses that must be taken concurrently to complement and support the objectives of both classes.

Classes — Instructional Models

- **Lecture and Discussion-based Courses:** Students interact with faculty and other students in a live format, through D2L, or a combination of the two. Instructional time is a combined three hours per week of instruction and classwork per credit hour.
- **Laboratory Courses:** Courses that require both instruction and hands-on lab activities. Minimum combined instructional and classroom time for lab courses is 30 hours for one credit hour.
- **Field Experiences, Externships, and Practicums:** Some programs of study require students to observe or experience workplace activities. Students must complete these learning experiences at college-approved locations. Lengths of field experiences and practicums vary by course and degree program.

- **Independent Study:** These courses are governed by an instructor-developed instructional plan and are under the supervision, guidance, instruction, and evaluation of student performance by a faculty member. Successful course completion requires equivalent time commitment and requires the same achievement level of the same course content and learning objectives as that of the same course offered as a lecture and discussion-based format.

Course Delivery Codes

NPRC offers multiple course delivery formats. Depending on factors such as degree program, registration restrictions, scheduling, and enrollment, courses may be offered in any of the following formats:

Course Delivery Code	Definition
CLASS	In Classroom: Classes are taught in a classroom setting connected by technology. One instructor will lead the course.
HYB	Hybrid: Part of the class time is taught live in person in a physical location and the remainder is taught asynchronously (WEB).
HYFLEX	Classes are available fully online with access to course material in D2L. Synchronous (RTT) meetings occur weekly through Microsoft Teams and are optional to attend.
REM	Remote: Classes meet live via Microsoft Teams for all scheduled meeting times.
WEB	Web-based: Classes are fully online with access to course material in D2L. There are no required class meeting times, but there are established course and assignment deadlines.

Maximum Credit Hours of Enrollment Permitted Per Term

Unless restricted due to their student type or entry type per NPRC-9315: Standards and Guidelines for Admission, students not assigned academic warning or academic probation status may enroll in a maximum of 18 credit hours without special permission. See the Student Admission and Registration Resources section for additional details.

For more information on how credit hours are assigned to courses, reference NPRC-3510: Credit Hour Assignment.

Class Cancellation

Class(e)s may be cancelled college-wide due to adverse weather conditions, power outages, or other unavoidable circumstances occurring over the entirety of NPRC's service region. Safety and minimization of disruption to the educational process will be considered when determining if classes should be cancelled college wide. Notice of such cancellation(s) shall be provided to all students, instructors, location coordinators, and proctors affected by the cancellation. Notice of cancellation shall be provided by the Office of Marketing and Admissions through public and social media as soon as reasonably possible. Classes at one or a limited number of locations may be cancelled due to adverse weather conditions, power outages, or other unavoidable circumstances. All other locations shall continue as scheduled. Notice of such cancellation(s) shall be provided to all students, instructors, location coordinators, and proctors affected by the cancellation.

A recording of the class is made available to the students enrolled at the affected location(s) through NPRC's Desire2Learn (D2L) course shell. Whenever possible, cancellation decisions are made at least two hours prior to the start time for the class. Classes that originate from a closed location shall be cancelled at all locations.

Cancellation of a class may be authorized by a proctor or other NPRC staff thirty minutes after the start time for students if the instructor has not provided notice of their absence. For cancellation(s) due to planned instructor absence(s), the instructor shall provide advance notice to enrolled students.

Paying for College

The College understands that students can sometimes feel overwhelmed with the cost of college. NPRC works to help students reach their educational goals, keeping in mind the financial commitment that accompanies this investment. The College offers students multiple payment options and participates with Federal Title IV and PA State Grant (PHEAA).

Prior to registering for courses, students are required to accept the Student Financial Responsibility Agreement within MyNPRC.

Estimated tuition charges are available for viewing within the Student Payment Center after registration is completed. Tuition and fees are due prior to the start of the enrolled term, unless the student is enrolled in an approved payment plan with alternate due dates. Students can assign third-party payors prior to the start of each semester in the Student Payment Center. Any unpaid balances will be subject to a financial hold until the account is paid in full. Students whose accounts have a financial hold are not eligible for re-enrollment until settled.

Students are encouraged to email questions regarding charges or payment options on their account to StudentBilling@nprc.edu. Questions regarding financial aid should be emailed to FinancialAid@nprc.edu. Students may reach either office by calling (814) 230-9010.

Tuition Charges

Tuition is assessed based on residency status, student type, and enrolled credit hours.

- Course fees may be assessed and will be published for services including, but not limited to, materials, clinical services, clearances, and testing.
- Additional fees may be assessed and will be published for projects or services, including but not limited to, a convenience fee for the use of credit cards or return check fees.

Tuition Identification Type	Charge
Full-time: 12—18 credit hours	
In-State	$2,220 flat rate
Out-of-State*	$4,440 flat rate
Full-time: 19 credit hours or more	
In-State	$2,220 + $185 per credit hour for each credit hour over 18 credit hours
Out-of-State*	$4,440 + $370 per credit hour for each credit hour over 18 credit hours
Part-time: 1—11 credit hour(s)	
In-State	$185 per credit hour
Out-of-State*	$370 per credit hour

Tuition Identification Type	Charge
Early Entry (Dual Enrollment): Maximum 12 credit hours In-State Out-of-State*	 No cost (High school students in our 10-county region can enroll in dual enrollment courses for no cost through the Spring 2027 term) $100 per credit hour
Audit	$50 per credit hour

Fees	NPRC's Board of Trustees has approved a suspension of fees for Academic Year 2026-2027 as practicable, and any additional student fees assessed as part of business operations with the following exceptions:
	
	• Challenge exam fees ($25 per credit hour)
	
	• Portfolio assessment fees ($25 per credit hour)
	
	• Credit card processing fees (variable as set by the Office of Business Operations)
	
	• Fees for Workforce Development offerings as necessary and included in course costs
	
	• Fees for returned payments ($35), late payments, and collection agency fees
	
	• Students can request their NPRC transcript through Parchment at these fees:
	
	  • Electronic: $10.00/transcript
	
	  • Mailed: $15.00/transcript

**NPRC is currently not able to grant degrees to out-of-state residents.*

In-State tuition identification type applies to a student with a permanent physical living address within within the state of Pennsylvania in the 12 months preceding an academic term of enrollment.

Out-of-State tuition identification type applies to a student with a permanent physical living address outside of the Commonwealth of Pennsylvania during the 12 months preceding the date classes begin for an academic term of enrollment and does not meet the requirements of a resident or non-resident status.

Dual Enrollment is an entry type assigned to Non-Degree-Seeking Students who are enrolled in a public or private high school, homeschool, or other online secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States who have not yet earned their high school diploma or Commonwealth Secondary School Diploma (CSSD).

Audit applies to students who, at the time of enrollment, indicate to the Office of the Registrar they do not wish to earn credit or be held to the grading standards outlined in the syllabus of the course in which they seek to enroll. Students are required to update any change to their address and/or name with the Office of the Registrar within 15 calendar days of the change.

Textbook Charges

Required textbook purchases are the responsibility of the individual student. Textbook purchases may be charged to your student account if the student has a credit balance available. Students are required to complete the Title IV Authorization Form, which can be found within MyNPRC under Financial Aid Forms. The form authorizes the college to use their financial aid awarded in excess to cover their textbook charges. Please note, financial aid is processed by filing a FAFSA, financial aid awards are determined based on the filing information. More information about textbooks can be found in the Student Admission and Registration Resources section.

Payments

Payments may include a combination of sources such as self-pay, third-party pay or sponsorships, grant funding, scholarship, and financial aid.

Payment Methods

Students may choose to remit payment of charges by:

- Cash,
- Check/Money order,
- Credit or debit card, or
- Use of a payment plan (deferred payment).

Cash Payments

Cash is accepted only in person at the NPRC Administrative Center. Cash payments should never be mailed. Our Administrative Center is located at:

Northern Pennsylvania Regional College
300 Second Avenue, Suite 500
Warren, PA 16365

Check or Money Order Payments

Checks and money orders must be made payable to Northern Pennsylvania Regional College with the student's ID number on the memo line. Checks and money orders are posted when received by Student Billing. Checks and money orders should be mailed to:

Northern Pennsylvania Regional College
Attn: Cashier
300 Second Avenue, Suite 500
Warren, PA 16365

**Postdated checks not accepted. Returned payment fees reflect charges assessed by the financial institution and will be added to the student's account, due immediately. Students may be subject to a student billing hold if not paid.*

Credit Card Payments

Students may make secure card payments through the Student Payment Center. The College accepts Visa, Mastercard, Discover, and American Express. Refunds for charges paid by card will be refunded via the same card used for payment. A credit or debit card processing fee may be incurred at the time of the transaction and are non-refundable.

**Returned payment fees reflect charges assessed by the financial institution and will be added to the student's account, due immediately. Students may be subject to a student billing hold if not paid.*

Payment Plans

Payment plans are available to help spread the student's educational costs over time. Students who cannot pay their full bill prior to the first day of the academic term must enroll in a payment plan through the Student Payment Center in the MyNPRC portal. Participating in a payment plan does not reduce the financial obligation incurred by enrollment and may result in a balance owed after a refund calculation. Payment plans are subject to change pending any changes in enrollment during the schedule adjustment period. Charges will be recalculated to reflect these changes.

Weekly, bi-weekly, and monthly payment plans are available for self-enrollment in the Student Payment Center. Payment amounts and due dates may vary based on your plan enrollment date. For questions regarding custom payment plans or general payment plan inquiries, please contact Student Billing at StudentBilling@nprc.edu or (814) 230-9010.

Tuition Adjustments

Refund eligibility is determined by the official date the drop or withdrawal is processed. Adjustment of tuition and fee charges for academic courses will be granted as follows:

- Students who drop any courses prior to the start of the term or during the schedule adjustment period will have their student account fully adjusted for all applicable charges.
- After the schedule adjustment period, a student who withdraws from one or more courses but not all enrolled courses will not receive a tuition or fee adjustment.
- The effective date of the withdrawal is determined by NPRC-9415: Withdrawal and the adjustments are as follows:
    - After the schedule adjustment period, a student who requests an institutional withdrawal will have their tuition and fees for the term prorated daily based on the number of days completed, up to 60% of term completion.
    - Any student requesting an institutional withdrawal after 60% of term completion will have no adjustment to tuition or fees.
    - Students who are administratively withdrawn due to disciplinary action or academic misconduct are not eligible for any adjustments to tuition charges.
- Students who have interruptions for military services who can provide Deployment Request or Orders which results in a withdrawal will have their tuition and fees adjusted for the term.

1098-T

The Internal Revenue Service (IRS) Form 1098-T, also known as the Tuition Statement, was introduced as part of the Taxpayer Relief Act of 1997 to help make higher education more affordable. This form provides information about qualified tuition and related expenses, which students or their families may use when claiming education-related tax credits or deductions, such as the American Opportunity Credit or the Lifetime Learning Credit.

IRS Form 1098-T will be issued annually to eligible students for the previous calendar year by January 31. While NPRC provides access to these statements, the college cannot offer tax advice or guidance on how to use the information for personal tax filings. Students should consult a qualified tax professional or refer to the IRS Taxpayer Assistance line at 1-800-829-1040 for questions regarding eligibility for education tax credits or deductions. Students can also visit the IRS website for more information.

Students can consent to receive their 1098-T form electronically through the Student Payment Center. Students who are not enrolled to receive electronic statements by January 10 will automatically receive a paper copy of their 1098-T form by mail.

Financial Aid

NPRC participates in awarding Federal Title IV programs and PA State Grant (PHEAA) programs to students seeking an associate's degree. Forms of potential aid include Federal Pell Grant, Federal Direct Student Loans (Subsidized and Unsubsidized), SEOG funds, Federal Work Study (FWS), and PHEAA programs.

Federal Aid

Completing the Free Application for Federal Student Aid (FAFSA) is the first and most important step in this process. The FAFSA is how you apply EACH YEAR for federal and initially, state financial aid. These funding sources can include grants, scholarships, and loans. Be sure to use NPRC's Federal School Code: 043159 when completing your FAFSA so your student aid information is available to the college. Students are required to file a FAFSA every year and the FAFSA is available for filing at the beginning of October. For more information on filing the FAFSA please visit our NPRC Financial Aid website.

As part of filing the FAFSA each year, you may be eligible for PELL grant (free federal aid), SEOG funds, Federal Work Study (FWS), or the Direct Student Loans issued by the Federal Dept of Education. These funding sources depend on your Student Aid Index (SAI) results, enrollment status, and maintaining satisfactory academic progress. Direct Student Loans require enrollment of half-time status and loans will be prorated based on credits enrolled.

Direct Student loans will not be automatically included in a student's aid package from NPRC. Student interested in using Federal Direct Student loans will need to request the desired loan amount. The Financial Aid Office requires students to complete the Loan Change Request Form which can be found within MyNPRC under Financial Aid Forms.

State Aid (PHEAA)

Pennsylvania Higher Education Assistance Agency (PHEAA) is the agency that administers State Grant and Special Programming funding to students who reside in the state of Pennsylvania and meet other criteria set forward by our state agency. A student may become eligible if they complete the FAFSA and any documentation asked for by PHEAA/AES. Please be sure to complete the FAFSA by May 1st to meet the PHEAA deadline. The FAFSA feeds student information to the state agency (PHEAA system) that is used to determine each

student's state grant eligibility. Programs administered by PHEAA include: PHEAA State Grant, Chafee grants, National Guard, EAP, Foster Ed, PA Tip, and Grow PA. Some of these programs will require the student to apply for the funding source separately with PHEAA.

Other Sources of Outside Aid

Scholarships

Scholarships can help support the investment in your college education. Unlike loans, scholarships are not typically required to be paid back; however, some may have requirements of service or commitment. Many schools, employers, non-profit organizations, religious groups, and professional and social organizations offer scholarship support to students pursuing higher education. Students currently enrolled in high school, are encouraged to reach out to their school's guidance office for additional information on local scholarships.

Workforce Innovation and Opportunity Act/Trade Adjustment Assistance (WIOA)

WIOA offers funding to those who are facing barriers to employment, including, but not limited to, low income, disability, single parents, veterans, homelessness, and youth who are aging out of foster care. The second funding option that is part of WIOA is the Trade Adjustment Assistance (TAA) Program for dislocated workers who have been adversely affected by foreign trade.

The Pennsylvania Office of Vocational Rehabilitation (OVR)

OVR provides vocational rehabilitation services to help people with disabilities prepare for, obtain or maintain employment.

OVR provides a wide range of services to eligible applicants. Some services can help you overcome or lessen your disability; others can directly help you prepare for a career. This can include funding towards school costs if the applicant is deemed eligible by OVR.

Students who may be eligible for these funding sources should reach out to their local CareerLink® for more information.

Based on your results from all sources of aid, our team will prepare a personalized financial aid offer that outlines all resources available to you. The award offer is based on seeking a degree, enrollment status, and maintaining financial aid satisfactory academic progress. For more information regarding available aid resources please visit the NPRC Financial Aid website.

Maintaining Financial Aid Eligibility

Students must meet basic eligibility criteria to be awarded aid. To continue receiving financial aid, students must make satisfactory academic progress (SAP). This process is completed at the end of each term, and students are notified of next steps if they have not maintained SAP for the prior term.

Satisfactory Academic Progress for Financial Aid (SAP)

Satisfactory academic progress for financial aid (SAP) is a measurement that evaluates a student's academic progress toward degree completion and subsequently their eligibility for sources of financial aid. The standards for satisfactory academic progress for financial aid apply only to institutional aid eligibility and may differ from academic progress and academic status standards set forth in NPRC-9320: Standards for Academic Progress for Students.

Student requirements to meet Financial Aid SAP:

- Maintain a cumulative GPA of 2.0 of all attempted credits
- Will meet the 67% threshold (“passed credits” divided by “attempted credits”)
- Must complete intended degree within 150% of required credit hours. For example, if an associate degree requires 60 credit hours, financial aid is approved for no more than 90 credit hours regardless of whether a change of major occurs.

Students are responsible for monitoring and communicating with appropriate college personnel regarding their academic progress, academic status, and financial aid eligibility. Students who fail to make SAP toward their degree or certificate may lose eligibility to receive aid. A student who loses financial aid for failure to maintain satisfactory academic progress for aid eligibility may be able to regain eligibility by returning to “good academic standing” per financial aid guidelines. Students who lose eligibility may appeal this decision provided they can document extenuating circumstances. Students will be placed on a financial aid improvement plan or status of probation if granted an appeal.

If you have questions or concerns about SAP or aid eligibility, students should contact the Financial Aid Office at (814) 230-9010 or email us at: financialaid@nprc.edu.

The Financial Aid web page is also a very good source for more details on this topic and much more.

Please note PHEAA state grant funding as separate SAP requirements. A student who receives funding need to pass enrollment status requirements of half-time or full-time credits enrolled.

Learning Support Resources

Desire2Learn (D2L)

Desire2Learn, more commonly referred to as D2L, is the college's internet-based Learning Management System which is required for all courses. D2L is designed to create a rich online learning environment for students. The D2L system provides a platform for students to contact their instructors, collaborate with classmates, receive school-wide updates, and review course documents, assignments, discussion forums, exams, class recordings, and other necessary course content.

On their D2L homepage, students will have access to additional courses that give support beyond the classroom and answer frequently asked questions. Most notably, the "Career Services Discovery Hub" course shares important career-readiness preparation resources from the Office of Career Services, the "Navigating NPRC" course has student orientation information, and the "Get Help With…" course details relevant sources for students to use. Students can also access free academic tools such as tutor.com and GALE library resources through D2L.

To access D2L, navigate to nprc.edu, select "Current Students" from the navigation bar, and under the Resource tab select "Desire2Learn". D2L also has a mobile app under the name "Brightspace Pulse" that can be downloaded onto a mobile device. If you have difficulty using D2L, please contact IT Help Desk by emailing helpdesk@nprc.edu, calling (814) 313-7333, or visiting the Help Desk webpage.

Universal Design for Learning

NPRC applies the following accommodations universally for all students:

- All assignments, exams, and grading criteria are listed in course syllabi and administered within Desire to Learn (D2L);
- Grades and feedback are published in D2L;
- Progress grades are submitted to the Office of the Registrar at weeks 4, 8, and 12;
- Recordings of all class sessions are available to all students; and
- Live captioning is available through Microsoft Teams for all class sessions.

Office of Disability Support Services

The College strives to create an accessible learning experience for all students. Disability support services are available to any student enrolled at Northern Pennsylvania Regional College who would like to receive accommodations for equitable educational access.

For further information, to access the Disability Services Handbook for Students, or to submit a request for accommodations, visit the Disability Support Services webpage.

Tutoring and Online Academic Support Services

Students sometimes need assistance beyond that of an instructor in the classroom to understand and develop the knowledge and skills necessary to succeed. Faculty are available for one-on-one virtual or in-person appointments and by electronic communication. Students needing additional help are encouraged to utilize online tutoring.

The College offers live, in-person online tutoring services through Tutor.com at no additional cost to our students. Tutoring is available for all academic courses, general study skills, college success skills, resume building, and career services. Students can access Tutor.com by logging into Desire2Learn (D2L) and clicking on the Tutor.com link in the navigation bar of a specific course.

Library Resources

Many courses require independent research and reading outside of the classroom. Library resources provide the materials and opportunities to accomplish this goal and to help students learn and grow within and beyond the classroom. Gale Research Complete is NPRC's library resources provider. All NPRC students have access to the e-resources necessary to complete research for assignments across the curriculum. Students can also learn and grow through independent research outside of the classroom.

- **Digital Resources:** Gale Research Complete provides digital, full-text collections that contain newspapers, magazines, journals, e-books, primary sources, and more. No trip to a physical library or college campus is necessary. Students have free 24/7 access to these resources from anywhere with an internet connection and an NPRC username and password.
- **Library Assistance:** It is always helpful to begin by asking for assistance from the instructor who has created and assigned the research project. For additional help with navigating Gale Library Resources, citation questions, or research writing tips, visit Tutor.com and connect with a tutor 24/7.

Non-academic Support Services

NPRC is partnered with an outside organization to provide students with free counseling, life skills, and wellness resources that provide support for challenges that students may face outside of the classroom. To access these services, visit the Resource Hub web page.

Technology Resources

Students have the following technology resources:

- **Student Accounts:** Students will be given access to various online accounts to support educational engagement at NPRC. Access to these accounts will be sent through email with further instruction for activation and appropriate usage.
- **Productivity Tools:** Every registered student at NPRC receives a Microsoft Office 365 Student account. This account gives students access to the web versions of Microsoft Word, Excel, PowerPoint, and Outlook at no additional cost.
- **Loaner Equipment:** A limited number of laptops, graphing calculators, and other technology resources are available for use by enrolled students each academic term. Students may request loaner equipment by contacting their advisor and completing FORM-5010-02 Equipment Loan Request or emailing helpdesk@nprc.edu. Students who are loaned equipment are expected to return it in usable condition at the end

of the term. Students who fail to return the equipment will be responsible for the replacement cost of that equipment. The cost associated with the replacement will be billed to the student's account and NPRC will pursue all legal means to collect the corresponding charge. Students will have a financial hold placed on their account until a resolution is reached. Students whose accounts have a financial hold are not eligible for re-enrollment.

- **Wi-Fi Access:** At NPRC instructional locations, Wi-Fi access is provided at no charge to students.

More information on technology resources and acceptable use can be found in NPRC-5010: Information Security. If further assistance is needed in accessing these tools and resources, or for assistance with technology, the IT Department can be reached by sending an email to helpdesk@nprc.edu or filling out the online support form.

English Language Learners

For more information and support for English Language Learners, please visit the English Language Learners webpage.

Career Services

NPRC's Career Services empowers students on their journey to success by guiding them to explore career possibilities, equipping them with the essential knowledge, skills, and resources for the job search process, and inspiring them to actively engage in their communities.

Resources are available through the Career Services Discovery Hub in D2L to help students identify their career strengths and interests; explore various career fields and career outlooks for the next several years; lay the groundwork for a job search through resume and interview preparation; and search job opportunities within the region.

Services are available to support students through all aspects of their career-readiness development including career coaching, mock interview opportunities, and resume and cover letter review.

Career Services learning outcomes align with academic program outcomes in select NPRC courses. The outcomes are intentionally addressed within the scope of the courses.

For detailed information and to contact Career Services visit the Career Services web page.

Academic Programs

Associate Degrees

Students may choose to pursue any of the following Associate degrees:

- Associate of Arts in General Studies
- Associate of Arts in Human Services
- Associate of Science in Business Administration
- Associate of Applied Science in Business Management
- Associate of Applied Science in Emergency Services
- Associate of Science in Criminal Justice
- Associate of Applied Science in Industrial Technology
- Associate of Arts in Education Studies
- Associate of Applied Science in Early Childhood Education

Certificates

- Accounting (9 credits)
- Advanced Policing (15 credits)
- Applied Horticultural Operations (11 credits)
- Biotechnology Level I Certificate (15 credit hours)
- Business Information Systems (12 credits)
- Computer Aided Drafting and Manufacturing (12 credits)
- Emergency Medical Services (24 credits)
- Emergency Services Core (18 credits)
- Fire Science (24 credits)
- Human Resources (9 credits)
- Human Services (9 credits)
- Offender Rehabilitation (9 credits)
- Personal and Professional Readiness (10-12 credit hours)
- Policing (9 credit hours)
- Pre-Education (12 credit hours)
- Pre-Nursing (14-17 credit hours)
- Restorative Practices (15 credit hours)
- Small Business Entrepreneurship (9 credits)

Program Sequencing

Each academic program at NPRC has recommended program sequencing based on a student's term of entry. Students should speak with their assigned advisor about the best structure and degree-planning path.

Transfer Considerations

Acceptance of transfer credit, including the determination of whether and how courses transferred may meet graduation requirements at the receiving institution, is at the discretion of the institution to which the student plans to transfer. To maximize progress toward four-year degree completion, it is recommended that students consult the catalog and transfer policies of their intended transfer institution to seek additional guidance from that institution's advisors and registrar.

Associate of Arts
General Studies
60 Credit Hours

Program Purpose

The Associate of Arts in General Studies provides a foundation of first- and second-year coursework upon which a student may build a four-year degree. Students are introduced to a broad range of foundational courses while providing flexibility to sample courses related to multiple fields of study and to tailor the program to correspond to many intended four-year majors. Coursework establishes a baseline postsecondary education for those who may plan to pursue a general entry-level job while continuing their education by focusing on coursework that includes highly sought-after skills in communication, reasoning, respect for diversity, and professionalism. As much as possible, students should select courses that meet requirements within their planned four-year field of study.

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge applying critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program-Specific Goals – Associate of Arts General Studies

Additionally, upon successful completion of the program, the graduate should be able to:

6. Analyze and evaluate qualitative and quantitative information, including primary sources, within the humanities, arts, and sciences;
7. Develop critical thinking skills to articulate an informed position; and
8. Acquire competency in a broad range of academic courses.

Associate of Arts
General Studies
60 Credit Hours

General Education Foundational Courses (minimum of 33 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
	SPC 205 or SPC 210	Interpersonal Communication / Public Speaking	3	ENG 125
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	**BIO 105** or any 3 or 4 credits designated as a General Education Reasoning (SCI) *Lab science courses are recommended for students who intend to transfer*		3 or 4	See College Catalog
	PHL 110 or any 3 credits designated as a General Education Reasoning (PHL)		3	See College Catalog
	MTH 225 or any 3 credits designated as a General Education Reasoning (MTH) Students intending to transfer should consult the program requirements of their intended four-year college or university. MTH 225 and MTH 130 are recommended for transfer students.		3	See College Catalog
Analysis of Diverse Perspectives	**FIN 110** or any 3 credits designated as General Education Analysis of Diverse Perspectives (FIN)		3	See College Catalog
	PSY 110 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	See College Catalog
	SOC 110 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	See College Catalog
	POL 210 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	See College Catalog

[See general education course descriptions]

General Studies Major Courses (minimum of 27 Credit Hours)

Program Requirement	Course Information	Credit Hours	Prerequisite
Communication Electives	Choose an additional 3 credits from the Communication block above Or BUS 210 Business and Professional Communication	3	See College Catalog
Science Electives	Choose 3 or 4 credits designated as a General Education Reasoning (SCI) in addition to science courses completed to fulfill General Education Requirements If a science course with lab was taken to fulfill General Education requirements above, a science with no corresponding lab course is sufficient to fulfill this requirement.	3 or 4	See College Catalog
Analysis of Diverse Perspectives Electives	Choose 6 credit hours designated as General Education Analysis of Diverse Perspectives (GEN or FIN) in addition to Analysis of Diverse Perspectives courses completed to fulfill General Education requirements	6	See College Catalog
Free Electives	Choose 15 credit hours of free electives from the NPRC course catalog Students intending to transfer should consult the program requirements of their intended four-year college or university to ensure that degree requirements are being properly met when choosing elective courses	15	See College Catalog

[See general education course descriptions]

Associate of Arts
Human Services
60 Credit Hours

Program Purpose

The Associate of Arts in Human Services provides a foundation of coursework upon which a student may build a four-year degree in various majors within the social sciences or pursue entry-level careers in human services. The flexible curriculum allows students to explore courses related to multiple human service-related four-year degrees. Students earning the degree have a competitive advantage for entry-level career opportunities with social and human service agencies. Required general education coursework prepares students for future careers by developing sought-after skills in communication, reasoning, respect for diversity, and professionalism. Students seeking transfer into four-year programs should select courses which fulfill requirements within their planned field of study in consultation with advising staff at their intended transfer institution.

Certificates

Human Services Certificate

Human Services Certificate (9 credit hours)			
Course Number	**Course Name**	**Credit Hours**	**Prerequisites**
HUM 110	Introduction to Human Services	3	
HUM 210	Human Services Competencies	3	
HUM 225^	Social Problems, Services, and Issues	3	

Certificate Description

The Human Services Certificate provides students with a foundational understanding of the human services field and the systems that support individuals, families, and communities. Coursework introduces core human services roles, professional competencies, and social issues that influence service delivery. This certificate prepares students for entry-level roles and continued study in human services, social services, and related fields.

Certificate Goals

Upon completion of the Certificate in Human Services, students should be able to:

1. Explain the scope and purpose of human services as a field of practice.
2. Demonstrate foundational competencies used by human services providers.
3. Analyze the impact of laws, resources, and community supports as they address individual and societal needs through human services.

Restorative Practices Certificate

Restorative Practices Certificate (15 credits)			
Course Number	**Course Names**	**Credit Hours**	**Prerequisites**
HUM 120	Child Welfare	3	
HUM 130	Introduction to Addiction Studies	3	
HUM 210	Human Services Competencies	3	
CRJ 265	Parole and Probation	3	
CRJ 270	Juvenile Justice	3	

Certificate Description

Through interdisciplinary coursework, the Restorative Practices Certificate provides students with a foundational understanding of restorative and rehabilitative approaches across human services and criminal justice settings. Coursework examines social, behavioral, and systemic factors influencing prevention, intervention, and reintegration. This certificate prepares students for entry-level roles and continued study in human services, community-based programs, and criminal justice related fields.

Certificate Goals

Upon completion of the Certificate in Human Services, students should be able to:

1. Examine restorative and trauma-informed approaches for meeting an individual's or a group's critical and immediate.
2. Analyze social and behavioral factors affecting individuals in crises.
3. Demonstrate foundational human services competencies for intervention and rehabilitative services.

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge applying critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program-Specific Goals – Associate of Arts Human Services

Additionally, upon successful completion of the program, the graduate should be able to:

6. Develop foundational knowledge of a variety of theories, perspectives, and findings of the social sciences;
7. Analyze and evaluate qualitative and quantitative information, including primary sources, within the social sciences;
8. Use methods and theories of the social sciences to analyze current and historical social issues; and
9. Explore and analyze proposed solutions related to societal challenges and evaluate their ethics and potential impact.

Industry-Recognized Credentials

Embedded Industry-Recognized Credentials in Academic Courses

Industry-recognized credentials embedded within academic courses are issued by professional organizations and/or certified trainers, not by NPRC. These credentials allow students to gain practical, workforce-relevant skills and demonstrate verified competencies that employers value. Earning credentials alongside a degree can strengthen resumes and support a smoother transition into future careers.

Credential	Issuer	Course Number
Pennsylvania Mandated Reporter Training	iLookOut	HUM 110 HUM 225
Pennsylvania Mandated Reporter Advanced Training	iLookOut	HUM 110 HUM 225
Trauma InSight	National Alliance on Mental Illness	HUM 110
HIPAA Compliance Training Program	HIPAATraining.us	HUM 225

Field Experience Requirements

For enrollment in course(s) which include a prerequisite of Field Experience Clearances, a student must submit the following documents:

- Act 34 Criminal History Background Clearance
- Act 33/151 Child Abuse History Clearance
- Act 114 FBI Fingerprinting Clearance
- Mandated Reporter Training
- HIPAA Training
- Students under the age of 18 are also required to complete a Minor Student Affirmation for Qualification of Service form.

Field placement sites may choose to add additional clearance requirements per their policies.

Students may not report to nor participate in their required practicum assignment until all mandated clearances have been completed, submitted, and meet approval guidelines

through NPRC's Screening Center. Students enrolled in courses with practicum assignments who fail to complete all field experience clearances prior to the start of the term shall be administratively dropped from the course. A student has until the end of the schedule adjustment period for the term to complete and submit their clearances in order to register for the course again.

Clearances are good on file for five years from date of issue. Per federal/state guidelines, clearances are kept on file for active students at NPRC. Resubmission of all clearances is required for students whose entry type is assigned as a Re-entry Student. Refer to Student Admission and Registration Resources for Additional Information.

Associate of Arts
Human Services
60 Credit Hours

General Education Foundational Courses (minimum of 30 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
	SPC 205 or	Interpersonal Communication	3	ENG 125
	SPC 210	Public Speaking		
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	**BIO 105** or any 3 or 4 credits designated as a General Education Reasoning (SCI) *Lab science courses are recommended for students who intend to transfer*		3 or 4	See College Catalog
	PHL 110 or any 3 credits designated as a General Education Reasoning (PHL)		3	See College Catalog
	MTH 120 or any 3 credits designated as a General Education Reasoning (MTH)		3	See College Catalog
Analysis of Diverse Perspectives	ANT 110 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	See College Catalog
	POL 210 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	See College Catalog
	REL 210 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	See College Catalog

[See general education course descriptions]

Human Services Major Courses (30 credit hours)

Choose 30 credit hours of additional coursework based upon your career goals and/or your planned baccalaureate major in consultation with your Advisor and the catalog/transfer agreement for your intended transfer institution.			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
Social Sciences Foundation (18 credit hours)			
PHL 210	Ethics	3	ENG 125
PSY 110	Introduction to Psychology	3	
PSY 210	Human Development	3	PSY 110
SOC 110	Introduction to Sociology	3	
HUM 230	Human Diversity	3	
Choose a combination of 15 unique credit hours from the following courses.			
Human Services Certificate (9 credit hours)			
HUM 110	Introduction to Human Services	3	
HUM 210	Human Services Competencies	3	HUM 110*
HUM 225^	Social Problems, Services, and Issues	3	
Restorative Practices Certificate (15 credits)			
HUM 120	Child Welfare	3	
HUM 130	Introduction to Addiction Studies	3	
HUM 210	Human Services Competencies	3	
CRJ 265	Parole and Probation	3	
CRJ 270	Juvenile Justice	3	
Human Services Electives			
SWK 115*	Introduction to Human Behavior and the Social Environment	3	
HUM 195-197^	Externship in Human Services I, II, or III	1-3	Academic Director Approval

^Field Experiences Clearances are required prior to the start of the academic term.

[See human services major course descriptions]

Associate of Science
Business Administration
60 Credit Hours

Program Purpose

The Associate of Science in Business Administration provides groundwork upon which a student may build a four-year degree in various business-related majors. The program establishes foundational business knowledge, skills, and abilities for increased marketability applicable to a variety of business-related occupations. The general education component of the program focuses on course goals that include highly sought-after skills in communication, reasoning, respect for diversity, and professionalism.

Certificates

Accounting Certificate

Accounting Certificate (9 credit hours)			
Course Number	**Course Name**	**Credit Hours**	**Prerequisites**
ACC 120	Accounting I	3	
ACC 125	Accounting II	3	ACC 120
CIS 110	Computer Applications*	3	

**Counts toward certificate completion if taken for General Education requirement*

Certificate Description

The Accounting Certificate prepares students for entry-level positions in the accounting and finance field by developing foundational knowledge in financial recordkeeping, business transactions, and essential computer application skills. Graduates will gain practical, hands-on experience using industry-relevant tools, making them well equipped for roles such as accounting clerk, bookkeeper, or administrative support in financial settings.

Certificate Goals

1. Upon successful completion of this certificate, students should be able to:
2. Apply foundational accounting principles to record, classify, and summarize financial transactions using accepted accounting practices.
3. Prepare basic financial statements, including income statements, balance sheets, and cash flow summaries, to support business decision-making.
4. Analyze financial data to identify trends, errors, and opportunities for improving business operations.
5. Demonstrate proficiency in computerized accounting and business software, including spreadsheets and common office applications used in accounting environments.

Business Information Systems Certificate

Business Information Systems Certificate			
Business Information Systems Certificate	**Course Name**	**Credit Hours**	**Prerequisites**
CIS 110	Computer Applications*	3	
BIS 155	Introduction to Business Information Systems	3	CIS 110
BIS 225	Data Management and Analytics	3	CIS 110
BUS 260	Digital Marketing	3	

**Counts toward certificate completion if taken for General Education requirement*

Certificate Description

The Business Information Systems Certificate prepares students to use technology and data to support modern business operations. This certificate focuses on building practical skills in data organization, digital tools, and business technologies that are essential in today's workplace. Graduates are prepared for entry-level roles such as office support specialist, data assistant, digital marketing support, or administrative professional in a variety of industries.

Certificate Goals

1. Organize, manage, and analyze data using spreadsheets, databases, and business analytics tools to support business needs.
2. Apply digital tools and business technologies to improve productivity, efficiency, and workflow in office and professional environments.
3. Communicate technical and business information through written, visual, and digital formats.
4. Use digital marketing strategies and platforms to support customer engagement, brand awareness, and online business presence.

Small Business Entrepreneurship Certificate

Small Business Entrepreneurship Certificate			
Course Number	**Course Name**	**Credit Hours**	**Prerequisites**
ACC 120	Accounting I	3	
BUS 125	Introduction to Entrepreneurship	3	
BUS 260	Digital Marketing	3	

Certificate Description

The Small Business Entrepreneurship Certificate provides students with the knowledge and practical skills needed to start, manage, or grow a small business. This program introduces key concepts in business planning, financial management, and digital marketing to help students turn ideas into successful ventures. This certificate is ideal for aspiring entrepreneurs, small business owners, and individuals seeking to build business and leadership skills that can be applied across a variety of industries.

Certificate Goals

1. Identify and evaluate business opportunities by analyzing markets, customer needs, and competitive environments.
2. Develop a basic business plan that includes goals, strategies, financial considerations, and operational planning.
3. Apply foundational accounting skills to manage business finances, track transactions, and interpret basic financial information.
4. Identify and evaluate business opportunities by analyzing markets, customer needs, and competitive environments.

Human Resources Certificate

Human Resources Certificate			
Course Number	**Course Name**	**Credit Hours**	**Prerequisites**
BUS 230	Principles of Management	3	
BUS 240	Business Law	3	
BUS 265	Human Resources Management	3	

Certificate Description

The Human Resources Certificate prepares students with the foundational knowledge and practical skills needed to support effective people management in today's workplace. This program focuses on employment laws, management practices, organizational behavior, and human resource functions that promote a positive and productive work environment. Graduates are prepared for entry-level roles such as human resources assistant, administrative support in HR departments, or supervisory positions in a variety of industries.

Certificate Goals

- Explain the core functions of human resource management, including recruitment, selection, training, performance management, and employee relations.
- Demonstrate an understanding of employment laws and workplace regulations that impact hiring, compensation, workplace safety, and employee rights.
- Communicate professionally and effectively with employees, supervisors, and stakeholders in a variety of workplace scenarios.
- Analyze workplace situations and recommend solutions that promote fairness, compliance, and positive employee engagement.

Marketing Certificate

Marketing Certificate			
Course Number	**Course Name**	**Credit Hours**	**Prerequisites**
BUS 220	Principles of Marketing	3	
BUS 260	Digital Marketing	3	
SPC 205	Interpersonal Communication	3	

**Counts toward certificate completion if taken for General Education requirement*

Certificate Description

The Marketing Certificate equips students with the creative, digital, and strategic skills needed to promote products, services, and brands in today's competitive marketplace. This program emphasizes understanding consumer behavior, developing effective marketing strategies, and using communication and digital tools to connect with target audiences. Graduates are prepared for entry-level roles such as marketing assistant, social media coordinator, customer engagement specialist, or sales and promotions support.

Certificate Goals

1. Analyze consumer behavior and trends to support effective marketing and promotional decisions.
2. Develop basic marketing plans that align with organizational goals and customer needs.
3. Use digital marketing tools and platforms to create and evaluate campaigns that build brand awareness and engagement.
4. Apply interpersonal and professional communication skills to build relationships with customers, clients, and stakeholders.

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge using information technology, critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program-Specific Goals – Associate of Science Business Administration

Additionally, upon successful completion of the program, the graduate should be able to:

1. Use digital technology, business application software, and technology-mediated collaboration tools to complete tasks;
2. Develop foundational knowledge of a variety of business models and apply business models appropriately in decision-making situations;
3. Apply effective communication and interpersonal skills to diverse business environments; and
4. Apply ethical reasoning to business situations through the demonstration of knowledge pertaining to how business behavior and policies impact society or the individual.

Associate of Science
Business Administration
60 Credit Hours

General Education Foundational Courses (minimum of 30 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
	SPC 205 or SPC 210	Interpersonal Communication	3	ENG 125
		Public Speaking		
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	**BIO 105** or any 3 or 4 credits designated as a General Education Reasoning (SCI) *Lab science courses are recommended for students who intend to transfer*		3 or 4	
	PHL 110 or any 3 credits designated as a General Education Reasoning (PHL)		3	
	MTH 225 or any 3 credits designated as a General Education Reasoning (MTH)		3	
Analysis of Diverse Perspectives	**FIN 110** or any 3 credits designated as General Education Analysis of Diverse Perspectives (FIN)		3	
	PSY 110 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	
	SOC 110 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	

[See general education course descriptions]

Business Administration Major Courses (30 credit hours)

Choose a combination of 30 unique credit hours from the following courses. Students may consider pursuing the following certificates when choosing the required number of unique credits but are not required to do so. Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.			
Course Number	Course Name	Credit Hours	Prerequisite
BUS 105	Business Foundations (required for all students)	3	
Accounting Certificate			
ACC 120	Accounting I	3	
ACC 125	Accounting II	3	ACC 120
CIS 110	Computer Applications*	3	
Business Information Systems Certificate			
CIS 110	Computer Applications*	3	
BIS 155	Introduction to Business Information Systems	3	CIS 110
BIS 225	Business and Data Analytics	3	CIS 110
BUS 260	Digital Marketing	3	
Small Business Entrepreneurship Certificate			
ACC 120	Accounting I	3	
BUS 125	Introduction to Entrepreneurship	3	
BUS 260	Digital Marketing	3	
Marketing Certificate			
BUS 220	Principles of Marketing	3	
BUS 260	Digital Marketing	3	
SPC 205	Interpersonal Communication*	3	ENG 125
Human Resources Certificate			
BUS 230	Principles of Management	3	
BUS 240	Business Law	3	
BUS 265	Human Resources Management	3	
Additional Business Electives			
BUS 115	Personal Finance	3	
BUS 210	Business and Professional Communication	3	
ECN 220	Microeconomics	3	
ECN 225	Macroeconomics	3	

* Counts toward certificate completion if taken for General Education requirement

[See business administration major course descriptions]

Associate of Applied Science
Business Management
60 Credit Hours

Program Purpose

The Associate of Applied Science (AAS) in Business Management equips students with the practical skills and industry knowledge needed to excel in leadership, operations, and decision-making within various business environments. This program emphasizes hands-on learning and real-world applications, preparing graduates for immediate entry into the workforce or career advancement in management roles. The curriculum fosters key skills for today's dynamic business landscape including critical thinking, problem-solving, and adaptability. The program's general education component strengthens communication, reasoning, diverse perspectives, and professionalism; attributes that enhance workplace effectiveness and career success.

Accounting Certificate

Accounting Certificate (9 credit hours)			
Course Number	Course Name	Credit Hours	Prerequisites
ACC 120	Accounting I	3	
ACC 125	Accounting II	3	ACC 120
CIS 110	Computer Applications*	3	
BUS 260	Digital Marketing	3	

**Counts toward certificate completion if taken for General Education requirement*

Certificate Description

The Accounting Certificate prepares students for entry-level positions in the accounting and finance field by developing foundational knowledge in financial recordkeeping, business transactions, and essential computer application skills. Graduates will gain practical, hands-on experience using industry-relevant tools, making them well equipped for roles such as accounting clerk, bookkeeper, or administrative support in financial settings.

Certificate Goals

1. Apply foundational accounting principles to record, classify, and summarize financial transactions using accepted accounting practices.
2. Prepare basic financial statements, including income statements, balance sheets, and cash flow summaries, to support business decision-making.
3. Analyze financial data to identify trends, errors, and opportunities for improving business operations.
4. Demonstrate proficiency in computerized accounting and business software, including spreadsheets and common office applications used in accounting environments.

Business Information Certificate

Business Information Systems Certificate			
Course Number	Course Name	Credit Hours	Prerequisites
CIS 110	Computer Applications*	3	
BIS 155	Introduction to Business Information Systems	3	CIS 110
BIS 225	Data Management and Analytics	3	CIS 110
BUS 260	Digital Marketing	3	

**Counts toward certificate completion if taken for General Education requirement*

Certificate Description

The Business Information Systems Certificate prepares students to use technology and data to support modern business operations. This certificate focuses on building practical skills in data organization, digital tools, and business technologies that are essential in today's workplace. Graduates are prepared for entry-level roles such as office support specialist, data assistant, digital marketing support, or administrative professional in a variety of industries.

Certificate Goals

1. Organize, manage, and analyze data using spreadsheets, databases, and business analytics tools to support business needs.
2. Apply digital tools and business technologies to improve productivity, efficiency, and workflow in office and professional environments.
3. Communicate technical and business information through written, visual, and digital formats.
4. Use digital marketing strategies and platforms to support customer engagement, brand awareness, and online business presence.

Small Business Entrepreneurship Certificate

Small Business Entrepreneurship Certificate			
Course Number	Course Name	Credit Hours	Prerequisites
ACC 120	Accounting I	3	
BUS 125	Introduction to Entrepreneurship	3	
BUS 260	Digital Marketing	3	

**Counts toward certificate completion if taken for General Education requirement*

Certificate Description

The Small Business Entrepreneurship Certificate provides students with the knowledge and practical skills needed to start, manage, or grow a small business. This program introduces key concepts in business planning, financial management, and digital marketing to help students turn ideas into successful ventures. This certificate is ideal for aspiring entrepreneurs, small business owners, and individuals seeking to build business and leadership skills that can be applied across a variety of industries.

Certificate Goals

1. Identify and evaluate business opportunities by analyzing markets, customer needs, and competitive environments.
2. Develop a basic business plan that includes goals, strategies, financial considerations, and operational planning.
3. Apply foundational accounting skills to manage business finances, track transactions, and interpret basic financial information.
4. Identify and evaluate business opportunities by analyzing markets, customer needs, and competitive environments.

Human Resources Certificate

Human Resources Certificate			
Course Number	Course Name	Credit Hours	Prerequisites
BUS 230	Principles of Management	3	
BUS 240	Business Law	3	
BUS 265	Human Resources Management	3	

Counts toward certificate completion if taken for General Education requirement

Certificate Description

The Human Resources Certificate prepares students with the foundational knowledge and practical skills needed to support effective people management in today's workplace. This program focuses on employment laws, management practices, organizational behavior, and human resource functions that promote a positive and productive work environment. Graduates are prepared for entry-level roles such as human resources assistant, administrative support in HR departments, or supervisory positions in a variety of industries.

Certificate Goals

1. Identify and evaluate business opportunities by analyzing markets, customer needs, and competitive environments.
2. Develop a basic business plan that includes goals, strategies, financial considerations, and operational planning.
3. Apply foundational accounting skills to manage business finances, track transactions, and interpret basic financial information.
4. Identify and evaluate business opportunities by analyzing markets, customer needs, and competitive environments.

Marketing Certificate

Marketing Certificate			
Course Number	Course Name	Credit Hours	Prerequisites
BUS 220	Principles of Marketing	3	
BUS 260	Digital Marketing	3	
SPC 205	Interpersonal Communication*	3	

**Counts toward certificate completion if taken for General Education requirement*

Certificate Description

The Marketing Certificate equips students with the creative, digital, and strategic skills needed to promote products, services, and brands in today's competitive marketplace. This program emphasizes understanding consumer behavior, developing effective marketing strategies, and using communication and digital tools to connect with target audiences. Graduates are prepared for entry-level roles such as marketing assistant, social media coordinator, customer engagement specialist, or sales and promotions support.

Certificate Goals

1. Analyze consumer behavior and trends to support effective marketing and promotional decisions.
2. Develop basic marketing plans that align with organizational goals and customer needs.
3. Use digital marketing tools and platforms to create and evaluate campaigns that build brand awareness and engagement.
4. Apply interpersonal and professional communication skills to build relationships with customers, clients, and stakeholders.

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge applying critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program-Specific Goals – Associate of Applied Science Business Management

Additionally, upon successful completion of the program, the graduate should be able to:

1. Develop a strong foundation in various business models;
2. Apply business theories, concepts, and management practices with cultural awareness and adaptability in diverse professional settings;
3. Apply ethical reasoning and strategic decision-making to business scenarios by understanding the broader impact of business operations, policies, and leadership decisions on organizations, individuals, and society;and
4. Complete an externship or work-based learning experience to apply business management concepts in a real-world setting, develop professional skills, and build industry connections for career readiness.

Associate of Applied Science
Business Management
60 Credit Hours

General Education Foundational Courses (minimum 18 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
	SPC 205 or SPC 210	Interpersonal Communication	3	ENG 125
		Public Speaking		
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	**MTH 120** or any 3 or 4 credits designated as: General Education Reasoning (PHL) OR General Education Reasoning (MTH)		3 or 4	
Analysis of Diverse Perspectives	**POL 210** or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	

[See general education course descriptions]

Applied Business Major Courses (42 Credit Hours)

Business Foundation (15 credit hours)			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
BUS 105	Business Foundations	3	
BUS 210	Business and Professional Communication	3	
BUS 115	Personal Finance	3	
ECN 220	Microeconomics	3	
ECN 225	Macroeconomics	3	
Choose a minimum of 3 credit hours of Externship			
ACC 195-197	Externship in Accounting (I, II, III)	1-3	Academic Director Approval
BUS 195-197	Externship in Business (I, II, III)	1-3	Academic Director Approval
ENT 195-197	Externship in Entrepreneurship (I, II, III)	1-3	Academic Director Approval
HMR 195-197	Externship in Human Resources (I, II, III)	1-3	Academic Director Approval
MKT 195-197	Externship in Market (I, II, III)	1-3	Academic Director Approval
Choose a combination of 24 unique credit hours from the following courses. Students may consider pursuing the following certificates when choosing the required number of unique credits but are not required to do so.			
Accounting Certificate			
ACC 120	Accounting I	3	
ACC 125	Accounting II	3	ACC 120
CIS 110	Computer Applications*	3	
Business Information Systems Certificate			
CIS 110	Computer Applications*	3	
BIS 155	Introduction to Business Information Systems	3	CIS 110
BIS 225	Data Management and Analytics	3	CIS 110
BUS 260	Digital Marketing	3	
Small Business Entrepreneurship Certificate			
ACC 120	Accounting I	3	
BUS 125	Introduction to Entrepreneurship	3	
BUS 260	Digital Marketing	3	
Marketing Certificate			
BUS 220	Principles of Marketing	3	
BUS 260	Digital Marketing	3	
SPC 205	Interpersonal Communication*	3	ENG 125
Human Resources Certificate			
BUS 230	Principles of Management	3	

BUS 240	Business Law	3	
BUS 265	Human Resources Management	3	

** Counts toward certificate completion if taken for General Education requirement*

[See business management course descriptions]

Associate of Science
Criminal Justice
60 Credit Hours

Program Purpose

The Associate of Science in Criminal Justice provides a groundwork upon which a student may build a four-year degree in various majors within the criminal justice field. The program provides students with foundational knowledge, skills, and abilities for increased marketability for entry-level jobs in some criminal justice-related occupations. The general education component of the program focuses on course goals that include highly sought-after skills in communication, reasoning, respect for diversity, and professionalism.

Certificates

Offender Rehabilitation Certificate

Offender Rehabilitation Certificate			
Course Number	**Course Names**	**Credit Hours**	**Prerequisites**
CRJ 200	Corrections	3	
CRJ 265	Parole and Probation	3	
CRJ 270	Juvenile Justice	3	

Certificate Description

The Offender Rehabilitation Certificate provides students with a foundational understanding of the correctional system and evidence-based approaches to offender supervision, rehabilitation, and reintegration. This certificate examines the roles and responsibilities of correctional professionals working with adult and juvenile populations, with an emphasis on ethical practice, community safety, and reducing recidivism.

Certificate Goals

Upon completion of the Certificate in Offender Rehabilitation, students should be able to:

1. Explain the structure and functions of the correctional system, including institutional and community-based supervision of offenders.
2. Apply rehabilitative principles to analyze strategies that promote accountability, public safety, and successful reintegration.
3. Differentiate between adult and juvenile justice approaches, considering legal, developmental, and social factors.

Policing Certificate

Policing Certificate			
Course Number	Course Names	Credit Hours	Prerequisites
CRJ 225	Criminology	3	
CRJ 230	Police Function	3	
CRJ 250	Investigations	3	

Certificate Description

The Policing Certificate provides students with a foundational understanding of modern law enforcement practices, the causes of crime, and the role of police within the criminal justice system. The certificate emphasizes professional, ethical, and community-focused policing while introducing students to the core functions of law enforcement and criminal investigations.

Certificate Goals

Upon completion of the Certificate in Policing, students should be able to:

1. Explain criminological theories and crime patterns relevant to law enforcement practice.
2. Describe the structure and functions of policing, including patrol, community engagement, and ethical responsibilities.
3. Apply basic investigative principles to analyze criminal cases and evidence.

Advanced Policing Certificate

Advanced Policing Certificate			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
CRJ 160	Introduction to Criminal and Constitutional Law	3	
CRJ 235	Criminal Procedure	3	
CRJ 240	Criminal Justice Ethics	3	
CRJ 265	Parole and Probation	3	
CRJ 270	Juvenile Justice	3	

Certificate Description

The Advanced Policing Certificate prepares students for expanded roles within the criminal justice system by deepening their understanding of legal frameworks, ethical decision-making, and specialized populations. Students will explore constitutional law, criminal procedure, and the complexities of working with juveniles and individuals under community supervision. This certificate supports career advancement in law enforcement and related fields while strengthening analytical and professional competencies.

Certificate Goals

1. Apply constitutional and criminal law principles to law enforcement practices and decision-making.
2. Evaluate ethical dilemmas in policing and apply professional standards to resolve complex situations.
3. Analyze the roles of community-based corrections systems, including probation, parole, and juvenile justice.
4. Demonstrate critical thinking in legal and procedural contexts related to criminal investigations and enforcement.

Restorative Practices Certificate

Restorative Practices Certificate			
Course Number	**Course Names**	**Credit Hours**	**Prerequisites**
HUM 120	Child Welfare	3	
HUM 130	Introduction to Addiction Studies	3	
HUM 210	Human Services Competencies	3	
CRJ 265	Parole and Probation	3	
CRJ 270	Juvenile Justice	3	

Certificate Description

Through interdisciplinary coursework, the Restorative Practices Certificate provides students with a foundational understanding of restorative and rehabilitative approaches across human services and criminal justice settings. Coursework examines social, behavioral, and systemic factors influencing prevention, intervention, and reintegration. This certificate prepares students for entry-level roles and continued study in human services, community-based programs, and criminal justice related fields.

Certificate Goals

Upon completion of the Certificate in Restorative Practices, students should be able to:

1. Examine restorative and trauma-informed approaches for meeting an individual's or a group's critical and immediate.
2. Analyze social and behavioral factors affecting individuals in crises.
3. Demonstrate foundational human services competencies for intervention and rehabilitative services.

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge using information technology, critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program-Specific Goals

Additionally, upon successful completion of the program, the graduate should be able to:

6. Acquire, organize, analyze, and evaluate qualitative and/or quantitative information related to the criminal justice system, the corrections industry, modern policing organizations, and/or the private sector security industry through technological and traditional means;
7. Identify internal and external challenges associated with the criminal justice system, the corrections system, modern policing organizations, and/or the private sector security industry; explore and prioritize potential solutions and evaluate their veracity; and revise priorities as a means for purposeful action;
8. Evaluate issues of justice, professionalism, and ethics within law enforcement, the courts, the corrections industry, modern policing organizations, and/or the private sector security industry; and
9. Discuss and compare a range of academically accepted theories about the causes of criminal behavior, types of criminal behavior, and methods for predicting future crime.

Career and Technical Education Prior Learning Credits

Students who have completed a secondary education Career and Technical Education (CTE) programs in SOAR programs aligned with the following CIP Codes may be awarded Prior Learning Credit upon request for course credit. For more information, see NPRC 9515: Prior Learning Credit.

CIP 43.0107 Policing

CRJ 110: Introduction to Criminal Justice

CRJ 200: Corrections

CRJ 230: Police Function

CIP 43.9999 Homeland Security, Law Enforcement, Firefighting, and Related Protective Services

EMS 110: Introduction to Emergency Medical Services

CRJ 110: Introduction to Criminal Justice

FIR 110: Introduction to Fire Science

CIP 51.0904 Public Safety and Emergency Medicine

CRJ 110: Introduction to Criminal Justice

CRJ 120: Report Writing and Oral Communication in Criminal Justice

CRJ 230: Police Function

EMS 110: Introduction to Emergency Medical Services.

FIR 110: Introduction to Fire Science

ESV 255: Emergency Communication

Industry-Recognized Credentials

Earned Industry-Recognized Credentials for Prior Learning Credit

Credential	Issuer	Course Credit Awarded
National Registered Emergency Medical Responder (EMR)	National Registry of Emergency Medical Technicians	EMS 105
National Registered Emergency Medical Technician (EMT)	National Registry of Emergency Medical Technicians	EMS 105 EMS 110 EMS 140
Advanced Emergency Medical Technician (AEMT)	National Registry of Emergency Medical Technicians	EMS 105 EMS 110 EMS 140 EMS 150
Municipal Police Officer Certification	Commonwealth of Pennsylvania	CRJ 110 CRJ 230 CRJ 250
Sheriff & Deputy Sheriff Certification	Commonwealth of Pennsylvania	CRJ 110 CRJ 230 CRJ 250
Firefighter I Certification	Commonwealth of Pennsylvania	FIR 110 FIR 130

Embedded Industry-Recognized Credentials in Academic Courses

Industry-recognized credentials embedded within academic courses are issued by professional organizations and/or certified trainers, not by NPRC. These credentials allow students to gain practical, workforce-relevant skills and demonstrate verified competencies that employers value. Earning credentials alongside a degree can strengthen resumes and support a smoother transition into future careers.

Credential	Issuer	Course Number
Pennsylvania Mandated Reporter Training	Child Welfare Center	CRJ 110
Trauma InSight	National Alliance on Mental Illness	CRJ 110
PPBT® “Personal Protection Baton Tactics”	Personal Protection Consultants, Inc.	CRJ 230
OCAT® Oleoresin Capsicum Aerosol Training	Personal Protection Consultants, Inc.	CRJ 230
PATH® Practical and Tactical Handcuffing	Personal Protection Consultants, Inc.	CRJ 230
NIMS 100 - IS-100 C: Introduction to the Incident Command System	National Incident Management System (NIMS)	CRJ 230

Credential	Issuer	Course Number
NIMS 200 - ICS-200: ICS for Singles Resources and Initial Action Incidents	National Incident Management System (NIMS)	CRJ 230
NIMS 700 - IS-700: National Incident Management System, An Introduction	National Incident Management System (NIMS)	CRJ 250
NIMS 800 - IS-800: National Response Framework: An Introduction	National Incident Management System (NIMS)	CRJ 250
Fingerprinting	Fieldprint	CRJ 250
Basic 9-1-1 Certification Online Course	NECI 911	ESV 255

Field Experience Requirements

For enrollment in course(s) which include a prerequisite of Field Experience Clearances, a student must submit the following documents:

- Act 34 Criminal History Background Clearance
- Act 33/151 Child Abuse History Clearance
- Act 114 FBI Fingerprinting Clearance
- Students under the age of 18 are also required to complete a Minor Student Affirmation for Qualification of Service form.
- Field placement sites may choose to add additional clearance requirements per their policies.

Students may not report to nor participate in their required practicum assignment until all mandated clearances have been completed, submitted, and meet approval guidelines through NPRC's Screening Center. Students enrolled in courses with practicum assignments who fail to complete all field experience clearances prior to the start of the term shall be administratively dropped from the course. A student has until the end of the schedule adjustment period for the term to complete and submit their clearances in order to register for the course again.

Clearances are good on file for five years from date of issue. Per federal/state guidelines, clearances are kept on file for active students at NPRC. Resubmission of all clearances is required for students whose entry type is assigned as a Re-entry Student. Refer to Student Admission and Registration Resources for Additional Information.

Associate of Science
Criminal Justice
60 Credit Hours

General Education Foundational Courses (minimum of 30 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
	SPC 205 or SPC 210	Interpersonal Communication	3	ENG 125
		Public Speaking		
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	**BIO 105** or any 3 or 4 credits designated as a General Education Reasoning (SCI) *Lab science courses are recommended for students who intend to transfer*		3 or 4	See College Catalog
	PHL 110 or any 3 credits designated as a General Education Reasoning (PHL)		3	See College Catalog
	MTH 120 or any 3 credits designated as a General Education Reasoning (MTH)		3	See College Catalog
Analysis of Diverse Perspectives	**FIN 110** or any 3 credits designated as General Education Analysis of Diverse Perspectives (FIN)		3	See College Catalog
	PSY 110 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	See College Catalog
	SOC 110 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	See College Catalog

[See general education course descriptions]

Criminal Justice Major Courses (30 credit hours)

Choose 30 credit hours of additional coursework based upon your career goals and/or your planned baccalaureate major in consultation with your Advisor and the catalog/transfer agreement for your intended transfer institution.			
Criminal Justice Foundation (15 credit hours required for all students)			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
CRJ 110	Introduction to Criminal Justice	3	
CRJ 120	Report Writing and Oral Communication in Criminal Justice	3	
CRJ 160	Introduction to Criminal and Constitutional Law	3	
CRJ 235	Criminal Procedure	3	
CRJ 240	Criminal Justice Ethics	3	
Choose a combination of 15 unique credit hours from the following courses.			
Offender Rehabilitation Certificate			
CRJ 200	Corrections	3	
CRJ 265	Parole and Probation	3	
CRJ 270	Juvenile Justice	3	
Restorative Practices Certificate			
HUM 120	Child Welfare	3	
HUM 130	Introduction to Addiction Studies	3	
HUM 210	Human Services Competencies	3	
CRJ 265	Parole and Probation	3	
CRJ 270	Juvenile Justice	3	
Policing Certificate			
CRJ 225	Criminology	3	
CRJ 230	Police Function	3	
CRJ 250	Investigations	3	
Advanced Policing Certificate			
CRJ 160	Introduction to Criminal and Constitutional Law	3	
CRJ 235	Criminal Procedure	3	
CRJ 240	Criminal Justice Ethics	3	
CRJ 265	Parole and Probation	3	
CRJ 270	Juvenile Justice	3	
Emergency Services			
ESV 255	Emergency Communication	3	
Field Experiences			
CRJ 195-197^	Externship in Criminal Justice	1-3	Academic Director Approval

^Field experience embedded throughout the term. Attainment of mandatory clearances is required prior to enrollment.
*May be taken as a co-requisite.
+Prior Learning Credit available with active Industry-Recognized Credential. Please speak to an Advisor for eligibility criteria.

[See criminal justice major course descriptions]

Associate of Applied Science
Industrial Technology
60 Credit Hours

Program Purpose

The Associate of Applied Sciences (A.A.S.) degree in Industrial Technology is designed to equip students with the essential skills and knowledge needed to excel in various industrial and manufacturing environments. The core technical proficiencies of the degree are completed through on-the-job training in an approved apprenticeship program. Given the hands-on experience and extensive number of hours in the field, graduates are well prepared for careers aligned with their apprenticeship experience. Industrial technology includes a variety of fields and positions such as mechatronics, tool and die, and plastics process technician.

**Enrollment in the AAS in Industrial Technology is restricted to individuals in existing registered apprenticeships in the specializations outlined below. Admission to this program is dependent on availability to participate in one of the approved registered apprenticeships in collaboration with a sponsoring agency and employer. Students interested in this program should connect with the Director of Apprenticeships and Customized Training. NPRC does not guarantee interested individuals the opportunity to participate in an employer-based apprenticeship.*

Specializations

With the differences in content, training duration and competencies associated with the various apprenticeships and on-the-job training, students can choose from four specializations within the Associate of Applied Sciences in Industrial Technology:

- Mechatronics
- Tool and Die
- Building Maintenance and Repair
- Plastics Process Technician

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge applying critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Outcomes across all specializations

1. Apply the principles of project management in the day to day work of industrial technology to complete tasks;
2. Examine various approaches to management and leadership in order to effectively lead and manage a team or project; and
3. Summarize the different career paths and positions related to the specific industrial technology specialization.

Program-Specific Goals by Specialization

Mechatronics

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Evaluate the principles and applications of programmable controllers in industrial automation to enhance operational efficiency and safety.
2. Implement foundational knowledge of Industry 4.0, including the internet of things, smart factories, and cyber-physical systems, to modernize manufacturing processes.
3. Build and troubleshoot AC/DC circuits, and apply safe practices in working with electricity to decrease production downtime and improve efficiency.
4. Utilize pneumatic and hydraulic systems, including the design, construction, and maintenance of actuators, valves, and ancillary equipment, to ensure safe and effective automation.
5. Set up, commission, and troubleshoot industrial electric motor controllers and

Tool and Die

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Apply safety principles to ensure a secure working environment in industrial settings.
2. Demonstrate proficiency in using basic measurement tools such as dial calipers, micrometers, machinist rules, bore gauges, and dial indicators.
3. Interpret engineering prints and general dimensioning and tolerancing (GD&T) to accurately read and understand technical drawings.
4. Operate various manufacturing equipment, including CNC machines, milling machines, lathes, and grinding machines, to perform precise machining tasks.
5. Implement quality control concepts and techniques, including press breaks, laser and plasma cutting, and shearing, to ensure product standards and specifications

Building Maintenance and Repair

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Complete preventive maintenance requirements on engines, motors, pneumatic systems, hydraulic systems, conveyor systems, and production machines by following diagrams, operations manuals, manufacturer's instructions, and engineering specifications.
2. Troubleshoot malfunctions in machinery and equipment, utilizing logical analysis and a basic understanding of industrial systems to support troubleshooting efforts.

3. Engage in industry partnership meetings to discuss daily tasks and jobs, ensuring that their training aligns with the practical needs and expectations of the industry.

Plastics Process Technician

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Explain core principles and practices of injection molding including plastic materials, mold design, processes, and part design.
2. Effectively Operate and maintain injection molding equipment, troubleshoot problems, and optimize processes.
3. Apply critical thinking and problem-solving skills to address varied challenges that arise in the injection molding process.
4. Communicate effectively with other professionals in the industry, including engineers, technicians, and managers.

Associate of Applied Science
Industrial Technology
60 Credit Hours

General Education Foundational Courses (minimum 15 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	**Choose one of the following courses:**			
	ENG 125	College Composition	3	
	Choose one of the following courses:			
	SPC 205	Interpersonal Communication	3	ENG 125
	SPC 210	Public Speaking		
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	Any 3 credits designated as a General Education Reasoning (MTH) or any 3 credits designated as a General Education Reasoning (PHL)		3	

[See general education course descriptions]

Specializations (45 credit hours)
The remaining 45 credits consist of at least 15 credit hours of approved apprenticeship or on-the-job training

Mechatronics Specialization (45 credit hours)			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
MEC 299	Mechatronics OJT	42	Program-Specific
ITC 299	ITC Capstone	3	Program-Specific

[See industrial technology course descriptions]

Tool and Die Specialization (45 credit hours)			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
TLD 299	Tool and Die OJT	30	Program-specific
Complete the following 15 credit hours			
PMT 120	Introduction to Project Management	3	
BIS 155	Introduction to Business Information Systems	3	CIS 110
BUS 230	Principles of Management	3	
BUS 115	Personal Finance	3	
ITC 299 OR BUS 125	ITC Capstone or Introduction to Entrepreneurship	3	

[See industrial technology course descriptions]
[See business course descriptions]

Building Maintenance and Repair Specialization (45 credit hours)			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
BMR 299	Building Maintenance and Repair OJT	21	Program-specific
Complete the following 15 credit hours			
PMT 120	Introduction to Project Management	3	
BIS 155	Introduction to Business Information Systems	3	CIS 110
BUS 230	Principles of Management	3	
BUS 115	Personal Finance	3	
ITC 299 or BUS 125	ITC Capstone or Introduction to Entrepreneurship	3	
Choose 9 additional elective credit hours			
Recommended courses include those in business management, writing, and communication			

[See industrial technology course descriptions]

[See business course descriptions]

Plastics Processing Technician Specialization (45 credit hours)			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
PPT 299	Plastics Process Technician OJT	15	Program-Specific
Complete the following 15 credit hours			
PMT 120	Introduction to Project Management	3	
BIS 155	Introduction to Business Information Systems	3	CIS 110
BUS 230	Principles of Management	3	
BUS 115	Personal Finance	3	
ITC 299 or BUS 125	ITC Capstone or Introduction to Entrepreneurship	3	
Choose 15 additional elective credit hours			
Recommended courses include those in business management, writing, and communication. Students should also meet with an advisor to discuss other elective options, particularly if the student has an interest in pursuing a bachelor's degree.			

[See industrial technology course descriptions]

[See business course descriptions]

Associate of Applied Science
Early Childhood Education
60 Credit Hours

Program Purpose

The Associate of Applied Science in Early Childhood Education provides students with knowledge, skills, and abilities associated with guiding the social, emotional, physical, language, and cognitive development of children from birth to age ten in a variety of educational and childcare settings. The program establishes a foundation that permits students to prepare for a baccalaureate degree in early childhood education. Students with this educational goal should select course requirements within their planned four-year major field of study. The program allows for increased marketability for direct entry into the workforce in an entry-level position with an early childhood education provider and affords those currently employed by early childhood education providers with professional growth opportunities to take advantage of the benefits associated with attainment of formal credentials associated with the profession.

Specializations

Students should select courses and/or specializations which fulfill requirements within their planned field of study and intended career pathway. Students can choose from three specializations within the Associate of Applied Science in Early Childhood Education.

Certified Registered Teaching Apprenticeship

Enrollment in the Certified Registered Teaching Apprenticeship is restricted to individuals in existing registered apprenticeships in the specializations outlined below. Admission to this program is dependent on availability to participate in one of the approved registered apprenticeships in collaboration with a sponsoring agency and employer. Students interested in this program should connect with the Director of Apprenticeships and Customized Training. NPRC does not guarantee interested individuals the opportunity to participate in an employer-based apprenticeship.

Early Childhood Concepts and Methods

This specialization is for students looking to go into the early childhood education workforce in entry-level positions in childcare, afterschool, or community education programs. Courses in this specialization specifically address the crafting of learning experiences for children from birth to age 10. Attainment of mandatory clearances is required. Please speak to an advisor for specific requirements.

Pennsylvania Directors Credential Preparation

This specialization consists of nine credits designed to prepare students for supervisory roles within early learning programs. After completion of this specialization, students are encouraged to apply for their Pennsylvania Childcare Directors Credential through the Pennsylvania Key. Additional credential requirements are listed on the Pennsylvania Key website: https://www.pakeys.org/director-credential/.

Pre-Education Certificate (12 credit hours)

Pre-Education Certificate Required Courses			
Course Number	**Course Name**	**Credit Hours**	**Co/Prerequisite**
EDU 105 Or ECE 110	Introduction to PreK-12 Education Or Introduction to Early Childhood Education	3	
EDU 120	Instructional and Classroom Design	3	
EDU 130	Ethics for Educators	3	
SPD 145	Introduction to Special Education	3	

Certificate Description

The Certificate in Pre-Education introduces students to the foundational concepts, practices, and professional expectations of the PreK–12 education field. Through coursework in the history and structure of schooling, instructional and classroom design, and ethical responsibilities of educators, students gain essential knowledge for supporting effective teaching and learning. This certificate prepares individuals for early roles in educational settings and lays the groundwork for continued study in teacher preparation programs.

Certificate Goals

Upon completion of the Certificate in Pre-Education, students should be able to:

1. Describe the foundational purposes, structures, and historical influences of the PreK–12 education system and the evolving role of educators.
2. Apply basic principles of instruction, classroom organization, and learning environment design to support developmentally appropriate and well-managed educational settings.
3. Demonstrate professionalism and ethical decision-making by interpreting and adhering to laws, policies, and codes of conduct relevant to PreK–12 education.
4. Use clear and appropriate communication within educational settings to support positive interactions and contribute to effective school environments.

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge using information technology, critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;

4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program-Specific Goals - Associate of Applied Studies in Early Childhood Education

Additionally, upon successful completion of the program, the graduate should be able to:

6. Analyze physical, cognitive, language, and social-emotional development of typical and atypical children;
7. Identify and apply major theories and concepts associated with developmentally appropriate practices in teaching, learning, and quality care at the early childhood level;
8. Develop performance skills in concepts and methods associated with curriculum planning, instructional design, lesson delivery, assessment, and classroom environment; and
9. Promote positive relationships and effective communication strategies between children, families, and early learning professionals while acknowledging sensitivity to the cultural contexts in which children are developing.

Career and Technical Education Credits

Students who have completed a secondary education Career and Technical Education (CTE) programs in SOAR programs aligned with the following CIP Codes may be awarded Prior Learning Credit upon request for course credit. For more information, see NPRC 9515: Prior Learning Credit.

CIP 13.0101: Education, General

EDU 105 Introduction to PreK-12 Education

EDU 120: Instructional and Classroom Design

EDU 130: Ethics for Educators

EDU 197: Externship in Education III

SPD 145: Introduction to Special Education

CIP 19.0708: Child Care and Support Services Management

ECE 110: Introduction to Early Childhood Education

EDU 118: Family Involvement and Collaboration

EDU 120: Instructional and Classroom Design

EDU 197: Externship in Education III

Paraeducator Pathways Portfolio

Students who are currently working as a paraprofessional may be eligible to earn credits through the Paraeducator Pathways Portfolio where students collect artifacts through their employment to be applied to the award of credit for the following courses:

ECE 150: Creative and Expressive Arts

EDU 105: Introduction to PreK-12 Education

EDU 118: Family Involvement and Collaboration

EDU 255: Educational Psychology

Industry-Recognized Credentials

Earned Industry-Recognized Credentials for Prior Learning Credit

Credential	Issuer	Course Credit Awarded
Child Development Associate	Council for Professional Recognition	ECE 110 EDU 118 EDU 225
Pennsylvania Directors Credential	The PA Key	ECE 250 ECE 252 ECE 254

Embedded Industry-Recognized Credentials in Academic Courses

Industry-recognized credentials embedded within academic courses are issued by professional organizations and/or certified trainers, not by NPRC. These credentials allow students to gain practical, workforce-relevant skills and demonstrate verified competencies that employers value. Earning credentials alongside a degree can strengthen resumes and support a smoother transition into future careers.

Credential	Issuer	Course Number
Pennsylvania Mandated Reporter Training	iLookOut	ECE 110 EDU 105
Pennsylvania Mandated Reporter Advanced Training	lLookOut	ECE 110 EDU 105
Trauma InSight	National Alliance on Mental Illness	ECE 110 EDU 105
Getting Started with Center-Based Care	Penn State Extension Better Kid Care	ECE 110
Program Administration Scale (PAS)*	The PA Keys	ECE 252
Foundations of the Environment Rating Scale (ERS)*	The PA Keys	EDU 120
The Many Faces of Autism	OCALI Autism Certification Center	SPD 145
Foundations of Evidence-Based Strategies - Toddler and Preschool Age	OCALI Autism Certification Center	SPD 145
Foundations of Evidence-Based Strategies - School Age	OCALI Autism Certification Center	SPD 145
Cara's Kit	Early Intervention Training Assistance	SPD 145

**Cost associated with credential attainment.*

Field Experience Requirements

For enrollment in course(s) which include a prerequisite of Field Experience Clearances, a student must submit the following documents:

- Act 34 Criminal History Background Clearance
- Act 33/151 Child Abuse History Clearance
- Act 114 FBI Fingerprinting Clearance
- An Arrest of Conviction Report and Certification Form as associated with Act 82 of 2012 which expands the provision of Act 24. Resubmission of the form is required to report arrests or convictions within 72 hours of the occurrence of such arrests or convictions. See the form for a list of reportable offenses.
- Completion of Mandated Reporter Training is mandated by the Pennsylvania Department of Education Act 126 Child Abuse Recognition and Reporting Act.
- A valid National Crime Information Center / National Sex Offender Registry (NSOR) Clearance
- A Negative Tuberculin Test Certificate signed by a physician as mandated by Pennsylvania Public School Code.
- Students under the age of 18 are also required to complete a Minor Student Affirmation for Qualification of Service form.

Students may not report to nor participate in their required practicum assignment until all mandated clearances have been completed, submitted, and meet approval guidelines through NPRC's Screening Center. Students enrolled in courses with practicum assignments who fail to complete all field experience clearances prior to the start of the term shall be administratively dropped from the course. A student has until the end of the schedule adjustment period for the term to complete and submit their clearances in order to register for the course again.

Clearances are good on file for five years from date of issue. Per federal/state guidelines, clearances are kept on file for active students at NPRC. Resubmission of all clearances is required for students whose entry type is assigned as a Re-entry Student. Refer to Student Admission and Registration Resources for Additional Information.

Associate of Applied Science
Early Childhood Education
60 Credit Hours

General Education Foundational Courses (18 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	6 or 7 credits designated as: General Education Reasoning (SCI) OR General Education Reasoning (PHL) OR General Education Reasoning (MTH)+		6 or 7	
Analysis of Diverse Perspectives	3 credits designated as General Education Analysis of Diverse Perspectives (GEN)		3	

[See general education course descriptions]

Early Childhood Education Major Courses (42 credit hours)

Choose a Certified Registered Teaching Apprenticeship or 42 credit hours of additional coursework based upon your career goals and/or your planned baccalaureate major in consultation with your Advisor and the catalog/transfer agreement for your intended transfer institution.			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
Certified Registered Teaching Apprenticeship			
EDU 299	Certified Registered Teaching Apprenticeship	42	Academic Director Approval
Pre-Education Certificate (Required for all non-apprenticeship students)			
ECE 110*	Introduction to Early Childhood Education	3	
EDU 120	Instructional and Classroom Design	3	
EDU 130	Ethics for Educators	3	
SPD 145	Introduction to Special Education	3	
Complete 21 credit hours from the courses given below.			
ECE 150	Creative and Expressive Arts	3	
ECE 220	Children's Literature	3	
ECE 240	Co-Teaching in the Early Childhood Classroom	3	
EDU 118*	Family Involvement and Collaboration	3	
EDU 225*	Observation and Assessment	3	
EDU 235	Cognitive Development and Learning	3	
EDU 255	Educational Psychology	3	
EDU 285	English Language Learners (ELL) Foundations	3	
ECE 195-197	Externship in Early Childhood Education (I, II, III)	1-3	Academic Director Approval
EDU 195-197	Externship in Education (I, II, III)	1-3	Academic Director Approval
SPD 195-197	Externship in Special Education (I, II, III)	1-3	Academic Director Approval
Complete all courses listed in one of the Specializations given below.			
Early Childhood Concepts and Methods Specialization			
ECE 222^	Concepts and Methods: Language and Literacy Development	3	EDU 120
ECE 224^	Concepts and Methods: Mathematical and Scientific Thinking	3	EDU 120
ECE 228^	Integrated Curriculum for Early Childhood Education	3	EDU 120
Pennsylvania Childcare Directors Credential Preparation			
ECE 250**	PA Directors Credential I: Early Childhood Leadership and Advocacy	3	
ECE 252**	PA Directors Credential II: Principles of Childcare Administration	3	
ECE 254**	PA Directors Credential III: Business and Fiscal Management for Early Childhood Programs	3	

^Field experience embedded throughout the term. Attainment of mandatory clearances is required.

*Upon request, prior learning credit may be awarded to eligible students who have completed 120 hours of professional development towards a Child Development Associate credential.

+Students planning to pursue a bachelor's degree in education or special education at a 4-year institution should complete a science course with lab, two math courses, and ENG 220 as well as selecting major courses in consultation with their academic advisor.

**Prior Learning Credit available with active Industry-Recognized Credential. Please speak to an Advisor for eligibility criteria.

[See early childhood education course descriptions]

Associate of Arts
Education Studies
60 Credit Hours

Program Purpose

The Associate of Arts in Education Studies provides students with knowledge, skills, and abilities associated with guiding the social, emotional, physical, language, and cognitive development of children from birth to age ten in a variety of educational and childcare settings. The program establishes a foundation that permits students to prepare for a baccalaureate degree in early childhood education or special education. Students with this educational goal should select course requirements within their planned four-year major field of study.

Specializations

Students seeking transfer into four-year programs should select courses and a specialization which fulfill requirements within their planned field of study in consultation with advising staff at their intended transfer institution. Students can choose from three specializations within the Associate of Arts in Education Studies:

Early Childhood Education

This specialization focuses on creative expression, children's literature, and collaborative teaching practices in early childhood classrooms. Coursework emphasizes developmentally appropriate instruction and effective co-teaching to support young children's learning and inclusion.

General Education

This specialization focuses on family engagement, ethical practice, and instructional foundations for supporting English language learners. Coursework emphasizes professional responsibility, collaboration with families, and inclusive practices in diverse educational settings.

Special Education

This specialization focuses on assessment practices and instructional approaches for students with learning disabilities and emotional or behavioral disorders. Coursework emphasizes understanding learner needs and using assessment-informed strategies to support inclusive educational environments.

Pre-Education Certificate (12 credit hours)

Pre-Education Certificate Required Courses			
Course Number	**Course Name**	**Credit Hours**	**Co/Prerequisite**
EDU 105 Or ECE 110	Introduction to PreK-12 Education Or Introduction to Early Childhood Education	3	
EDU 120	Instructional and Classroom Design	3	
EDU 130	Ethics for Educators	3	
SPD 145	Introduction to Special Education	3	

Certificate Description

The Certificate in Pre-Education introduces students to the foundational concepts, practices, and professional expectations of the PreK–12 education field. Through coursework in the history and structure of schooling, instructional and classroom design, and ethical responsibilities of educators, students gain essential knowledge for supporting effective teaching and learning. This certificate prepares individuals for early roles in educational settings and lays the groundwork for continued study in teacher preparation programs.

Certificate Learning Outcomes

Upon completion of the Certificate in Pre-Education, students should be able to:

1. Describe the foundational purposes, structures, and historical influences of the PreK–12 education system and the evolving role of educators.
2. Apply basic principles of instruction, classroom organization, and learning environment design to support developmentally appropriate and well-managed educational settings.
3. Demonstrate professionalism and ethical decision-making by interpreting and adhering to laws, policies, and codes of conduct relevant to PreK–12 education.
4. Use clear and appropriate communication within educational settings to support positive interactions and contribute to effective school environments.

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge applying critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;

3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;
4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program-Specific Goals - Associate of Arts in Education Studies

Additionally, upon successful completion of the program, the graduate should be able to:

6. Identify and apply major theories and concepts associated with teaching and learning.
7. Employ cultural competence to approach a broad range of topics within the field of education.
8. Implement strategies for evaluating student learning and development.
9. Utilize a practical approach to special education support from PreK to 12th grade.

Career and Technical Education Credits

Students who have completed a secondary education Career and Technical Education (CTE) programs in SOAR programs aligned with the following CIP Codes may be awarded Prior Learning Credit upon request for course credit. For more information, see NPRC 9515: Prior Learning Credit.

CIP 13.0101: Education, General

EDU 105 Introduction to PreK-12 Education

EDU 120: Instructional and Classroom Design

EDU 130: Ethics for Educators

EDU 197: Externship in Education III

SPD 145: Introduction to Special Education

CIP 19.0708: Child Care and Support Services Management

ECE 110: Introduction to Early Childhood Education

EDU 118: Family Involvement and Collaboration

EDU 120: Instructional and Classroom Design

EDU 197: Externship in Education III

Paraeducator Pathways Portfolio

Students who are currently working as a paraprofessional may be eligible to earn credits through the Paraeducator Pathways Portfolio where students collect artifacts through their employment to be applied to the award of credit for the following courses:

ECE 150: Creative and Expressive Arts

EDU 105: Introduction to PreK-12 Education

EDU 118: Family Involvement and Collaboration

EDU 255: Educational Psychology

Industry-Recognized Credentials

Earned Industry-Recognized Credentials for Prior Learning Credit

Credential	Issuer	Course Credit Awarded
Child Development Associate	Council for Professional Recognition	ECE 110 EDU 118 EDU 225
Pennsylvania Directors Credential	The PA Key	ECE 250 ECE 252 ECE 254

Embedded Industry-Recognized Credentials in Academic Courses

Industry-recognized credentials embedded within academic courses are issued by professional organizations and/or certified trainers, not by NPRC. These credentials allow students to gain practical, workforce-relevant skills and demonstrate verified competencies that employers value. Earning credentials alongside a degree can strengthen résumés and support a smoother transition into future careers.

Credential	Issuer	Course Number
Pennsylvania Mandated Reporter Training	iLookOut	ECE 110 EDU 105
Pennsylvania Mandated Reporter Advanced Training	lLookOut	ECE 110 EDU 105
Trauma InSight	National Alliance on Mental Illness	ECE 110 EDU 105
Getting Started with Center-Based Care	Penn State Extension Better Kid Care	ECE 110
Foundations of the Environment Rating Scale (ERS)*	The PA Keys	EDU 120
The Many Faces of Autism	OCALI Autism Certification Center	SPD 145
Foundations of Evidence-Based Strategies - Toddler and Preschool Age	OCALI Autism Certification Center	SPD 145
Foundations of Evidence-Based Strategies - School Age	OCALI Autism Certification Center	SPD 145
Cara's Kit	Early Intervention Training Assistance	SPD 145

**Cost associated with credential attainment.*

Associate of Arts
Education Studies
60 Credit Hours

General Education Foundational Courses (minimum of 30 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Communication	ENG 125	College Composition	3	
	Choose one of the following courses:			
	SPC 205 *or* SPC 210	Interpersonal Communication Public Speaking	3	ENG 125
Technological Competence	CIS 110 *or* EDU 245	Computer Applications Educational Technology in the Classroom	3	
Professionalism	CCR 110	College and Career Readiness	3	
Students intending to transfer to another institution should consult the intended program's requirements when choosing courses for the following categories.				
Reasoning	**BIO 105** or any 3 or 4 credits designated as BIO, CHM, or PHY+ *Lab science courses are recommended for students who intend to transfer*		3 or 4	
	MTH 130 and MTH 225 or any 6 credits designated as a General Education Reasoning (MTH)+ OR Any 3 credits designated as a General Education Reasoning (MTH) and any 3 credits designated as a General Education Reasoning (PHL)+		6	See College Catalog
Analysis of Diverse Perspectives	Any 9 credits designated as General Education Analysis of Diverse Perspectives (GEN)+		9	See College Catalog

+Students planning to pursue a bachelor's degree in education or special education at a 4-year institution should complete a science course with lab, two math courses, and ENG 220 as well as selecting major courses in consultation with their academic advisor.

[See general education course descriptions]

Education Studies Major Courses (30 credit hours)

Choose 30 credit hours of additional coursework based upon your career goals and/or your planned baccalaureate major in consultation with your Advisor and the catalog/transfer agreement for your intended transfer institution.			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
Pre-Education Certificate (required for all students)			
ECE 110* *or* EDU 105	Introduction to Early Childhood Education Introduction to PreK — 12 Education	3	
EDU 120	Instructional and Classroom Design	3	
EDU 130	Ethics for Educators	3	
SPD 145	Introduction to Special Education	3	
Learning Development and Assessment (required for all students)			
EDU 225*	Observation and Assessment	3	
EDU 235	Cognitive Development and Learning	3	
EDU 255	Educational Psychology	3	
Early Childhood Education			
ECE 150	Creative and Expressive Arts	3	
ECE 220	Children's Literature	3	
ECE 240	Co-Teaching in the Early Childhood Classroom	3	
General Education			
EDU 118*	Family Involvement and Collaboration	3	
EDU 285	English Language Learners (ELL) Foundations	3	
Special Education			
SPD 230	Assessment in Special Education	3	
SPD 285	Learning Disabilities and Emotional / Behavioral Disorders	3	
Externships**			
ECE 195-197	Externship in Early Childhood Education (I, II, III)	1-3	Academic Director Approval
EDU 195-197	Externship in Education (I, II, III)	1-3	Academic Director Approval
SPD 195-197	Externship in Special Education (I, II, III)	1-3	Academic Director Approval

* Upon request, prior learning credit may be awarded to eligible students who have completed 120 hours of professional development towards a Child Development Associate credential.

[See education course descriptions]

Associate of Applied Science
Emergency Services
60 Credit Hours

Program Purpose

The Associate of Applied Science in Emergency Services prepares students for critical roles in safeguarding communities and providing life-saving interventions through the integrated disciplines of law enforcement, fire science, and emergency medical care. This program prepares students to have a general understanding of emergency services across emergency medical services, fire science, homeland security, policing and emergency management. Additionally, students will specialize in one key area and be prepared to provide critical emergency services in their community.

Certificates

Emergency Services Core Certificate (18 Credit Hours)

Emergency Services Core Certificate Required Courses			
Course Number	**Course Names**	**Credit Hours**	**Prerequisite**
Complete the following (18 credit hours)			
CRJ 110	Introduction to Criminal Justice	3	
EMS 105	Emergency Medical Responder	1	
EMS 110	Introduction to Emergency Medical Services	2	
ESV 120	Emergency Services Report Writing	3	
ESV 255	Emergency Communication	3	
FIR 110	Introduction to Fire Science	3	
HSC 110	Introduction to Homeland Security	3	

Certificate Description

The Emergency Services Core Certificate provides a foundational understanding of the major components of emergency services, including law enforcement, fire science, emergency medical services, and homeland security. Students gain essential knowledge and skills in communication, reporting, and interdisciplinary collaboration necessary for effective emergency response.

Certificate Goals

1. Describe the roles and responsibilities of major emergency service disciplines and how they interact during incidents.
2. Demonstrate effective emergency communication and reporting skills aligned with professional standards.
3. Apply foundational emergency response principles, including safety, coordination, and situational awareness.
4. Recognize the importance of interagency collaboration in managing emergencies and protecting communities.

Policing Certificate (9 Credit Hours)

Policing Certificate Required Courses			
Course Number	**Course Names**	**Credit Hours**	**Prerequisites**
Complete the following (9 credit hours)			
CRJ 225	Criminology	3	
CRJ 230	Police Function	3	
CRJ 250	Investigations	3	

Certificate Description

The Policing Certificate provides students with a foundational understanding of modern law enforcement practices, the causes of crime, and the role of police within the criminal justice system. The certificate emphasizes professional, ethical, and community-focused policing while introducing students to the core functions of law enforcement and criminal investigations.

Certificate Goals

Upon completion of the Certificate in Policing, students should be able to:

1. Explain criminological theories and crime patterns relevant to law enforcement practice.
2. Describe the structure and functions of policing, including patrol, community engagement, and ethical responsibilities.
3. Apply basic investigative principles to analyze criminal cases and evidence.

Advanced Policing Certificate (15 Credit Hours)

Advanced Policing Certificate Required Courses			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
Complete the following (15 credit hours)			
CRJ 160	Introduction to Criminal and Constitutional Law	3	
CRJ 235	Criminal Procedure	3	
CRJ 240	Criminal Justice Ethics	3	
CRJ 265	Parole and Probation	3	
CRJ 270	Juvenile Justice	3	

Certificate Description

The Advanced Policing Certificate prepares students for expanded roles within the criminal justice system by deepening their understanding of legal frameworks, ethical decision-making, and specialized populations. Students will explore constitutional law, criminal procedure, and the complexities of working with juveniles and individuals under community supervision. This certificate supports career advancement in law enforcement and related fields while strengthening analytical and professional competencies.

Certificate Goals

1. Apply constitutional and criminal law principles to law enforcement practices and decision-making.
2. Evaluate ethical dilemmas in policing and apply professional standards to resolve complex situations.
3. Analyze the roles of community-based corrections systems, including probation, parole, and juvenile justice.
4. Demonstrate critical thinking in legal and procedural contexts related to criminal investigations and enforcement.

Fire Science Certificate (24 Credit Hours)

Fire Science Certificate Required Courses			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
Complete the following (24 credit hours)			
FIR 120	Building Construction for Fire Protection	3	
FIR 130	Fire Prevention	3	
FIR 140	Fire Behavior and Combustion	3	FIR 110
FIR 150	Principles of Fire & Emergency Services Safety	3	FIR 110
FIR 160	Fire Protection Systems	3	FIR 110
FIR 200	Strategy and Tactics	3	FIR 110
FIR 210	Fire Related Human Behavior	3	FIR 110
FIR 220	Fire Investigation I	3	FIR 110

Certificate Description

The Fire Science Certificate prepares students for careers in fire protection and prevention by providing comprehensive knowledge of fire behavior, building construction, fire protection systems, and emergency response strategies. Students will develop the technical and analytical skills necessary to support fire suppression, investigation, and community risk reduction efforts.

Certificate Goals

1. Explain fire behavior, combustion, and fire dynamics as they relate to fire suppression and prevention.
2. Analyze building construction and fire protection systems to assess fire risk and response strategies.
3. Apply fire safety, prevention, and risk reduction practices to protect life and property.
4. Demonstrate knowledge of fireground strategy, tactics, and safety procedures in emergency response situations.

Emergency Medical Services Certificate (24 Credit Hours)

Emergency Medical Services Certificate Required Courses			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
Complete the following (24 credit hours)			
EMS 120	Foundations of EMS Systems	3	
EMS 130	Legal, Political, and Regulatory Environment of EMS	3	
EMS 140	Emergency Medical Technician	3	BIO 110
EMS 150	Advanced Emergency Medical Technician	3	EMS 140
EMS 160	Emergency Medical Services Risk Management and Safety	3	EMS 140
EMS 170	Management of Emergency Medical Services	3	EMS 140
EMS 180	Community Risk Reduction in EMS	3	EMS 140
EMS 190	EMS Quality Management	3	EMS 140

Certificate Description

The Emergency Medical Services Certificate prepares students to deliver prehospital emergency care and advance within the EMS profession. Students will develop competencies in patient assessment, emergency treatment, system operations, and leadership, while also examining the legal, regulatory, and quality management aspects of EMS systems.

Certificate Goals

1. Demonstrate patient assessment and emergency medical care at the EMT and advanced EMT levels.
2. Apply knowledge of EMS systems, operations, and management to support effective service delivery.
3. Evaluate legal, regulatory, and ethical considerations in emergency medical practice.
4. Implement risk management and quality improvement practices to enhance patient outcomes and system performance.

General Education Goals

Upon successful program completion, graduates of a certificate or degree program should be able to:

1. Communicate accurately and appropriately using verbal and written language to explain, discuss, and facilitate the exchange of relevant knowledge applying critical thinking, and information literacy;
2. Reason through a range of approaches for analysis, evaluation, and problem-solving;
3. Examine a range of human differences and perspectives related, but not limited to, race, ethnicity, gender, sexual orientation, ability, culture, region, country, religion, and/or language and how they influence viewpoints and interactions among individuals and groups in various contexts;

4. Apply a combination of knowledge, skills, and abilities to gather information, solve problems, or complete tasks using technology; and
5. Exhibit professionalism through adherence to principles of ethical behavior and organizational codes of conduct while assuming responsibility and accountability for one's actions.

Program Goals – Associate of Applied Science in Emergency Services

6. Apply foundational concepts from emergency medical services, fire science, law enforcement, and emergency management to support coordinated community response.
7. Analyze emergency scenarios and select appropriate, ethical, and evidence-based interventions across emergency service disciplines.
8. Produce clear, accurate, and legally sound emergency services reports and communicate effectively with diverse populations, agencies, and stakeholders.
9. Apply ethical principles, legal standards, and cultural awareness when delivering emergency services in diverse community settings.

Career and Technical Education Prior Learning Credits

Students who have completed a secondary education Career and Technical Education (CTE) programs in SOAR programs aligned with the following CIP Codes may be awarded Prior Learning Credit upon request for course credit. For more information, see NPRC 9515: Prior Learning Credit.

CIP 43.0107 Policing

CRJ 110: Introduction to Criminal Justice

CRJ 200: Corrections

CRJ 230: Police Function

CIP 43.9999 Homeland Security, Law Enforcement, Firefighting, and Related Protective Services

EMS 110: Introduction to Emergency Medical Services

CRJ 110: Introduction to Criminal Justice

FIR 110: Introduction to Fire Science

CIP 51.0904 Public Safety and Emergency Medicine

CRJ 110: Introduction to Criminal Justice

ESV 120: Emergency Services Report Writing

CRJ 230: Police Function

EMS 110: Introduction to Emergency Medical Services

FIR 110: Introduction to Fire Science

ESV 255: Emergency Communication

Industry-Recognized Credentials

Earned Industry-Recognized Credentials for Prior Learning Credit

Credential	Issuer	Course Credit Awarded
National Registered Emergency Medical Responder (EMR)	National Registry of Emergency Medical Technicians	EMS 105
National Registered Emergency Medical Technician (EMT)	National Registry of Emergency Medical Technicians	EMS 105 EMS 110 EMS 140
Advanced Emergency Medical Technician (AEMT)	National Registry of Emergency Medical Technicians	EMS 105 EMS 110 EMS 140 EMS 150
Municipal Police Officer Certification	Commonwealth of Pennsylvania	CRJ 110 CRJ 230 CRJ 250
Sheriff & Deputy Sheriff Certification	Commonwealth of Pennsylvania	CRJ 110 CRJ 230 CRJ 250
Firefighter I Certification	Commonwealth of Pennsylvania	FIR 110 FIR 130

Embedded Industry-Recognized Credentials in Academic Courses

Industry-recognized credentials embedded within academic courses are issued by professional organizations and/or certified trainers, not by NPRC. These credentials allow students to gain practical, workforce-relevant skills and demonstrate verified competencies that employers value. Earning credentials alongside a degree can strengthen resumes and support a smoother transition into future careers.

Credential	Issuer	Course Number
Pennsylvania Mandated Reporter Training	iLookOut	CRJ 110
Pennsylvania Mandated Reporter Advanced Training	iLookOut	CRJ 110
Trauma InSight	National Alliance on Mental Illness	CRJ 110
PPBT® “Personal Protection Baton Tactics”	Personal Protection Consultants, Inc.	CRJ 230
OCAT® Oleoresin Capsicum Aerosol Training	Personal Protection Consultants, Inc.	CRJ 230

Credential	Issuer	Course Number
PATH® Practical and Tactical Handcuffing	Personal Protection Consultants, Inc.	CRJ 230
NIMS 100 - IS-100 C: Introduction to the Incident Command System	National Incident Management System (NIMS)	CRJ 230
NIMS 200 - ICS-200: ICS for Singles Resources and Initial Action Incidents	National Incident Management System (NIMS)	CRJ 230
NIMS 700 - IS-700: National Incident Management System, An Introduction	National Incident Management System (NIMS)	CRJ 250
NIMS 800 - IS-800: National Response Framework: An Introduction	National Incident Management System (NIMS)	CRJ 250
Fingerprinting	Fieldprint	CRJ 250
Basic 9-1-1 Certification Online Course	NECI 911	ESV 255

Embedded Industry-Recognized Credential Preparation in Academic Courses

Successful completion of the following courses academically prepares students to pursue certifications through the National Registry of Emergency Medical Technicians (NREMT) and the Pennsylvania Bureau of Emergency Medical Services (BEMS). Students must be registered in an authorized BEMS - EMT course to qualify for certification. Certification requirements, including NREMT and BEMS registration and examinations, are completed independently of the course.

Credential	Issuer	Course Number
Emergency Medical Technician	National Registry of Emergency Medical Technicians (NREMT) and Pennsylvania Bureau of Emergency Medical Services (BEMS)	EMS 140
Advanced Emergency Medical Technician	National Registry of Emergency Medical Technicians (NREMT) and Pennsylvania Bureau of Emergency Medical Services (BEMS)	EMS 150

Clearance Requirements

For enrollment in course(s) which include a prerequisite of Clearances, a student must submit the following documents:

- Act 114 FBI Fingerprinting Clearance
- Students under the age of 18 are also required to complete a Minor Student Affirmation for Qualification of Service form when the class begins.

Students may not report to nor participate in their required course assignment until all mandated clearances have been completed, submitted, and meet approval guidelines through NPRC's Screening Center. Students enrolled in courses with clearance requirements who fail to complete all clearances prior to the start of the term shall be administratively

dropped from the course. A student has until the end of the schedule adjustment period for the term to complete and submit their clearances in order to register for the course again.

Clearances are good on file for five years from date of issue. Per federal/state guidelines, clearances are kept on file for active students at NPRC. Resubmission of all clearances is required for students whose entry type is assigned as a Re-entry Student. Refer to Student Admission and Registration Resources for Additional Information.

Associate of Applied Science
Emergency Services
60 Credit Hours

General Education Foundational Courses (18 credit hours)

Goal	Course Number	Course Name	Credit Hours	Prerequisite
Complete the following (18 credit hours)				
Communication	ENG 125	College Composition	3	
Technological Competence	CIS 110	Computer Applications	3	
Professionalism	CCR 110	College and Career Readiness	3	
Reasoning	BIO 110	Human Biology	3	
	MTH 225	MTH 225 or any 3 credits designated as a General Education Reasoning (MTH)	3	
Analysis of Diverse Perspectives	PSY 110	PSY 110 or any 3 credits designated as General Education Analysis of Diverse Perspectives (GEN)	3	

[See general education course descriptions]

Emergency Services Major Courses (42 credit hours)

The remaining 42 hours consist of 18 credit hours of the Emergency Services Core Certificate, and then the full completion of one of the following 24 credit hour certificates. Consult with your advisor to identify the best path that matches your career and/or transfer goals.			
Emergency Services Core Certificate (18 credit hours required for all students.)			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
CRJ 110	Introduction to Criminal Justice	3	
EMS 105	Emergency Medical Responder	1	
EMS 110	Introduction to Emergency Medical Services	2	
ESV 120	Emergency Services Report Writing	3	
ESV 255	Emergency Communication	3	
FIR 110	Introduction to Fire Science	3	
HSC 110	Introduction to Homeland Security	3	
Choose one or more certificates from the following courses (24 credit hours).			
Policing Certificate			
CRJ 225	Criminology	3	
CRJ 230	Police Function	3	
CRJ 250	Investigations	3	

Course Number	Course Name	Credit Hours	Prerequisite
Advanced Policing Certificate			
CRJ 160	Introduction to Criminal and Constitutional Law	3	
CRJ 235	Criminal Procedure	3	
CRJ 240	Criminal Justice Ethics	3	
CRJ 265	Parole and Probation	3	
CRJ 270	Juvenile Justice	3	
Fire Science Certificate			
FIR 120	Building Construction for Fire Protection	3	
FIR 130	Fire Prevention	3	
FIR 140	Fire Behavior and Combustion	3	FIR 110
FIR 150	Principles of Fire & Emergency Services Safety	3	FIR 110
FIR 160	Fire Protection Systems	3	FIR 110
FIR 200	Strategy and Tactics	3	FIR 110
FIR 210	Fire Related Human Behavior	3	FIR 110
FIR 220	Fire Investigation I	3	FIR 110
Emergency Medical Services Certificate			
EMS 120	Foundations of EMS Systems	3	
EMS 130	Legal, Political, and Regulatory Environment of EMS	3	
EMS 140	Emergency Medical Technician	3	BIO 110, EMS 110, EMS 120 and EMS 130
EMS 150	Advanced Emergency Medical Technician	3	EMS 140
EMS 160	Emergency Medical Services Risk Management and Safety	3	EMS 140
EMS 170	Management of Emergency Medical Services	3	EMS 140
EMS 180	Community Risk Reduction in EMS	3	EMS 140
EMS 190	EMS Quality Management	3	EMS 140

[See emergency services course descriptions]

Certificates
Applied Horticultural Operations Certificate
11 credit hours

Applied Horticulture Operations Certificate Required Courses			
Course Number	**Course Name**	**Credit Hours**	**Co/Prerequisite**
AGR 110	Introduction to Horticulture	3	
AGR 111	Introduction to Horticulture Lab	1	AGR 110
AGR 120	Introduction to Sustainable Agriculture	3	
AGR 121	Introduction to Sustainable Agriculture Lab	1	AGR 120
BUS 125	Introduction to Entrepreneurship	3	

Certificate Description

Students earning the Applied Horticultural Operations Certificate will learn concepts and skills that will equip them for success in greenhouse operations, landscaping, and plant cultivation practices. This certificate is firmly rooted in practical applications and experiential learning practices that students can easily translate into future endeavors.

Certificate Goals

Upon successful completion of the Applied Horticultural Operations Certificate program, students should be able to:

1. Apply core horticultural knowledge and techniques.
2. Practice sustainable agriculture principles in real-world contexts.
3. Develop hands-on operational skills through experiential learning.
4. Integrate entrepreneurial thinking into horticultural careers.

[See course descriptions]

Biotechnology Level I Certificate (15 credit hours)

Biotechnology Level I Certificate Required Courses			
Course Number	**Course Name**	**Credit Hours**	**Co/Prerequisite**
BIO 150	Biotechnology I	4	Pre: HS Biology, Co/ Pre: HS Chemistry
BIO 155	Biotechnology II	4	BIO 150
BIO 170	Biomanufacturing	4	BIO 155
BIO 195 BIO 199	Biotechnology Internship or Biotechnology Research Practicum	3	BIO 170

Certificate Description

Students earning the Biotechnology Level I Certificate will gain foundational skills and essential concepts that will make them excellent candidates for entry level positions in biotechnology companies or in research labs at institutions of further study, as well as for additional study in biotechnology or STEM fields. This certificate is firmly rooted in experiential learning practices and the most widely-accepted standard laboratory procedures and functions that students can easily translate into future endeavors.

Certificate Goals

Upon successful completion of the Biotechnology Level I Certificate program, students should be able to:

1. Explain biotechnology principles, ethics, regulations, and applications.
2. Demonstrate lab skills to include micropipetting, aseptic technique, measurement, equipment calibration, and solution and media preparation.
3. Perform standard lab and quality standard techniques including DNA isolation, PCR, electrophoresis, cell culture, purification, chromatography, spectrophotometry, and fermentation.
4. Engage in research and professional practices to include experimental design, data analysis, teamwork, communication, presentation skills, resume building, and experience in laboratory environments.

[See course descriptions]

Computer Aided Drafting and Manufacturing Certificate (15 credit hours)

Computer Aided Drafting and Manufacturing Certificate Required Courses (15 credit hours)			
Course Number	**Course Name**	**Credit Hours**	**Co/Prerequisite**
CAD 105	Introduction to Engineering Graphics	3	
CAD 110	Two-Dimensional Computer-Aided Design	3	CAD 105
CAD 115	Three-Dimensional Parametric Modeling	3	CAD 105
CAD 205	CAM - Introduction to Additive Manufacturing	3	CAD 110 or CAD 115
CAD 240	CAM – Special Topics	3	CAD 110 or CAD 115

Certificate Description

Students earning the Computer Aided Drafting and Manufacturing Certificate will gain concepts and skills that can be applied to a wide array of industries and careers, or future study in the field. This certificate is firmly rooted in practical applications and experiential learning practices that students can easily translate into future endeavors.

Certificate Goals

Upon successful completion of the CAD/CAM Certificate, students should be able to:

1. Apply manual sketching techniques including orthographic, oblique, perspective, and isometric projections.
2. Utilize sectioning, dimensioning, and print reading practices adhering to industry standards for mechanical applications.

2. Perform major functions within industry-leading CAD software including proficiency in creating, editing, annotating, managing, and plotting technical drawings.
3. Demonstrate proficiency in computer-aided manufacturing processes including the ability to build parametric parts, assemble components, and generate 2D outputs from 3D models for design tasks.

[See course descriptions]

Personal and Professional Readiness Certificate (10-12 credit hours)

Personal and Professional Readiness Certificate Required Courses			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
BUS 115	Personal Finance	3	
CCR 110	College and Career Readiness	3	
CCR 121, 122, or 123	Community and Career Exploration I, II, or III	1-3	
HFW 100	Personal Health and Wellness	3	

Certificate Description

The Personal and Professional Readiness Certificate prepares students to thrive in college, the workplace and life. Students will gain knowledge, skills, and hands on experience in various facets of life including personal finance, career exploration, and overall wellness.

Certificate Goals

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

1. Apply the principles of personal financial management, including budgeting, saving, and managing credit and debt.
2. Evaluate various career pathways and educational opportunities and how their skills and interests align with specific professions.
3. Apply effective strategies for wellness, including the principles of nutrition and physical activity, to create and maintain a healthy lifestyle, building healthy relationships and mental wellness in both personal and professional settings.
4. Demonstrate capability as an employee through actual volunteer or work experience that leads to professional development and growth.

[See course descriptions]

Pre-Nursing Transfer Certificate (14-17 credit hours)

Pre-Nursing Transfer Certificate Required Courses			
Course Number	**Course Name**	**Credit Hours**	**Prerequisite**
Select 3 of the following (7-9 credit hours)			
CCR 110	College and Career Readiness	3	
ENG 125	College Composition	3	
PSY 110	Introduction to Psychology	3	
SOC 110	Introduction to Sociology	3	
CCR 121, 122, or 123	Community and Career Exploration	1-3	
Complete 1 of the following (3-4 credit hours)			
BIO 110 and BIO 111	Human Biology Human Biology Lab	4	
CHM 110 and CHM 111	Introduction to Chemistry Introduction to Chemistry Lab	4	
MTH 130 or MTH 225	Foundations of Math College Algebra	3	

Certificate Description

The Pre-nursing Transfer certificate prepares students for successful entry into nursing programs by providing exposure to foundational coursework in science, mathematics, and social sciences. Students can also choose to complete volunteer experience, increasing exposure to the daily rigors and activities or nursing and related healthcare professions.

Certificate Goals

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

1. Display foundational knowledge in science, mathematics, and social sciences essential for nursing and in preparation for future science, math, and related coursework
2. Successfully transfer into nursing programs with a maximum number of credits counting towards the students nursing degree
3. Gain hands-on experience in a setting typical of a nurse or other closely related healthcare professional to increase a student's ability to make an informed decision regarding further pursuit of a nursing degree (for students who take a CCR course)

Course Descriptions

GENERAL EDUCATION

CCR 110 College and Career Readiness
3 credit hours .....Fall, Spring
**This course must be taken by all degree-seeking students within their first 12 credits*

This course develops self-regulated learners and professionals. Students are introduced to effective academic strategies for meeting college-level expectations and psychological concepts that influence success in academic and professional settings. Strategies for balancing personal responsibilities while still meeting the expectations of the college classroom and the workplace are provided. Students will also explore the support services available through the College and research intended degree and career paths to create a plan for success in college and beyond.

CCR 121 Community and Career Exploration I
1 credit hour .....To Be Determined
Prerequisite: Requires course specific application and approval

This course provides students with structured opportunities to explore potential career pathways while gaining hands-on experience in a professional setting. Through a minimum of 40 hours of community service, approved employment, or an approved project (approximately 3 hours a week), students will engage directly with local businesses, organizations, or agencies. In addition to workplace experience or projects, students will complete readings, reflections, and discussions focused on career readiness which includes career and self-development, communication, critical thinking, equity and inclusion, leadership, professionalism, teamwork, and the effective use of technology. Emphasis is placed on building transferable workplace skills, receiving and applying constructive feedback, and connecting experiential learning to future academic and career goals.

CCR 122 Community and Career Exploration II
2 credit hours .....To Be Determined
Pre-requisite: Requires course specific application and approval

This course provides students with structured opportunities to explore potential career pathways while gaining hands-on experience in a professional setting. Through a minimum of 80 hours of community service, approved employment, or an approved project (approximately 6 hours a week), students will engage directly with local businesses, organizations, or agencies. In addition to workplace experience or projects, students will complete readings, reflections, and discussions focused on career readiness which includes career and self-development, communication, critical thinking, equity and inclusion, leadership, professionalism, teamwork, and the effective use of technology. Emphasis is placed on building transferable workplace skills, receiving and applying constructive feedback, and connecting experiential learning to future academic and career goals.

CCR 123 Community and Career Exploration III
3 credit hours .....To Be Determined
Prerequisite: Requires course specific application and approval

This course provides students with structured opportunities to explore potential career pathways while gaining hands-on experience in a professional setting. Through a minimum of 120 hours of community service, approved employment, or an approved project (approximately 9 hours a week), students will engage directly with local businesses, organizations, or agencies. In addition to workplace experience or projects, students will complete readings, reflections, and discussions focused on career readiness which includes

career and self-development, communication, critical thinking, equity and inclusion, leadership, professionalism, teamwork, and the effective use of technology. Emphasis is placed on building transferable workplace skills, receiving and applying constructive feedback, and connecting experiential learning to future academic and career goals.

CIS 110 Computer Applications
3 credit hours ..... Fall, Spring, Summer

This course provides a hands-on introduction to the application of personal computers in professional contexts. Students develop functional skills within desktop and cloud- based software application suites. Students analyze specific technological needs and choose the most appropriate software for the context or project.

ENG 125 College Composition
3 credit hours ..... Fall, Spring, Summer

This course applies a process-oriented approach to developing effective written communication skills applicable to various written assignments across the curriculum. It progressively builds from basic composition to argumentation, emphasizing organization and the logical progression of ideas to develop and support an idea, opinion, or thesis; sensitivity to audience and purpose; and editing skills. Students will participate in the research process emphasizing proper citation format, information literacy, and the critical evaluation of sources.

SPC 205 Interpersonal Communication
3 credit hours .....Spring, Summer
Prerequisite: ENG 125

This course introduces students to the basic theories of interpersonal communication and develops communication skills necessary for success in a variety of personal and professional contexts. This course also increases students' understanding of relationship stages and types, self-concept formation, and aspects that influence interpersonal communication, such as power and conflict.

SPC 210 Public Speaking
3 credit hours ..... Fall
Prerequisite: ENG 125

This course introduces fundamental principles and practices of effective verbal communication in a variety of contexts involving public speaking. Students develop knowledge, skills, and abilities in voice production, nonverbal communication, confidence, and poise necessary to produce optimal verbal presentations. The course cultivates improved listening and interviewing skills, the ability to appropriately respond to verbal communication in a variety of public settings, and incorporates the use of technology in required verbal presentations.

GENERAL EDUCATION REASONING (MTH)

MTH 110 Consumer Math
3 credit hours .....Spring, Summer

This course surveys the math skills needed to work with money in either personal or business applications as related to practical financial matters. Calculations related to budgeting, interest, loans, savings, and insurance rates and the mathematical principles that underly them will be covered. Problem-solving strategies and math-based decision-making principles will be infused throughout the course.

MTH 120 Foundations of Math
3 credit hours ..... To Be Determined

This course promotes interpretation and communication of quantitative information presented in verbal, symbolic, graphical, or numerical form, and the ability to draw conclusions about and make decisions with quantitative information. An understanding of mathematical and statistical concepts is built through the development of number sense and problem-solving skills as applied to financial literacy, mathematical perspective, logical reasoning, linear and exponential models, conversions, descriptive statistics, probability, and data.

MTH 130 College Algebra
3 credit hours ..... Spring

This course promotes interpretation and communication of relationships and functions presented in verbal, symbolic, graphical, or numerical form. An understanding of algebraic concepts and the ability to apply algebraic skills and reasoning to linear, quadratic, cubic, radical, rational, exponential, and logarithmic functions is developed using modeling, algebraic manipulation, and exploration of data to determine the solution set for equations and inequalities and their associated systems with and without the use of technology. The course explores conic sections from the perspective of pattern recognition with focus on graphing and application to solving nonlinear systems of equations and inequalities. The course develops basic understanding of matrix operations and the use of matrix concepts to solve linear systems.

MTH 180 Pre-Calculus
4 credit hours ..... To Be Determined
Prerequisite: Requires Academic Director Approval

This course introduces trigonometry and foundational analysis that equip students to be successful in Calculus courses with emphasis on functions and graphs. Areas covered include properties of absolute value, rational, polynomial, exponential, logarithmic and trigonometric functions, trigonometric inverses and identities, limits and the difference quotient concepts, and techniques for solving equations and inequalities.

MTH 210 Calculus I
4 credit hours ..... To Be Determined
Prerequisite: MTH 180

This course introduces students to plane analytic geometry, functions, limits, continuity, differentiation of algebraic and trigonometric functions, application of the derivative, and indefinite and definite integrals.

MTH 220 Calculus II
4 credit hours ..... To Be Determined
Prerequisite: MTH 210

Building on the concepts of MTH 210, this course covers the following topics: logarithms, exponentials, and inverse trigonometric functions; applications of the definite integral and techniques of integration; sequences and series; power series and Taylor polynomials; and parametric equations and polar functions.

MTH 225 Applied Statistics
3 credit hours ..... Fall

This course develops problem-solving and decision-making skills by applying concepts related to descriptive measures, elementary probability, and statistical inference procedures including estimation and hypothesis testing to a variety of situations with wide applications. The course explores statistical concepts including random sampling, confidence interval estimation, chi-square testing, regression analysis and correlation, and analysis of variance.

GENERAL EDUCATION REASONING (PHL)

PHL 110 Introduction to Philosophy
3 credit hours .....Fall, Summer

This course examines the fundamental nature of knowledge, reality, and existence beginning with the dawn of philosophical awareness among the ancient Greek philosophers. Traditional and modern approaches to the understanding of the human condition are incorporated with consideration given to the importance of skepticism and critical reasoning in human affairs. The relationship between certainty, belief, and doubt is explored, and the boundaries of human knowledge is examined.

PHL 210 Ethics
3 credit hours .....Spring (Odd Years)
Prerequisite: ENG 125

This course examines major areas of ethical analysis and representative thinkers through a philosophical perspective. Students investigate the foundations and status of morality, what the correct moral standards might be, and what solutions there may be to contemporary moral problems.

GENERAL EDUCATION REASONING (SCI)

AGR 110 Introduction to Horticulture
3 credit hours ..... To Be Determined

Students embark on a foundational exploration of the science and art of cultivating plants. Students explore plant biology, propagation, and pest management. The course details how environmental factors affect plants and how these factors are controlled in horticultural practice. Students prepare for careers in nurseries, landscaping, or further education.

AGR 111 Introduction to Horticulture Laboratory
1 credit hour ..... To Be Determined
Corequisite or Prerequisite: AGR 110

This lab complements the topics covered in AGR 110 with the application of concepts in a practical context. Students participate in medium preparation, propagation, and management of live plants. Surveillance and management of pests and diseases, along with the growth and development of plants, will be assessed by students with appropriate interventions resulting. Skills and knowledge gained by students will be directly applicable in future endeavors in horticulture.

AGR 120 Introduction to Sustainable Agriculture
3 credit hours ..... To Be Determined

This course introduces students to the principles and practices of sustainable agriculture, emphasizing the integration of environmental health, economic viability, and social impacts in food production systems. Students will explore topics such as soil management, biodiversity, water conservation, and organic farming methods. The course highlights real-world applications by connecting concepts with sustainable practices and career opportunities. Students will identify the solutions presented by sustainable agriculture to address global challenges and the future of farming.

AGR 121 Introduction to Sustainable Agriculture Laboratory
1 credit hour ..... To Be Determined
Corequisite or Prerequisite: AGR 120

This lab complements the topics covered in AGR 120 with the application of concepts in a practical context. Students engage in sustainable practices such as soil preparation, planting, composting, pest management, irrigation, and harvesting. Students gain practical experience in the function and management of hydroponic and/or aquaponic systems. Students work together to achieve sustainable production of food through the integration of holistic sustainability practices.

BIO 100 The Bugs: An Introduction to Entomology
3 credit hours ..... Summer (Even Years)

Though often overlooked, “bugs” (insects and other terrestrial arthropods) are one of the most important and consequential groups of organisms on Earth. To illuminate the impact bugs have on our world, this course will survey arthropod classification and biology, behaviors, interactions with other organisms, and important associations with people. Foundational principles and concepts of biology will be featured using insects as examples.

BIO 105 Environmental Biology
3 credit hours ..... Spring

This is an interdisciplinary course exploring the complex relationships between the major groups of living organisms. It examines the physical and biological systems of Earth from the perspective of ecology and considers populations and communities of organisms in terms of their relationship with the environment and other organisms, rather than individuals. The course facilitates critical questioning about global and regional environmental issues, current and future energy issues, sustainable development, and viability of green initiatives.

BIO 106 Environmental Biology Lab
1 credit hour ..... Summer
Corequisite or Prerequisite: BIO 105

This course is a laboratory investigation of the concepts covered in BIO 105, including the nature of energy flow through ecosystems, population and community dynamics, field surveys of animal and plant diversity, and investigation of local and national environmental and conservation issues. Students will be expected to participate in field investigations outdoors.

BIO 110 Human Biology
3 credit hours ..... Fall

This course is an introduction to human body systems with the repeated demonstration of the interconnection between structure and function. It includes a general study of the basic principles of chemistry as related to biological function, an overview of cellular structure and metabolism, the general study of selected organ systems, the impacts of globalization on human health, and exploration of medical and research technologies impacting society, including cloning, genetic engineering, stem cell research, and gene therapy.

BIO 111 Human Biology Lab
1 credit hour ..... To Be Determined
Corequisite or Prerequisite: BIO 110

This course is a laboratory investigation of the concepts covered in BIO 110, including the nature of the chemistry of life, cell and tissue dynamics, the structure and physiology of selected human organ systems, and an exploration of human genetics with biotechnology applications.

BIO 115 The Science of Food
3 credit hours ..... Summer (Odd Years)

Taking inspiration from the interdisciplinary collaborations between the scientific and culinary worlds, this course explores the science of food. The kitchen table is the setting for blending biology, chemistry, physics, and mathematics principles and their applications. The biochemistry of food molecules, their transformations, and the biological, chemical, and physical principles used to achieve these transformations is a key emphasis, along with the aspects of human physiology that allow for the sensation and enjoyment of food. At-home and class projects will serve as hands-on demonstrations of scientific principles at work in the kitchen.

BIO 120 Human Anatomy & Physiology I
3 credit hours ..... To Be Determined

Students in this course participate in a study of the anatomy, physiology, and systems of homeostasis at both the gross and microscopic level of the human body, which emphasizes the structure-function relationship found throughout. Specific topics covered include cell and tissue dynamics including water balance and tissue morphology; the integumentary system; the skeletal system, joints, and bone metabolism; the muscular system; the nervous system; and the special and somatic senses.

BIO 121 Human Anatomy & Physiology I Lab
1 credit hour ..... To Be Determined
Corequisite or Prerequisite: BIO 120

This course requires a series of laboratory investigations that explore the concepts from BIO 120, including chemical principles that govern living systems; the use of microscopes to examine cells and tissues; the structural and functional characteristics of cells and tissues; and the structure and functional characteristics of the integumentary system, skeletal system, muscular system, and nervous system with general and special senses.

BIO 150 Biotechnology I
4 credit hours ..... To Be Determined

This course provides an overview of biotechnology, covering core concepts and their applications in molecular biology, biochemistry, research, bioethics, and safe laboratory practices within a regulated setting. It includes engaging hands-on lab activities and explores real-world research and industry examples, helping students develop essential skills for biotechnology lab work (i.e. preparing solutions, safely managing hazardous materials, isolating nucleic acids, performing recombinant DNA cloning, and conducting PCR and Electrophoresis). The course includes an exploration of bioscience career paths, including applied research, biomanufacturing, biomedical devices, and clinical trials.

BIO 210 Biology I
4 credit hours ..... To Be Determined

A contemporary survey of the field of modern biology, this course focuses on the scientific process, the chemistry of living things, cytology, basic metabolism, molecular genetics, inheritance patterns, and related biotechnology applications. This course includes a laboratory experience to enhance the concepts covered in class with hands-on experiences and experimental procedures.

BIO 220 Biology II
4 credit hours ..... To Be Determined
Corequisite or Prerequisite: BIO 210

A detailed survey of the major phylogenetic lineages, this course expands upon the themes established in Biology I. Of particular focus will be the diversity of living things on Earth, a comparison of their structures, functions, and survival strategies, an analysis of the complex ways in which they interact with one another and the environment around them, and the importance of evolutionary processes as they relate to the survival and adaptation of organisms. This course includes a laboratory experience to enhance the concepts covered in class with hands-on experiences and experimental procedures.

CHM 110 Introduction to Chemistry
3 credit hours ..... Spring

This course is a survey of the properties of matter that include atomic theory, electron configurations, chemical bonding, molecular geometry, properties of the phases of matter, stoichiometry, and thermochemistry. The course emphasizes experimental techniques and technology used to measure and quantify matter.

CHM 111 Introduction to Chemistry Lab
1 credit hour ..... To Be Determined
Corequisite or Prerequisite: CHM 110

This course is a laboratory investigation of the techniques and technology discussed in CHM 110 to focus on the nature of elements, phases of the elements, stoichiometry, thermochemistry, and chemical bonding.

CHM 210 Chemistry I
4 credit hours ..... To Be Determined

This course introduces students to the basic theory and practice of chemical principles with emphasis on atomic structure, chemical bonding, chemical reactions, stoichiometry, thermochemistry, and physical states of matter. Lab activities will reinforce lecture topics and will also introduce students to safety procedures, experimental techniques, lab notebook protocols, and interpretation of data.

CHM 220 Chemistry II
4 credit hours ..... To Be Determined
Prerequisite: CHM 210

This course builds upon concepts covered in CHM 210 and examines chemical principles including kinetics, oxidation-reduction and acid-base reactions, inorganic complexes, and nuclear chemistry. Lab activities will reinforce lecture topics and will introduce students to writing a formal laboratory report, use of the chemical literature, and interpretation of data with statistics.

PHY 150 Applied Physics
3 credit hours ..... To Be Determined

This course establishes foundational principles and processes of physics from a conceptual and applied approach. Using large-scale and small-scale perspectives, the basic concepts of measurement, motion, forces, energy transformation and transfer processes, heat, electricity, magnetism, and wave properties associated with sound and light are examined.

PHY 151 Applied Physics Lab
1 credit hour ..... To Be Determined
Corequisite or Prerequisite: PHY 150

This course investigates the foundational principles and processes of physics through a broad range of laboratory activities and experiments designed to explore how measurement, motion, forces, energy transformation and transfer processes, heat, electricity, magnetism, and wave properties associated with sound and light relate to the physical world.

PHY 210 Physics I
4 credit hours ..... To Be Determined

This course introduces the major concepts of physics and their mathematical foundations, with a primary emphasis on Newtonian mechanics, momentum, energy and rotational dynamics, static equilibrium and properties of materials, general properties of waves, temperature, heat, and kinetic theory, and thermodynamic laws. Lab activities will reinforce lecture topics and will also introduce students to safety procedures, experimental techniques, lab notebook protocols, and interpretation of data.

GENERAL EDUCATION ANALYSIS OF DIVERSE PERSEPECTIVES (FIN)

FIN 110 Music Appreciation
3 credit hours ..... Spring

This course introduces students to music by examining the art form from a variety of different time periods, cultural movements, and creators, incorporating the elements of music and the instrumentation used by musical artists. Students will explore the significance of surroundings and time periods and how they influenced and were influenced by the music of the day. This course promotes enjoyment and understanding of music through use of recorded music and song literature.

FIN 115 Art Appreciation
3 credit hours ..... To Be Determined

This course asks students to explore various art forms and analyze influential works of art. Students will examine the influence of contextual factors on artists and works of art. The use of art as a method of communication and expression and the ways that art can be a meaningful part of people's lives will also be examined.

FIN 205 Humanities Through the Arts
3 credit hours ..... Fall
Prerequisite: ENG 125

This course explores human values, attitudes, and ideas by examining the history and nature of creative expression representing a variety of art forms, including architecture, painting, sculpture, dance, film and video, photography, drama, music, and literature. Students will examine art forms from a variety of different time periods, cultural movements, and creators, incorporating the terms, processes, and tools used by artists.

GENERAL EDUCATION ANALYSIS OF DIVERSE PERSEPECTIVES (GEN)

ANT 110 Anthropology
3 credit hours ..... To Be Determined

This course introduces students to the major sub-fields of anthropology, including physical anthropology, archeology, linguistics, and cultural anthropology. Students will examine biological and cultural processes that made human beings unique among living organisms.

ECN 220 Microeconomics
3 credit hours ..... Fall

This course develops the techniques necessary for an understanding of basic economics from a microeconomic standpoint. The specific topics explored include the concepts of scarcity (paucity), supply and demand, cost-production decision making, the operation of a firm in the product market under varying assumptions of competition, monopolistic competition, monopoly, and oligopoly, plus the operation of the firm in the factor market.

ECN 225 Macroeconomics
3 credit hours ..... Spring

This course develops tools for an understanding of macroeconomic issues and theory, including application to current social issues, such as unemployment, economic growth, and inflation. The role of money and financial institutions is examined, along with the use and effectiveness of economic policy to control the macroeconomy.

ENG 220 Introduction to Literature
3 credit hours .....Spring (Odd Years)
Prerequisite: ENG 125

This course develops an appreciation of literature as it reflects human experience in diverse cultural contexts and an understanding of the essential elements of prose, drama, and poetry. Students will compare, contrast, and evaluate a variety of readings from different genres, time periods, and cultural contexts. Though multiple assessment measures may be used, students will be required to draw on research and writing skills from ENG 125. The completion of a research paper will be required.

GEO 210 Geography
3 credit hours ..... To Be Determined

This course is a survey of physical geography, including the physical systems and processes that create many types of landforms and shape the earth's environment. Students will analyze human geography and its effect on aspects of political and cultural development, social and technological change, and human-environment interaction.

HST 110 Western Civilization (1600 – Present)
3 credit hours ..... Spring, Summer (Even Years)

This course surveys the social, political, economic, cultural, religious, and intellectual history of the Western World, the interactions of the West with other regions of the world, the regions of the Western World with each other, and how the West influences and is influenced by other regions of the world from the Seventeenth Century through the present.

POL 210 US Government and Politics
3 credit hours ..... Fall, Summer (Odd Years)

This course examines the historical backgrounds, governing principles, and institutions of the government of the United States. The course explores the content and application of the Constitution and identifies the duties of, and interactions between, the legislative, executive, and judicial branches of government. The course analyzes politics, the political process, and political events, including the roles played by, and stances of, political parties and interest groups. The course explores the relationship of individual values to political views and develops the ability to formulate and articulate one’s own political views.

PSY 110 Introduction to Psychology
3 credit hours ..... Fall, Spring, Summer

Students study the mental processes and behavior of the individual and examine psychological phenomena including development, intelligence, personality, emotion, memory, perception, learning, abnormal behavior, language, and behavior as influenced by biological and social factors.

PSY 210 Human Development
3 credit hours ..... Spring
Prerequisite: PSY 110

This course investigates the theories and research findings related to the understanding of complex behavior as it evolves throughout the lifespan.

REL 210 World Religions
3 credit hours .....Spring (Even Years)
Prerequisite: ENG 125

This course is an introduction to the major tenets and cultural expressions of a diverse range of major eastern and western world religions, including Buddhism, Christianity, Hinduism, Islam, Jainism, Judaism, Native American traditions, and Taoism. Religions are compared and contrasted thematically, structurally, and culturally. Interdependence of politics, religion, and culture throughout the world is also explored.

SOC 110 Introduction to Sociology
3 credit hours ..... Fall, Spring, Summer

This course emphasizes the systematic study of human social activity with focus on the characteristics of human group life as it relates to the structure of the social environments, institutions, and organizations and their influences on the individual, as well as the manner individuals shape the group life of the social environments, institutions, and organizations to which they belong. It also develops a greater capacity to assess, interpret, and evaluate the social world.

SPN 110 Introductory Spanish Language and Culture I
3 credit hours .....To Be Determined

This course develops foundational proficiency for students who have no previous experience with Spanish through integrated listening, speaking, reading, and writing skills. Students will master basic vocabulary and grammar, including present tense verbs, greetings, numbers, family terms, and daily routines, while exploring cultural practices from the Spanish-speaking world. Through multimedia resources, discussions, and interactive activities, students will gain practical communication skills and an increased knowledge of cultural diversity.

SPN 120 Introductory Spanish Language and Culture II
3 credit hours .....To Be Determined
Prerequisite: SPN 110 or placement equivalent

As a continuation of SPN 110, this course expands communication skills with a focus on past and future tenses, enabling students to narrate personal experiences, discuss preferences, and handle everyday scenarios like shopping or travel. Grammar includes preterite/imperfect tenses and basic future expressions, paired with vocabulary on food, directions, and health. Class activities will utilize real-world topics and applications to enhance fluency and cultural awareness.

SPN 210 Intermediate Spanish Language and Culture I
4 credit hours .....To Be Determined
Prerequisite: SPN 120 or placement equivalent

This course refines Spanish language proficiency by reviewing and expanding grammar, including present subjunctive, commands, and compound past tenses, to facilitate nuanced expression of opinions, doubts, and hypothetical scenarios. Students will engage with authentic readings, films, and discussions on socio-cultural topics. Vocabulary builds through themes such as education, environment, and media, with a focus on cross-cultural communication in diverse Spanish-speaking contexts. Oral presentations and group conversations promote fluent interaction.

SPN 220 Intermediate Spanish Language and Culture II
4 credit hours .....Spring (Even Years)
Prerequisite: SPN 210 or placement equivalent

As the culmination of the intermediate sequence, this course advances fluency through complex structures like conditional tenses, passive voice, and past subjunctive, enabling students to debate issues, write persuasive essays, and analyze literature with emphasis on contemporary topics. Through projects such as literary analyses, students will synthesize language skills with critical intercultural insights and refine their Spanish-language reading and writing skills.

HUMAN SERVICES

Field Experience Requirements
For enrollment in course(s) which include a prerequisite of field experience clearances, a student must submit the following documents:

- PA Criminal History Background Clearance
- Child Abuse History Clearance
- FBI Fingerprinting Clearance
- PA Mandated Reporter Training
- HIPAA Compliance Training Program
- **Dependent upon the needs and regulations of a specific field experience assignment, the cooperating agency may request further clearances be attained prior to the start of the term.

Students may not report to nor participate in their required practicum assignment until all mandated clearances have been completed, submitted, and meet approval guidelines through NPRC's Screening Center. Students enrolled in courses with field experience assignments who fail to complete all field experience clearances prior to the start of the term shall be administratively dropped from the course. A student has until the end of the schedule adjustment period for the term to complete and submit their clearances in order to register for the course again.

Clearances are good on file for five years from date of issue. Per federal/state guidelines, clearances are kept on file for active students at NPRC. Resubmission of all clearances is required for students whose entry type is assigned as a Re-entry Student. Refer to Student Admission and Registration Resources for additional information.

HUM 110 Introduction to Human Services
3 credit hours ..... Fall

This course provides a survey of the human services field including the history and philosophy of human services, human services careers, and the function of human services agencies. Students explore the reciprocal interactions between human service providers and their consumers. This course is aligned with NPRC Career Services Outcomes.

HUM 120 Child Welfare
3 credit hours ..... Spring

This course engages students in the study of child welfare, its historical roots, the services provided to families and children, and the problems and policy issues in the current child welfare system. Students will examine the current and future provisions of child welfare services, with emphasis given to legislative mandates for service.

HUM 130 Introduction to Addiction Studies
3 credit hours ..... Spring

This course introduces addiction as a complex condition involving substances, behaviors, or processes. Students examine how addiction impacts biological, psychological, social, and environmental factors. The course explores addiction in American society, evidence-based approaches to prevention and treatment, and the legal and social implications of addictive behaviors.

HUM 195 Externship in Human Services I
1 credit hour ..... To Be Determined
Pre-requisite: Requires Academic Director Approval
Field Experience Clearances Pre-requisite or Co-Requisite: Must have completed or be enrolled in at least 1 additional HUM or SWK course.

This externship is an experiential learning opportunity for observation and exploration in Human Services. Students will complete at least 40 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar. This course is aligned with NPRC Career Services Outcomes.

HUM 196 Externship in Human Services II
2 credit hours ..... To Be Determined
Pre-requisite: Requires Academic Director Approval
Field Experience Clearances Pre-requisite or Co-Requisite: Must have completed or be enrolled in at least 1 additional HUM or SWK course.

This externship is an experiential learning opportunity for observation and exploration in Human Services. Students will complete at least 80 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar. This course is aligned with NPRC Career Services Outcomes.

HUM 197 Externship in Human Services III
3 credit hours ..... To Be Determined
Pre-requisite: Requires Academic Director Approval
Field Experience Clearances Pre-requisite or Co-Requisite: Must have completed or be enrolled in at least 1 additional HUM or SWK course.

This externship is an experiential learning opportunity for observation and exploration in Human Services. Students will complete at least 120 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar. This course is aligned with NPRC Career Services Outcomes.

HUM 210 Human Services Competencies
3 credit hours ..... Spring

In this course, students will study and apply the practical application of competencies essential for respectful and validating work in human services agencies. Students will explore approaches for developing humanizing environments and interactions in various settings. Health Insurance Portability and Accountability Act (HIPAA) training is embedded within this course.

HUM 225 Social Problems, Services, and Issues
3 credit hours .....Spring (Even Years)
Prerequisite: Field Experience Clearances

This course is designed to provide students with a basic understanding of the historical development of social welfare policy in the United States. It provides students with an opportunity to explore career choices through study of, and interactions with, area human service delivery organizations. This course requires a 20-hour field experience through site-based observation, virtual observation, or alternate video review. This course is aligned with NPRC Career Services Outcomes.

HUM 230 Human Diversity
3 credit hours ..... Fall

This course celebrates human differences, developing an appreciation of diversity and multiculturalism. It also examines the impact of discrimination and inequality on specific and generalized groups in the United States. The course will examine the responses offered by specific fields of study as well as by the larger society and segments of that society as they relate to discrimination and inequality. Course includes exploration of methods of celebrating differences.

SWK 115 Introduction to Human Behavior and the Social Environment
3 credit hours ..... Fall

In this course, students begin to study the person from a biopsychosocial perspective. Students focus on the social environment and apply theoretical frameworks in order to put human behavior into perspective, looking first at the individual from a biological perspective. Next, students examine development of the self. This course examines the impact of culture, the physical environment, and social institutions in shaping human behavior. Students begin to see how social systems impact individual health and well-being.

BUSINESS

ACC 120 Accounting I
3 credit hours .....Fall, Spring

This course introduces the main aspects of accounting structure and principles as presented in the form of the balance sheet equation, followed by the logical development of the subject of debits and credits, journal entries, special journals, and specific account classifications. The course provides a thorough review of how accounting transactions affect financial statements and their analysis.

ACC 125 Accounting II
3 credit hours .....Fall, Spring
Prerequisite: ACC 120

This course continues the focus on the application of accounting principles inside the enterprise, i.e. the proprietorship, the partnership, and the corporation. It also includes the use of accounting topics such as budgeting, job costing, and break-even analysis to aid in the planning, controlling, and evaluation of company performance.

ACC 195 Externship in Accounting I
1 credit hour .....To Be Determined

This externship is an experiential learning opportunity for observation and exploration in accounting. Students will complete at least 40 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

ACC 196 Externship in Accounting II
2 credit hours .....To Be Determined

This externship is an experiential learning opportunity for observation and exploration in Accounting. Students will complete at least 80 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

ACC 197 Externship in Accounting III
3 credit hours .....To Be Determined

This externship is an experiential learning opportunity for observation and exploration in Accounting. Students will complete at least 120 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

BIS 155 Introduction to Business Information Systems
3 credit hours ..... Spring
Corequesite or Prerequisite: CIS 110

Building on the concepts in CIS 110, students explore technical aspects of information systems to improve business efficiency and effectiveness. Students are introduced to infrastructure, database concepts, data-driven decision-making, and business process issues related to operational and strategic information systems are covered.

BIS 225 Business and Data Analytics
3 credit hours ..... Spring
Corequesite or Prerequisite: CIS 110

This course focuses on database design, including database development, access, and administration. Students explore foundational concepts of data analytics and mining. Coursework utilizes information from libraries and datasets for data manipulation, preparation, and analysis of real-world scenarios and circumstances.

BUS 105 Business Foundations
3 credit hours ..... Fall, Spring, Summer

This course provides the foundation for the business program, helping students to gain a solid understanding of the components of a business, its external environment, and the interactions between them. Students will engage in decision-making and problem-solving exercises. Ethics, leadership, employee empowerment, the impact of technology, and the global market are also explored. Students will develop critical thinking, written and oral communication, and team skills through case-based learning and a term project. This course is aligned with NPRC Career Services Outcomes.

BUS 115 Personal Finance
3 credit hours ..... Spring

This course introduces managing personal finances, covering essential topics like budgeting, consumer spending habits, and the responsible use of credit. Students will explore saving, borrowing, insurance, retirement planning, and investment strategies. Key financial decisions, such as home buying and estate planning, are also discussed. The course offers practical solutions for personal financial challenges and for students to gain understanding of the importance of personal finance

BUS 125 Introduction to Entrepreneurship
3 credit hours ..... Fall

This course introduces students to key aspects of entrepreneurship, integrating the roles of planning, operations, human resources, finance, marketing, and ethical responsibilities. Students will examine the entrepreneurial process and its application to various business contexts.

BUS 195 Externship in Business I
1 credit hour ..... To Be Determined

This externship is an experiential learning opportunity for observation and exploration in Business. Students will complete at least 40 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

BUS 196 Externship in Business II
2 credit hours ..... To Be Determined

This externship is an experiential learning opportunity for observation and exploration in Business. Students will complete at least 80 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined

by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

BUS 197 Externship in Business III
3 credit hours ..... To Be Determined

This externship is an experiential learning opportunity for observation and exploration in Business. Students will complete at least 120 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

BUS 210 Business and Professional Communication
3 credit hours ..... Fall

This course develops advanced communication skills used in general business communication. The course applies this concept to career-related writing and oral presentation skills for internal and external audiences within an organization. Students will develop and refine these skills through assignments that include letters, emails, proposals, reports, and other types of business messages.

BUS 220 Principles of Marketing
3 credit hours ..... Fall

This course helps students to understand and apply the fundamentals of marketing from a global perspective. The examination of buyer behavior, marketing research, marketing planning, as well as societal, consumer, and ethical issues of marketing are examined through readings, experiential exercises, class discussions, and a comprehensive marketing planning project.

BUS 230 Principles of Management
3 credit hours ..... Spring

This course analyzes principles of management and their applications. From the organizational and behavioral aspects, to process and management techniques of everyday business, this course is designed to give students social, historical, legal, economic, and environmental knowledge within an understanding of today's complex business world.

BUS 240 Business Law
3 credit hours ..... Spring

This course addresses the global, political, social, environmental, and regulatory legal issues confronting businesses. Students will explore important topics in business law, including entity formation, corporations, contracts, agency, and other topical areas. Because decision-making at all levels in the firm must take legal consequences into account, the study of the legal environment requires and develops critical thinking skills, logic, and reasoning.

BUS 260 Digital Marketing
3 credit hours ..... Spring

This course analyzes the similarities and differences between traditional and digital marketing. Students will leverage digital tools and marketing tactics to improve brand perception, efficiently generate leads, increase customer satisfaction, and apply them to various business contexts.

BUS 265 Human Resources Management
3 credit hours ..... Fall

This course explores aspects of the human resources field and how they contribute to the success and efficiency of an organization. Students will analyze recruitment and selection, training, performance appraisal, job analysis, equal opportunity employment legislation, and compensation and benefits administration.

ENT 195 Externship in Entrepreneurship I
1 credit hour ..... To Be Determined

This externship is an experiential learning opportunity for observation and exploration in Entrepreneurship. Students will complete at least 40 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

ENT 196 Externship in Entrepreneurship II
2 credit hours ..... To Be Determined

This externship is an experiential learning opportunity for observation and exploration in Entrepreneurship. Students will complete at least 80 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

ENT 197 Externship in Entrepreneurship III
3 credit hours ..... To Be Determined

This externship is an experiential learning opportunity for observation and exploration in Entrepreneurship. Students will complete at least 120 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

HMR 195 Externship in Human Resources I
1 credit hour ..... To Be Determined

This externship is an experiential learning opportunity for observation and exploration in Human Resources. Students will complete at least 40 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

HMR 196 Externship in Human Resources II
2 credit hours ..... To Be Determined

This externship is an experiential learning opportunity for observation and exploration in Human Resources. Students will complete at least 80 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

HMR 197 Externship in Human Resources III
3 credit hours ..... To Be Determined

This externship is an experiential learning opportunity for observation and exploration in Human Resources. Students will complete at least 120 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

MKT 195 Externship in Marketing I
1 credit hour ..... To Be Determined

This externship is an experiential learning opportunity for observation and exploration in Marketing. Students will complete at least 40 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

MKT 196 Externship in Marketing II
2 credit hours ..... To Be Determined

This externship is an experiential learning opportunity for observation and exploration in Marketing. Students will complete at least 80 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is

t aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with he Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

MKT 197 Externship in Marketing III
3 credit hours ..... To Be Determined

This externship is an experiential learning opportunity for observation and exploration in Marketing. Students will complete at least 120 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar.

CRIMINAL JUSTICE

CRJ 110 Introduction to Criminal Justice
3 credit hours ..... Fall

This course introduces students to the field of the American criminal justice system through the examination of police, courts, and corrections. It includes a review of historical data, statistical information, and evaluation of criminal justice system policies, procedures, and trends. Students learn the terminology of the field, gain an awareness of the methods of inquiry used in the field, and examine attitudes and values regarding crime and responses to crime. This course is aligned with NPRC Career Services Outcomes.

CRJ 120 Report Writing and Oral Communication in Criminal Justice
3 credit hours ..... Fall (Odd Years), Summer (Even Years)

This course is intended to help students develop the critical skills needed for effective law enforcement report writing and oral communication. Students will examine essential components of police reports, including factual accuracy, objectivity, and proper documentation techniques. Additionally, students will work to develop communication skills for oral interview boards and testifying in various criminal justice courts.

CRJ 160 Introduction to Criminal and Constitutional Law
3 credit hours ..... Spring

This course emphasizes the practical application of the law. It examines the dynamic balance of power between the government to enforce the criminal law against the rights of the individual to come and go as they please without government interference. Specific emphasis will be placed on the difference between laws that deal with persons and that of property as well as criminal liability and defenses to criminal liability. In addition, the course will look at what elements are needed to classify crimes as well as the differences in grading.

CRJ 195 Externship in Criminal Justice I
1 credit hour ..... To Be Determined
Pre-requisite or Co-Requisite: Must have completed or be enrolled in at least 1 additional CRJ or ESV course

This externship is an experiential learning opportunity for observation and exploration in Criminal Justice. Students will complete at least 40 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour

seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar. This course is aligned with NPRC Career Services Outcomes.

CRJ 196 Externship in Criminal Justice II
2 credit hours ..... To Be Determined
Pre-requisite or Co-Requisite: Must have completed or be enrolled in at least 1 additional CRJ or ESV course

This externship is an experiential learning opportunity for observation and exploration in Criminal Justice. Students will complete at least 80 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar. This course is aligned with NPRC Career Services Outcomes.

CRJ 197 Externship in Criminal Justice III
3 credit hours ..... To Be Determined
Pre-requisite or Co-Requisite: Must have completed or be enrolled in at least 1 additional CRJ or ESV course

This externship is an experiential learning opportunity for observation and exploration in Criminal Justice. Students will complete at least 120 hours of field experience, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location and the appropriate NPRC faculty member. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar. This course is aligned with NPRC Career Services Outcomes.

CRJ 200 Corrections
3 credit hours ..... Spring (Even Years), Summer (Odd Years)

This course provides an analysis of punishment in our criminal justice system, with focus on why we punish and how we punish, all examined within the context of correction philosophies. The history and development of corrections, including relevant theories, practices, systems analysis, and treatment modalities, is evaluated.

CRJ 225 Criminology
3 credit hours ..... Spring (Even Years), Summer (Odd Years)

This course is designed to provide an overview of the scientific study of crime as a social phenomenon of criminal behavior. Criminological theory will be addressed from a sociological perspective. Major schools of thought will be discussed utilizing the founders of each school and supplementing their premises with supporting criminology research.

CRJ 230 Police Function
3 credit hours ..... Spring

This course is an introduction to American policing with an analytical framework for understanding the police as a product of a balance of social, historical, political, legal, individual, and organizational forces. It examines theoretical propositions about the police and analyzes the three major functions of policing in the United States: law enforcement, service

provision, and the maintenance of order. Legalities involved in policing and police administration are explored in relation to contemporary issues that pose substantial challenges to police officers and administrators.

CRJ 235 Criminal Procedure
3 credit hours ..... Fall

This course examines the application of law as it pertains to criminal procedures including judicial review, constitutional protections, search and seizure, and the historical development of how laws are changed through case law. Additionally, the course explores laws that govern procedures of interrogation, confessions, identifications, court procedures, and the rights of the defendant and victim. The course will also cover a review of remedies afforded by law to an individual when the government violates the rights guaranteed by the constitution and statutes.

CRJ 240 Criminal Justice Ethics
3 credit hours ..... Spring

This course is an introduction to the application of ethical theories relevant to the practice of the criminal justice system. The course is designed to focus on and emphasize the most significant moral issues faced by criminal justice professionals today. The student is required to conduct a detailed examination of these issues and to apply the various ethical theories, codes, and canons to arrive at a moral decision.

CRJ 250 Investigation
3 credit hours ..... Fall

This course examines the tactics and fundamentals that law enforcement utilize in criminal investigations to include types of evidence and interrogations. The course looks at different crimes that require specific evidence to meet the elements of the crime. Additionally, the course evaluates the history and evolution of investigations as well as the rules of criminal procedure that govern how evidence is found, collected, maintained, and eventually leads to an arrest. Finally, the course analyzes how evidence is processed to include an overview of forensics.

CRJ 265 Parole and Probation
3 credit hours ..... Fall (Odd Years), Summer (Even Years)

This course guides students through comprehensive, historical, and current evidence-based practices for probation, release from prison, and community-based alternatives. Students will analyze different release theories, bail and petition hearings, revocation penalties, and legal constitutional issues that emerge through the probation and parole system.

CRJ 270 Juvenile Justice
3 credit hours ..... Spring

This course examines the juvenile justice system focusing on the origins of the juvenile system as well as current and projected trends in the United States. Students will analyze the procedural differences between the adult and juvenile systems, as well as the theory of rehabilitative punishment goals. Students will evaluate theories of delinquency, interdisciplinary communication, and diversion of selected juvenile offenders from the formal justice system.

INDUSTRIAL TECHNOLOGY

BMR 299 Building Maintenance and Repair OJT
30 credit hours ..... To Be Determined

Credits are awarded based on successfully completing the on-the-job training hours and related technical instruction of the registered apprenticeship as well as competency in each of the following areas:

1. Complete preventive maintenance requirements on engines, motors, pneumatic systems, hydraulic systems, conveyor systems, and production machines by following diagrams, operations manuals, manufacturer's instructions, and engineering specifications.
2. Troubleshoot malfunctions in machinery and equipment, utilizing logical analysis and a basic understanding of industrial systems to support troubleshooting efforts.
3. Engage in industry partnership meetings to discuss daily tasks and jobs, ensuring that their training aligns with the practical needs and expectations of the industry.

ITC 299 Industrial Technology Capstone
3 credit hours ..... To Be Determined

This capstone course provides students with the opportunity to apply the knowledge and skills acquired throughout the Industrial Technology program. Students will engage in a comprehensive project that integrates principles of project management, team leadership, advanced technology utilization, and career development strategies.

MEC 299 Mechatronics OJT
42 credit hours ..... To Be Determined

Credits are awarded based on successfully completing the on-the-job training hours and related technical instruction of the registered apprenticeship as well as competency in each of the following areas:

1. Evaluate the principles and applications of programmable controllers in industrial automation to enhance operational efficiency and safety.
2. Implement foundational knowledge of Industry 4.0, including the internet of things, smart factories, and cyber-physical systems, to modernize manufacturing processes.
3. Build and troubleshoot AC/DC circuits, and apply safe practices in working with electricity to decrease production downtime and improve efficiency.
4. Utilize pneumatic and hydraulic systems, including the design, construction, and maintenance of actuators, valves, and ancillary equipment, to ensure safe and effective automation.
5. Set up, commission, and troubleshoot industrial electric motor controllers and programmable logic controllers to maintain and improve industrial systems.

PMT 120 Introduction to Project Management
3 credit hours ..... To Be Determined

Introduction to Project Management provides students with a foundational understanding of project management principles and practices. This course covers the project lifecycle, including initiation, planning, execution, monitoring and controlling, and closure. Students will explore key concepts such as scope management, time management, cost management, risk management, and communication. Through practical exercises and real-world examples, students will learn to apply project management tools and techniques to effectively plan, execute, and complete projects within defined constraints. This course is designed to equip students with essential skills applicable across various industries and career paths.

PPT 299 Plastics Process Technician OJT
15 credit hours ..... To Be Determined

Credits are awarded based on successfully completing the on-the-job training hours and related technical instruction of the registered apprenticeship as well as competency in each of the following areas:

1. Explain core principles and practices of injection molding including plastic materials, mold design, processes, and part design.
2. Effectively Operate and maintain injection molding equipment, troubleshoot problems, and optimize processes.
3. Apply critical thinking and problem-solving skills to address varied challenges that arise in the injection molding process.

Communicate effectively with other professionals in the industry, including engineers, technicians, and managers.

TLD 299 Tool and Die OJT
30 credit hours ..... To Be Determined

Credits are awarded based on successfully completing the on-the-job training hours and related technical instruction of the registered apprenticeship as well as competency in each of the following areas:

1. Apply safety principles to ensure a secure working environment in industrial settings.
2. Demonstrate proficiency in using basic measurement tools such as dial calipers, micrometers, machinist rules, bore gauges, and dial indicators.
3. Interpret engineering prints and general dimensioning and tolerancing (GD&T) to accurately read and understand technical drawings.
4. Operate various manufacturing equipment, including CNC machines, milling machines, lathes, and grinding machines, to perform precise machining tasks.
5. Implement quality control concepts and techniques, including press breaks, laser and plasma cutting, and shearing, to ensure product standards and specifications are met.

EARLY CHILDHOOD EDUCATION

ECE 100 CDA Preparation I: Learning Foundations
3 credit hours ..... Fall

This course introduces students to the Child Development Associate (CDA) credentialing process and focuses on Competency Standards I and II. Students explore strategies for creating safe, healthy, and developmentally appropriate learning environments while supporting children's physical, cognitive, communication, and creative development. Students begin development of their CDA Professional Portfolio through completion of resource collection items and competency statement drafts.

ECE 101 CDA Preparation II: Family & Program Practices
3 credit hours ..... Spring

This course focuses on CDA Competency Standards III, IV, and V. Students examine strategies that support children's social-emotional development, build effective partnerships with families, and implement program management practices that promote quality early childhood education. Students expand their CDA Professional Portfolio through development of competency statements and resource collection components.

ECE 102 CDA Preparation III: Professional Practice
3 credit hours ..... Summer

This course focuses on CDA Competency Standard VI. Students explore ethics, professionalism, advocacy, leadership, reflective practice, and career planning within the early childhood profession. The course culminates in assembly of a complete CDA Professional Portfolio.

ECE 110 Introduction to Early Childhood Education
3 credit hours ..... Fall

This course examines the structure of early childhood education as a dynamic field encompassing childcare and elementary school in both public and private settings. Social and cultural foundations are examined within their influences on children, families, and early childhood professionals. This course is aligned with NPRC Career Services Outcomes as students explore job opportunities within Early Childhood fields.

ECE 150 Creative and Expressive Arts
3 credit hours .....Spring (Odd Years)

This course emphasizes the importance of the arts as a foundation for expression in childhood. Students examine how to use art, music, dance, and drama to help children express and communicate their developing ideas, experiences, and feelings about themselves and the world. The development of the arts as process-driven over product-driven disciplines is evaluated and discussed.

ECE 195 Externship in Early Childhood Education I
1 credit hour .....TBD
Pre-requisite: Requires Academic Director Approval; Field Experience Clearances
Pre-requisite or Co-Requisite: Must have completed or be enrolled in at least 1 additional ECE course

This externship is an experiential learning opportunity for observation and exploration in an early childhood setting. Students will complete at least 40 hours of field experience per credit hour, document experiences using a Focused Observation journal, and complete additional

required tasks as determined by the placement location. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar. The course is aligned with Career Services Learning Outcomes.

ECE 196 Externship in Early Childhood Education II
2 credit hours .....TBD
Pre-requisite: Requires Academic Director Approval; Field Experience Clearances
Pre-requisite or Co-Requisite: Must have completed or be enrolled in at least 1 additional ECE course

This externship is an experiential learning opportunity for observation and exploration in an early childhood setting. Students will complete at least 80 hours of field experience per credit hour, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar. The course is aligned with Career Services Learning Outcomes.

ECE 197 Externship in Early Childhood Education III
3 credit hours .....TBD
Pre-requisite: Requires Academic Director Approval; Field Experience Clearances
Pre-requisite or Co-Requisite: Must have completed or be enrolled in at least 1 additional ECE course

This externship is an experiential learning opportunity for observation and exploration in an early childhood setting. Students will complete at least 120 hours of field experience per credit hour, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar. The course is aligned with Career Services Learning Outcomes.

ECE 220 Children's Literature
3 credit hours .....Spring (Even Years)

This course provides students with a knowledge base of children's books, authors, and illustrators, including all genres of traditional and contemporary literature. The course will include analysis of quality of literary resources in the early childhood classroom. The historical and contemporary mores that influence children's literature, including the impact of digital literacy media, will be discussed.

ECE 222 Concepts and Methods of Language and Literacy
3 credit hours ..... Fall
Prerequisite: Field Experience Clearances, EDU 120

This course focuses on developing effective instructional strategies for teaching receptive language, expressive language, emergent literacy, and English Language Arts in Early Childhood Classrooms. Research and standard-based understanding of instructional reading strategies, including traditional and holistic approaches, and the development of reading and writing assessments for a diverse population are emphasized as pre-service teachers learn how to facilitate children becoming independent readers and speakers. A 30-hour field experience is required. This course is aligned with NPRC Career Services Outcomes.

ECE 224 Concepts and Methods: Mathematical and Scientific Thinking
3 credit hours .....Spring (Even Years)
Prerequisite: Field Experience Clearances, EDU 120

This course provides a conceptual framework, appropriate strategies, and methods in teaching mathematics and science in pre-kindergarten through fourth grade. Study includes appropriate standards and instructional goals to promote mathematical growth, the scientific method of inquiry, intellectual curiosity, and an investigative-learning mindset during the early childhood years in typical and atypical learners. The use of manipulatives and project-oriented inquiry will be explored and evaluated. A 30-hour field experience is required. This course is aligned with NPRC Career Services Outcomes.

ECE 228 Integrated Curriculum
3 credit hours ..... Spring
Prerequisites: Field Experience Clearances, EDU 120

This course provides a conceptual framework for developing and implementing appropriate curricula for typical and atypical children. The relationships between instruction, curriculum, and assessment will be explored as guides to effective curricular planning at the instructional unit, age group, or grade level. The integration of content across multiple standards areas is stressed as pre-service teachers plan, adapt, and analyze curriculum content, instructional materials, and strategies to enhance learning. A 30-hour field experience is required. This course is aligned with NPRC Career Services Outcomes.

ECE 232 Child Development
3 credit hours .....TBD

A broad study of child development theory and concepts, the course covers developmental milestones, sequences, and expectations in cognitive, language, physical, and social-emotional domains from birth through age 10 in typical and atypical children.

ECE 240 Co-Teaching in the Early Childhood Classroom
3 credit hours .....Fall (Odd Years)

In many classrooms, teams of educators work together to seamlessly provide care, instruction, and behavioral support. In this course, students will overview and practice various models of co-teaching within both childcare settings and schools. Additional topics in the course will include strategies for planning, communication, and support between co-teachers.

ECE 250 PA Director Credential I: Early Childhood Leadership and Advocacy
3 credit hours ..... Fall

This course introduces the student to opportunities for assuming a leadership role in both micro and macro settings. Students will evaluate effective leadership strategies used with colleagues at varying career levels within the workplace. The roles of professional organizations and advocacy groups at the regional, state, and national levels and their impacts on the early childhood education profession, children's growth and development, and family support will be analyzed and evaluated.

ECE 252 PA Director Credential II: Principles of Childcare Administration
3 credit hours ..... Spring

This course overviews key areas within childcare administration and program management including organizational structure; creating effective policy and procedure; maintaining standards for health and safety; establishing human resources and personnel guidelines; creating advisory and/or governing boards; and program assessment.

ECE 254 PA Director Credential III: Business and Fiscal Management for Early Childhood Programs
3 credit hours ..... Summer

This course builds upon the structure and principles of business administration while developing sound fiscal management strategies as they apply in a childcare setting. Students evaluate business models and funding sources for establishing childcare as a business. Budgeting, record keeping, marketing, and tax obligations are all discussed. Students prepare and present a business plan as a culminating project.

EDUCATION

EDU 105 Introduction to PreK-12 Education
3 credit hours ..... Fall

This course introduces students to the field of education, with a focus on the historical, philosophical, and social foundations that shape today's PreK–12 school systems. Students will explore the evolution of American education, from its early roots to modern developments influenced by legislation, policy, and reform movements. Emphasis is placed on current trends in teaching and learning, the impact of the standards and accountability movement, and the changing roles of educators in diverse and inclusive classrooms. The course also provides an overview of the structure and governance of PreK–12 education in Pennsylvania. This course is aligned with NPRC Career Services Outcomes.

EDU 118 Family Involvement and Collaboration
3 credit hours .....Fall (Even Years)

This course examines the symbiotic relationship between family and care environments while emphasizing a team approach utilizing family, educational and childcare providers, and community resources to promote early development and learning. Focus is placed on practical components of family involvement that teachers encounter, effective home and educational provider communications, parent and teacher conferences, facilitation of connections with community resources, administrative issues, and challenges with family involvement in the educational system.

EDU 120 Instructional and Classroom Design
3 credit hours ..... Fall

This course introduces pre-service teachers to best practices in creating and managing instruction in the learning environment. The course fosters quality teaching and learning through lesson development designed to connect learning theories, academic standards, subject content, the learning process, student achievement, assessment of student learning, and arrangement of the classroom environment for improved instruction. Effective strategies for classroom behavior management that promote a safe, respectful learning environment are emphasized.

EDU 130 Ethics for Educators
3 credit hours ..... Spring (Odd Years) Summer (Even Years)

This course explores ethical foundations and professional standards that guide decision-making in educational settings. Students will examine ethical principles for educators within the context of federal and state laws, professional codes of conduct, and school policies. Additional topics include confidentiality, equity, professional conduct, and the appropriate use of authority in PreK–12 schools. Through real-world examples and case studies, students develop the skills to recognize ethical challenges and apply sound judgment in fostering safe, fair, and inclusive learning environments.

EDU 195 Externship in Education I
1 credit hour .....To Be Determined
Prerequisite: Requires Academic Director Approval; Field Experience Clearances
Prerequisite or Corequisite: Must have completed or be enrolled in at least 1 additional ECE, EDU, or SPD course

This externship is an experiential learning opportunity for observation and exploration in General or Special Education classroom settings from PreK-12. Students will complete at least 40 hours of field experience per credit hour, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar. The course is aligned with Career Services Learning Outcomes.

EDU 196 Externship in Education II
2 credit hours .....To Be Determined
Prerequisite: Requires Academic Director Approval; Field Experience Clearances
Prerequisite or Corequisite: Must have completed or be enrolled in at least 1 additional ECE, EDU, or SPD course

This externship is an experiential learning opportunity for observation and exploration in General or Special Education classroom settings from PreK-12. Students will complete at least 80 hours of field experience per credit hour, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar. The course is aligned with Career Services Learning Outcomes.

EDU 197 Externship in Education III
3 credit hours .....To Be Determined
Prerequisite: Requires Academic Director Approval; Field Experience Clearances
Prerequisite or Corequisite: Must have completed or be enrolled in at least 1 additional ECE, EDU, or SPD course

This externship is an experiential learning opportunity for observation and exploration in General or Special Education classroom settings from PreK-12. Students will complete at least 120 hours of field experience per credit hour, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar. The course is aligned with Career Services Learning Outcomes.

EDU 225 Observation and Assessment
3 credit hours .....Fall (Odd Years)

This course identifies appropriate assessment strategies used to evaluate cognitive, physical, and psychosocial development of children and considers implications for curriculum planning. It explores the use of systematic observations, documentation, and other effective assessment strategies including but not limited to formal, informal, authentic, and benchmark assessments. Students will interpret and translate assessment data to effectively inform instruction and decision making.

EDU 235 Cognitive Development and Learning
3 credit hours ..... Spring (Even Years), Summer (Odd Years)

This course examines child development and learning theory. Students discuss social-emotional, ecological-systems, and physical-motor dimensions of human growth and change as they impact cognition and learning.

EDU 245 Educational Technology in the Classroom
3 credit hours ..... Summer

In this course, students examine emerging digital technologies and their applications in educational settings. Students explore a variety of digital learning applications, develop proficiency in their use, and evaluate their effectiveness in real learning contexts. Ethical, cultural, accessibility, and legal considerations in digital tool implementation are examined. Additionally, students explore instructional technology integration models and apply them to authentic educational scenarios. Through hands-on activities and reflective practice, students articulate their learning experiences using current and appropriate technologies.

EDU 255 Educational Psychology
3 credit hours ..... Spring (Even Years), Summer (Odd Years)

This course examines key psychological principles, theories, and methodologies with a focus on the application of course concepts to the needs of typical and atypical individuals in learning environments.

EDU 285 English Language Learners (ELL) Foundations
3 credit hours .....Spring (Odd Years)

This course examines research-based English Language Learner (ELL) teaching and learning methods in classrooms and in interactions with families. Theories of second language acquisition will be researched and applied with respect to implications for the second language classroom.

SPECIAL EDUCATION

SPD 145 Introduction to Special Education
3 credit hours ..... Fall

This course examines educational programming and interventions from birth through transition age children with delays or exceptionalities. Pre-service teachers explore historical legislation and current legal issues in special education; the Individual Family Service Plan (IFSP) and the Individual Education Plan (IEP); and best practices in teaching, managing, and supporting children with exceptionalities in the educational environment. Best practices for behavioral intervention approaches typically associated with exceptionalities are explored.

SPD 195 Externship in Special Education I
1 credit hour .....To Be Determined
Pre-requisite: Requires Academic Director Approval
Pre-requisite or Co-Requisite: Must have completed or be enrolled in at least 1 additional ECE, EDU, or SPD course

This externship is an experiential learning opportunity for observation and exploration in an Early Childhood or Special Education classroom. Students will complete at least 40 hours of field experience per credit hour, documented experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location. A 1-hour seminar session is required both at the start and end of the academic term. This

course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar. This course is aligned with NPRC Career Services Outcomes.

SPD 196 Externship in Special Education II
2 credit hours .....To Be Determined
Pre-requisite: Requires Academic Director Approval
Pre-requisite or Co-Requisite: Must have completed or be enrolled in at least 1 additional ECE, EDU, or SPD course

This externship is an experiential learning opportunity for observation and exploration in an Early Childhood or Special Education classroom. Students will complete at least 80 hours of field experience per credit hour, documented experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the Appropriate Academic Director, Director of Student Services, or the Office of the Registrar. This course is aligned with NPRC Career Services Outcomes.

SPD 197 Externship in Special Education III
3 credit hours .....To Be Determined
Pre-requisite: Requires Academic Director Approval; Field Experience Clearances
Pre-requisite or Co-Requisite: Must have completed or be enrolled in at least 1 additional SPD, ECE, or EDU course

This externship is an experiential learning opportunity for observation and exploration in an early childhood setting. Students will complete at least 120 hours of field experience per credit hour, document experiences using a Focused Observation journal, and complete additional required tasks as determined by the placement location. A 1-hour seminar session is required both at the start and end of the academic term. This course is aligned with NPRC Career Services Learning Outcomes. Externship sites can be determined in coordination with the appropriate Academic Director, Assistant Director of Disability and Career Services, or the Office of the Registrar. The course is aligned with Career Services Learning Outcomes.

SPD 230 Assessment in Special Education
3 credit hours .....Fall (Even Years)

This course examines assessment practices specific to Special Education and related services. Students will analyze the steps in the process for identification of atypical needs from observation, referral, evaluation, and diagnosis. During class sessions, students will practice assessment methods of diagnostic evaluation, benchmarking, pre-post assessment, and summative evaluation. Students will analyze data for documentation, goal setting, and reporting practices with a focus on communication techniques for sharing results.

SPD 285 Learning Disabilities and Emotional / Behavioral Disorders
3 credit hours .....Fall (Even Years)

This course focuses on the nature of specific learning disabilities and emotional and behavioral disorders and familiarizes the student with the classification systems and theoretical models. This course also emphasizes the history, etiology, characteristics, assessment, and treatment/instructional approaches as they pertain to children and adolescents in classroom settings.

EMERGENCY MEDICAL SERVICES

EMS 105 Emergency Medical Responder
1 credit hour ..... To Be Determined

This course introduces the foundational knowledge and skills required of the Emergency Medical Responder (EMR) within the emergency medical services system. Students examine the role of the EMR in providing immediate lifesaving interventions, including cardiopulmonary resuscitation (CPR), automated external defibrillation (AED), airway management, oxygen administration, and hemorrhage control. Emphasis is placed on scene safety, patient assessment, and integration within the EMS response framework.

Successful completion of this course academically prepares students to pursue NREMR certification through the National Registry of Emergency Medical Technicians (NREMT) and the Pennsylvania Bureau of Emergency Medical Services (BEMS).

*Students must be registered in an authorized BEMS - NREMR course to qualify for certification. Certification requirements, including NREMT and BEMS registration and examinations, are completed independently of the course.

EMS 110 Introduction to Emergency Medical Services
2 credit hours ..... To Be Determined

This course provides a comprehensive overview of the emergency medical services (EMS) system and the professional responsibilities of EMS practitioners. Students explore the historical development, organizational structure, regulatory environment, and operational components of EMS at the local, regional, and national levels. Topics include workforce roles, communication systems, legal and ethical principles, responder safety, and foundational patient care concepts. Emphasis is placed on professionalism, interdisciplinary collaboration, and the integration of EMS within the broader public safety and healthcare systems. This course serves as a foundational component of the Emergency Services degree program.

EMS 120 Foundations of Emergency Medical Services Systems
3 credit hours ..... To Be Determined

An overview of the design and operation of EMS systems, delivery of services and the echelons of care. The history of EMS, the interface of public and private organizations, and review of the various personnel who comprise these systems will be examined in relation to their impact on the health care delivery system.

EMS 130 Legal, Political, and Regulatory Environment of Emergency Medical Services
3 credit hours ..... To Be Determined

This course is for students interested in the field of legal, political and regulatory environment of EMS. Students explore issues in malpractice, consent and refusal of treatment; OSHA; employment issues; and risk management. EMS students gain insights into the legal liabilities in emergency medical services.

EMS 140 Emergency Medical Technician
3 credit hours ..... To Be Determined
Prerequisites: BIO 110, EMS 110, EMS 120, and EMS 130

This course prepares students to function as entry-level Emergency Medical Technicians (EMTs) in accordance with the National EMS Education Standards and applicable state regulations. Instruction emphasizes comprehensive patient assessment, basic life support interventions, airway management, trauma and medical emergency care, and safe ambulance

operations. Students develop clinical reasoning, communication, and professional behaviors necessary for effective prehospital care.

Successful completion of this course academically prepares students to pursue NREMT certification through the National Registry of Emergency Medical Technicians (NREMT) and the Pennsylvania Bureau of Emergency Medical Services (BEMS).

*Students must be registered in an authorized BEMS - NREMT course to qualify for certification. Certification requirements, including NREMT and BEMS registration and examinations, are completed independently of the course.

EMS 150 Advanced Emergency Medical Technician
3 credit hours ..... To Be Determined
Prerequisite: EMS 140

This course builds upon foundational EMT knowledge and prepares students to function as Advanced Emergency Medical Technicians (AEMTs) within the EMS system. Instruction emphasizes advanced patient assessment, intravenous and intraosseous access, pharmacological interventions, cardiac monitoring, and expanded management of complex medical and traumatic emergencies. Students integrate clinical decision-making, critical thinking, and professional communication skills consistent with national education standards and state scope of practice.

Successful completion of this course academically prepares students to pursue AEMT certification through the National Registry of Emergency Medical Technicians (NREMT) and the Pennsylvania Bureau of Emergency Medical Services (BEMS).

*Students must be registered in an authorized BEMS - AEMT course to qualify for certification. Certification requirements, including NREMT and BEMS registration and examinations, are completed independently of the course.

EMS 160 Emergency Medical Services Risk Management and Safety
3 credit hours ..... To Be Determined
Prerequisites: EMS 140

This course introduces the student to the risk management principles of an EMS agency. Students will focus on safety from the perspective of the field provider.

EMS 170 Management of Emergency Medical Services
3 credit hours ..... To Be Determined
Prerequisite: EMS 140

This course is for students interested in the practice and principles of emergency medical services systems management and the processes that contribute to the effectiveness of day-to-day operations within an EMS organization. This course introduces the EMS professional to topics that include government structure, strategic planning, injury prevention, risk management and safety, customer service, human resources management, financial management, fleet management, career development, quality management, data collection and research, labor relations, and special operations.

EMS 180 Community Risk Reduction in Emergency Medical Services
3 credit hours ..... To Be Determined
Prerequisite: EMS 140

This course is for students interested in public information and community relations in EMS. This course introduces the EMS professional to benefits of community information and

community relations. Students explore issues in marketing, crafting the message, identifying the audience, developing programs and creating press releases.

EMS 190 Emergency Medical Services Quality Management
3 credit hours ..... To Be Determined
Prerequisite: EMS 140

This course examines quality and performance improvement principles as applied to emergency medical services systems. Students analyze the historical development, regulatory requirements, and operational components of EMS quality management programs. Topics include performance measurement, data collection and analysis, clinical benchmarking, risk management, patient safety, and continuous quality improvement (CQI) methodologies.

Emphasis is placed on developing data literacy skills, including reading and interpreting statistical reports, analyzing EMS performance metrics, evaluating research findings, and critically appraising industry studies and evidence-based guidelines. Students will apply foundational statistical concepts to assess system performance trends, identify areas for improvement, and develop data-driven strategies to enhance patient outcomes and organizational effectiveness.

EMERGENCY SERVICES

ESV 120 Emergency Services Report Writing
3 credit hours ..... To Be Determined

This course develops advanced written and oral communication skills specific to emergency services professions. Students analyze the structure, purpose, and legal significance of incident and patient care reports, investigative summaries, and related documentation. Emphasis is placed on accuracy, objectivity, clarity, professional tone, and compliance with regulatory and legal standards. Students will apply critical thinking skills to produce concise, defensible documentation and deliver professional oral presentations relevant to emergency services operations.

ESV 255 Emergency Communications
3 credit hours ..... To Be Determined
Prerequisites: EMS 140

This course is designed to help students develop skills to effectively prioritize and manage communication with first responders during crises. Students will explore the principles of emergency communications and dispatching, including the role of technology and public messaging in crisis management. Students will complete the NECI Basic 911 Dispatch National Course and prepare for the National Certification exam as well as complete certifications in the National Incident Command System and Hazmat Awareness.

FIRE SCIENCE

FIR 110 Introduction to Fire Science
3 credit hours ..... To Be Determined

This course examines the fundamental principles of fire science and the operational role of the fire service within the public safety system. Students study fire behavior, combustion processes, fire prevention strategies, building construction considerations, and firefighter safety. The course also explores fire department organization, community risk reduction, and interagency coordination. Emphasis is placed on understanding fire science as a critical component of comprehensive emergency services delivery.

FIR 120 Building Construction for Fire Protection
3 credit hours ..... To Be Determined

This course provides the components of building construction related to firefighter and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations and operating at emergencies.

FIR 130 Fire Prevention
3 credit hours ..... To Be Determined

This course provides fundamental knowledge relating to the field of fire prevention. Topics include history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use and application of codes and standards, plans review, fire inspections, fire and life safety education, and fire investigation.

FIR 140 Fire Behavior and Combustion
3 credit hours ..... To Be Determined
Prerequisites: FIR 110

This course explores the theories and fundamentals of how and why fires start, spread and are controlled.

FIR 150 Principles of Fire and Emergency Services Safety
3 credit hours ..... To Be Determined
Prerequisites: FIR 110

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavioral change throughout the emergency services.

FIR 160 Fire Protection Systems
3 credit hours ..... To Be Determined
Prerequisites: FIR 110

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers.

FIR 200 Strategy and Tactics
3 credit hours ..... To Be Determined
Prerequisites: FIR 110

This course provides the principles of fire ground control through utilization of personnel, equipment and extinguishing agents.

FIR 210 Fire-Related Human Behavior
3 credit hours ..... To Be Determined
Prerequisites: FIR 110

This course presents a study of human behavior in fire and other emergency situations. Students will examine current and past research on human behavior, systems models, life safety education and building design to determine the interactions of these areas in emergency situations. Students will develop an understanding of a best-practice building life safety system as one that combines knowledge in the areas of psychology and sociology, joined with engineering and education to produce the best possible outcomes in terms of human survivability in an emergency.

FIR 220 Fire Investigation I
3 credit hours ..... To Be Determined
Prerequisites: FIR 110

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes.

HOMELAND SECURITY

HSC 110 Introduction to Homeland Security
3 credit hours ..... To Be Determined

This course provides an overview of homeland security principles, policies, and organizational structures within the United States. Students examine the roles of federal, state, local, tribal, territorial, and private-sector partners in prevention, protection, mitigation, response, and recovery efforts. Topics include critical infrastructure protection, intelligence sharing, emergency management frameworks, and interagency coordination. Emphasis is placed on National Incident Management System (NIMS) as an integrated function within the broader public safety and emergency management systems.

CERITIFICATE COURSE DESCRIPTIONS

APPLIED HORTICULTURAL OPERATIONS

AGR 110 Introduction to Horticulture
3 credit hours ..... To Be Determined

Students embark on a foundational exploration of the science and art of cultivating plants. Students explore plant biology, propagation, and pest management. The course details how environmental factors affect plants and how these factors are controlled in horticultural practice. Students prepare for careers in nurseries, landscaping, or further education.

AGR 111 Introduction to Horticulture Laboratory
1 credit hour ..... To Be Determined
Corequisite or Prerequisite: AGR 110

This lab complements the topics covered in AGR 110 with the application of concepts in a practical context. Students participate in medium preparation, propagation, and management of live plants. Surveillance and management of pests and diseases, along with the growth and development of plants, will be assessed by students with appropriate interventions resulting. Skills and knowledge gained by students will be directly applicable in future endeavors in horticulture.

AGR 120 Introduction to Sustainable Agriculture
3 credit hours ..... To Be Determined

This course introduces students to the principles and practices of sustainable agriculture, emphasizing the integration of environmental health, economic viability, and social impacts in food production systems. Students will explore topics such as soil management, biodiversity, water conservation, and organic farming methods. The course highlights real-world applications by connecting concepts with sustainable practices and career opportunities. Students will identify the solutions presented by sustainable agriculture to address global challenges and the future of farming.

AGR 121 Introduction to Sustainable Agriculture Laboratory
1 credit hour ..... To Be Determined
Corequisite or Prerequisite: AGR 120

This lab complements the topics covered in AGR 120 with the application of concepts in a practical context. Students engage in sustainable practices such as soil preparation, planting, composting, pest management, irrigation, and harvesting. Students gain practical experience in the function and management of hydroponic and/or aquaponic systems. Students work together to achieve sustainable production of food through the integration of holistic sustainability practices.

BIOTECHNOLOGY LEVEL I CERTIFICATE

BIO 150 Biotechnology I
4 credit hours ..... To Be Determined
Prerequisite: Academic Director Approval Required

This course introduces students to the field of biotechnology, its applications in medicine, agriculture, and industry, and the essential laboratory skills required for entry-level positions. Students explore the history, ethics, and regulatory landscape of biotechnology while developing proficiency in laboratory safety, measurement, solution preparation, and basic instrumentation through DNA-based techniques and technologies like extraction, gel electrophoresis, PCR, and DNA sequencing. Emphasis is placed on accurate record-keeping, the scientific method, and teamwork in a controlled lab environment.

BIO 155 Biotechnology II
4 credit hours ..... To Be Determined
Corequisite or Prerequisite: BIO 150

This course builds on the skills and techniques acquired in BIO 150 to incorporate core molecular and cellular techniques used in biotechnology laboratories. Students gain hands-on experience with basic cell culture, transformations, protein and enzyme assays, column chromatography, spectrophotometry, and PAGE and Western Blotting. The course integrates quality control, troubleshooting, and data analysis, preparing students for advanced applications in research and biomanufacturing.

BIO 170 Biomanufacturing
4 credit hours ..... To Be Determined
Corequisite or Prerequisite: BIO 155

This course introduces the principles and practices of biopharmaceutical manufacturing under current Good Manufacturing Practices (cGMP). Students explore upstream and downstream processing, cleanroom protocols, and quality assurance systems. Hands-on activities include media preparation, cell culture, purification, testing, and quality control biochemistry in a mock cGMP environment.

BIO 195 Biotechnology Internship
3 credit hours ..... To Be Determined
Prerequisite: Academic Director Approval Required

This supervised internship provides real-world experience in a biotechnology laboratory, biopharmaceutical company, or biomanufacturing operation. Students work under the guidance of industry professionals, applying classroom skills to tasks such as sample processing, equipment maintenance, or quality testing. Regularly-scheduled seminars reinforce workplace communication, resume building, and career development. 450 hours of field experience required. This course aligns with Career Services Learning Outcomes.

Student is responsible for complying with the employment requirements of the company or organization that hosts the internship.

BIO 199 Biotechnology Research Practicum
3 credit hours ..... To Be Determined
Prerequisite: Academic Director Approval Required

This capstone course engages students in faculty-mentored, inquiry-based research aligned with local industry or academic laboratory functions. Students will design when appropriate and participate in experiments, analyze data, and present findings orally with a scientific poster presentation and a written report.

COMPUTER AIDED DRAFTING AND MANUFACTURING

CAD 105 Introduction to Engineering Graphics
3 credit hours ..... To Be Determined

This course introduces students to the principles of engineering graphics and drafting. Topics include manual sketching techniques, including orthographic, oblique, perspective, and isometric projections, as well as sectioning, dimensioning practices for mechanical and architectural applications, and basic print reading. The course emphasizes industry-standard practices to prepare students for CAD software applications.

CAD 110 Two-Dimensional Computer-Aided Design
3 credit hours ..... To Be Determined
Prerequisite: CAD 105

Students are introduced to 2D computer-aided design using industry-leading software. Students learn to create, edit, and annotate technical drawings; manage drawing files; and produce plotted outputs. The course emphasizes proficiency in software commands and adherence to industry standards, building on foundational drafting knowledge.

CAD 115 Three-Dimensional Parametric Modeling
3 credit hours ..... To Be Determined
Prerequisite: CAD 105

Students are introduced to three-dimensional parametric modeling using industry-leading software. Students learn to create parametric parts, assemble components, and generate 2D drawings from three dimensional models. Topics include basic to advanced modeling techniques, preparing students for complex design tasks in mechanical and product design.

CAD 205 CAM Introduction to Additive Manufacturing
3 credit hours ..... To Be Determined
Prerequisite: CAD 110 or CAD 115

This course provides a comprehensive introduction to additive manufacturing (3D printing) technologies, processes, and applications. Students will apply their existing CAD skills to design models specifically for additive manufacturing processes. Students will prepare, print, and post-process 3D models using various additive manufacturing technologies. Topics include safety practices, material selection, design for additive manufacturing (DfAM), and industry applications, preparing students for entry-level roles in manufacturing and design.

CAD 240 CAM Special Topics
3 credit hours ..... To Be Determined
Prerequisite: CAD 110 or CAD 115

This course explores advanced and emerging topics in Computer-Aided Manufacturing (CAM), focusing on the integration of computer-aided design (CAD) and manufacturing processes. Students will investigate specialized CAM techniques, such as CNC programming, additive manufacturing, robotics, and digital twin technologies, through hands-on projects and case studies. The course emphasizes practical applications with tie-ins to industries like aerospace, automotive, and medical device manufacturing. Topics vary by semester based on industry trends and technological advancements, ensuring relevance to current workforce demands. Students will use industry-standard software and equipment to design, simulate, and produce prototypes, preparing them for advanced roles in manufacturing and engineering.

PERSONAL AND PROFESSIONAL READINESS

HFW 100 Personal Health and Wellness
3 credit hours ..... To Be Determined

This course explores the foundational principles of personal health and wellness, emphasizing the interconnected dimensions of physical, intellectual, emotional, social, spiritual, vocational, financial, and environmental health. Students will examine health challenges such as nutrition, chronic disease prevention, stress management, substance use, technology usage, and physical fitness. Students will design and implement a personalized fitness and wellness plan to promote lifelong healthy behaviors. Technology enhancements used to meet fitness goals and maintain wellness will be explored. Physical activities will be tailored to each individual. No prior experience is required.

Workforce Development

The Workforce Development Division offers relevant training for high-priority occupations to drive the region's economy and help communities thrive in our ten-county service area and beyond. Training opportunities feature a variety of courses and programs in technical education and professional training. Many courses serve as pre-certification experiences that prepare students for national exams and credentialling. While enrollment in various programs is generally open, some programs (e.g. commercial driver's license, nurse aide, and emergency medical services) have specific enrollment requirements.

The Workforce Development Division is committed to providing regional business and industry with training opportunities that are unique to their employees and courses that will help to grow and sustain business operations. We are committed to providing quality programming that is delivered in a timely manner to the immediate needs of the employer.

Through partnership with an organization, NPRC can customize courses to address specific needs. We assign instructors whose experience aligns with the organization's needs and schedule classes at the convenience of the organization and its employees. Most program offerings can be run using a customized training approach.

As appropriate, non-customized training may be offered by NPRC to the public. Much of the training through this offering includes hands-on activities and requires in-person attendance during scheduled class times. Courses may be offered at varying times during the week and weekends depending on the requirements of the class.

Unemployed and underemployed residents may be eligible for financial assistance through the Workforce Innovation and Opportunity Act (WIOA) and the Trade Adjustment Assistance (TAA) programs. If you are interested in this financial assistance, consult with your local CareerLink® to determine your eligibility.

For more information about the Workforce Development Division visit our web site.

Commercial Truck Driver

The College has partnered with PA Pride, LLC to deliver commercial truck driving training. This short-term training is designed to teach individuals the skills necessary to safely operate a commercial vehicle. At the completion of a four-, five-, or six-week program, the CDL graduate will possess the skills and knowledge necessary to gain employment with a variety of national, regional, and local companies.

Students will need to obtain a driving permit, physical examination, criminal background check, and a drug screen before entering training.

NPRC has also contracted with CNB Wagner Enterprise LLC to offer an accelerated CDL Class A License course. Obtaining your CDL Class A license is a two-step process: Complete entry level driver training (ELDT) required for the CDL permit and then complete 40 hours of behind-the-wheel training. Behind the wheel training consists of 40 hours of range and road driving. At the conclusion of the course, students may test for the CDL Class A license.

Students need to be 18 years of age, hold a valid Driver's License, obtain a CDL permit and a valid email address.

CPR, first aid, and AED training

This program teaches you everything you need to know to deal with an emergency calmly and confidently until first responders arrive. Emergency Care and Safety Institute (ECSI) programs are offered in association with the American Academy of Orthopedic Surgeons and the American College of Emergency Physicians. NPRC's programs are consistent with the International Liaison Committee on Resuscitation (ILCOR) recommendations and meet or

exceed the American Heart Association (AHA) guidelines.

Standard CPR and Basic Life Support (BLS) for the healthcare professional are available for customized training.

Culinary

NPRC's ServSafe program helps prepare you for the ServSafe Food Protection Manager Certification exam. Training covers basic culinary skills and the information necessary to test for the ServSafe Certification.

NPRC's Culinary Boot Camps offer varying levels of training in the Culinary Arts. The Level I Boot Camp offers training in basic culinary skills, including training and testing for ServSafe Certification. The Level II Boot Camp expands beyond basic culinary skills, including cooking and baking techniques.

Emergency Medical Services and Fire Services

Our emergency medical services (EMS) and firefighting courses are offered to enhance the quality of safety and well-being in our communities. These programs provide nationally recognized curriculum to prospective emergency personnel. The continuing education components of this program area serve the staff training needs of fire departments, ambulance services, and other pre-hospital care providers. The successful completion of the EMT and EMR courses, coupled with a passing mark on the industry-recognized exam, leads to a nationally recognized credential.

Students who successfully achieve their EMR or EMT credential may receive prior learning credits toward an associate degree. Please see the Prior Learning Credit Section for more details.

Emergency Medical Technician (170 Contact Hours)

Course Number	Course Name	Contact Hours	Prerequisites
WEMS-115	Didactic	90	
WEMS-116	Lab	48	WEMS-115
WEMS-117	Clinical	32	WEMS-116

WEMS -115 - Didactic

EMT training prepares students to demonstrate cognitive knowledge, psychomotor skills, and affective behaviors required for safe, effective entry-level EMS practice. The curriculum follows applicable Pennsylvania Department of Health requirements and current national EMS Education Standards. Didactic training consists of synchronous instruction through Microsoft Teams with asynchronous learning through a learning management system. Students must participate in required live sessions, complete assigned work and meet all published deadlines.

WEMS-116 - Lab

The lab course develops and verifies psychomotor competency through supervised practice, scenarios, structured drills, and check-offs. Students may perform non-invasive assessments on classmates. Invasive or potentially harmful procedures are performed only on manikins or task trainers. Students must demonstrate and document every required skill and complete all clinical/field clearances before the end of the Lab Course.

WEMS-117 – Field and Clinical

Students complete supervised experiences at NPRC-approved EMS agencies, hospitals, healthcare facilities, and nursing/rehabilitation facilities. Students schedule and document all activity in the assigned system and work only with approved preceptors.

Industrial Maintenance

Industrial maintenance classes focus on preparing students for entry-level technician positions in industry and building trades. The program is founded in maintenance theory and practical application and features both laboratory and classroom instruction in content areas like industrial electricity, motor control, programmable logic controls, hydraulics, and pneumatics. These programs are generally provided through customized training.

Manufacturing

Whether it be in powder metal, forging, plastics, or tool and die, manufacturing continues to be a major economic driver in northern Pennsylvania. To survive and thrive, it is important to accurately assess training and development needs and implement subsequent training. The training can be done in a multitude of ways including customized training, apprenticeships, or open enrollment public workshops. NPRC suggests organizations be strategic in determining training and development needs. Strategic planning for training allows evaluation at a business results level, resulting in calculating an ROI.

NPRC has a vast portfolio of training categories for manufacturers including Blueprint Reading, Geometric Dimension and Tolerancing, Operational Excellence, and a broad collection of courses in Mechatronics.

Medical and Dental

The classes in the medical and dental series can be used for entry-level employment or as a primer or refresher for medical or allied health careers, which may include work in doctor's offices, hospitals, nursing homes, home health, corporate health, laboratories, dental practices, or other health care facilities. NPRC courses are designed using evidence-based practice to optimize the skill development that promotes excellence in patient care and prepares individuals to successfully pass industry certification exams.

Micro-credentials

NPRC now offers micro-credentials in Quality Management and Industrial Maintenance. These programs are available to manufacturing businesses and organizations by working with our customized training team. To complete either of these programs, it is required for students to complete all six of the respective courses that last from a few hours to a few weeks. However, individual course certifications are an option as part of this program.

Courses available in Quality Management include Statistical Process Control, Basic Industrial Mathematics, Blueprint Reading, Geometric Dimensioning and Tolerance, Problem Solving and Root Cause Analysis, and Quality System Fundamentals for Non-Quality Professionals. Courses are available in the areas of Safety, Communication, and Professional Development in Manufacturing (including OSHA 10), Applied Industrial Mathematics, Hydraulics/Pneumatics (including fundamentals and basic troubleshooting), AC/DC Electric, Three-Phase Motor Control, and PLC Robotics Maintenance.

Nurse Aide

Nurse Aide Training (129 Contact Hours)

Course Number	Course Components	Contact Hours	Prerequisites
WCNA-110	Theory	36.5	

WCNA-110 – Nurse Aide Training

The Nurse Aide Training Course Evaluation Program (NATCEP) is designed to provide students with hands-on experience in essential nursing assistant skills and principles of restorative care. This course prepares students to successfully pass the certification exam administered by Credentia upon completion of the course. The program consists of 129 hours of training over 6 weeks and includes 36.5 hours of theory, 29.5 hours of lab, and 63 hours in a clinical setting. This program is approved by the Pennsylvania Department of Education.

Online Course Offerings

Courses through this delivery method are provided online asynchronously through a third-party provider. These courses are meant to provide intensive, hands-on experience to prepare you for industry exams and credentials. Many of these opportunities also come with funding support and student advising and support services related to job searches and career readiness.

Operational Excellence

Instruction in this area helps organizations execute their business strategy more consistently and reliably, lower their operational risk and operating costs, and increase their revenues relative to its competition. Students can expect to learn primary tools of operational excellence to meet the demands of their industry.

Supervision and Leadership

Teaching new and experienced supervisors the skills to manage multiple roles is an ever-increasing challenge of effective organizations. The interest in developing leaders who can build upon their skills to motivate employees and take on leadership roles in their organizations is a time-sensitive need for human resource managers and CEOs.

Wastewater Treatment

NPRC's water and wastewater treatment training courses concentrate on water and wastewater treatment in municipal plants. These courses are most beneficial to those who are interested in water treatment as a career. The courses are also eligible for required professional development for those currently working in wastewater treatment. All courses are designed to assist an individual in passing the Pennsylvania Department of Environmental Protection (DEP) Operator examination.

Wastewater Treatment Operator (180 Contact Hours)

Course Number	Course Name	Contact Hours	Prerequisites
Level 1			
WWWT-101	Intro to Wastewater Treatment	18	
WWWT-102	Collection Systems	18	
WWWT-103	Core Requirements	18	
WWWT-104	Miscellaneous Topics	18	
WWWT-105	Laboratory and Maintenance	18	
Level 2			**Level 1**
WWWT-106	Treatment Types	18	
WWWT-107	Land Application and Solids	18	
WWWT-108	Activated Sludge I	18	
WWWT-109	Activated Sludge II	18	
WWWT-110	Advanced Topics	18	

Wastewater Level 1

WWWT-101 – Module 1: Introduction to Wastewater

The primary purpose of this course is to provide an introduction to basic concepts of wastewater collection and conveyance systems, wastewater treatment processes, the role of the treatment plant operator and the regulations that govern wastewater treatment plant operations. Course topics include fundamentals of wastewater treatment, general chemistry, and general math.

WWWT-102 - Module 2: Wastewater Collection

This course provides an overview of design, construction, operation, and maintenance of wastewater collection systems. Students will also learn the basics of pumps and hydraulics as they pertain to wastewater conveyance and treatment. They will also review basic flow metering technologies, chemical feed systems, and inflow/infiltration and wet weather operations.

WWWT-103 - Module 3: Core Requirements

This course provides an overview of safety awareness as it relates to chemical and other hazards associated with wastewater treatment plant operations. Topics also include requirements of the Water and Wastewater Systems Operator's Certification Act, and the Federal Clean Water Act and State Clean Streams Law. Students will also learn basic biology concepts and the fundamentals of biology as it relates to wastewater treatment processes.

WWWT-104 - Module 4: Miscellaneous Topics

Miscellaneous wastewater treatment topics covered in this course include energy efficiency which provide an overview of energy efficiency considerations in the design, operation, repair and replacement of wastewater treatment facilities and equipment. Additional topics include the National Pretreatment Program, SOP requirementsin the Water and Wastewater System Operators' Certification Act, and the components of a National Pollutant Discharge Elimination System Permit.

WWWT-105 - Module 5: Lab and maintenance

This course provides an overview of the basic principles of wastewater treatment plant maintenance. The course will include instruction on the structure and implementation of a maintenance program at a wastewater treatment plant. Course topics also include basic laboratory equipment and methodologies as it pertains to the wastewater treatment process, lab procedures for process control parameters, quality assurance and control for data handling, record keeping, and reporting.

Wastewater Level 2

WWWT -106 - Module 6: Treatment Technologies

Students learn the design, operation, maintenance, and typical operational problems associated with wastewater treatment ponds and lagoons. Additional topics include trickling filter process, rotating biological contractors, and introduction to activated sludge.

WWWT-107 - Module 7: Land Application and Solids

Course topics include sequencing batch reactors (SBRs), effluent disposal via land application, and solids handling and disposal.

WWWT-108 - Module 8: Activated Sludge I

The purpose of this course is to provide an overview of the activated sludge process, aeration systems and new wastewater treatment plant start-up procedures. Students will also learn activated sludge process control strategies, typical operational problems encountered during the process and the microbiology of the activated sludge process. This course will introduce students to various equations used in activated sludge process control calculations.

WWWT-109 - Module 9: Activated Sludge II

Students will review components of several modifications to the conventional activated sludge process and discuss the reasons for modification of the conventional activated sludge process. Course topics will also include removal methods for nitrogen and phosphorus from wastewaters and the various wastewater treatment processes used for nitrogen and phosphorus removal, and a wastewater treatment plant tour.

WWWT-110 - Module 10: Advanced Topics

Students will review the disinfection process in wastewater treatment including multiple methods of disinfection. Topics will include filter types used to remove small suspended solids from secondary treated wastewaters, the expanding need and use of tertiary treatment, physical-chemical treatment, biological-physical treatment, and communication techniques between operators and supervisors, the public, and regulators.

For more information and for the most up-to-date list of available classes, visit the Employee Customized Training web page or the All Programs page.

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Glossary

A

Academic Advising is a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals.

The **Academic Calendar** defines the landmark dates that drive the day-to-day business of the College and establishes significant enrollment and academic progress reporting dates.

The **Academic College Catalog** is a resource that covers a complete academic year and is the compilation of all course listings, curriculum information, graduation requirements, application information, financial aid details, resources, and policies for NPRC programs.

An **Academic Complaint** is a report made by a student relating to the final grade in a specific course or a pattern of unfair academic practices carried out by the instructor.

Academic Engagement is active participation by a student in an instructional activity related to the student's course of study that is defined by the institution in accordance with any applicable requirements of its State or accrediting agency. Activities include attending asynchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students; submitting an academic assignment; taking an assessment or an exam; participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction; participating in a study group, group project, or an online discussion that is assigned by the institution; interacting with an instructor about academic matters.

An **Academic Faculty** is any instructor (part-time or full-time) who teaches one or more courses for academic credit at the College.

Academic Forgiveness is a provision by which some or all grades of D and/or F may be disregarded in determining the student's eligibility for graduation.

Academic Freedom is an individual's right to engage in intellectual inquiry, debate, speech, and in writing, on and off campus, without fear of censorship, retaliation, or sanction. It allows the exploration of significant and controversial questions as an essential component of education and advancing knowledge. The intellectual search for transmission of knowledge provides the college community opportunities for critical thinking and understanding of conflicting viewpoints. Academic freedom allows individuals to investigate, to form conclusions, and to express judgments and opinions without interference from special interests or conflicting public opinion. Academic freedom includes the right to constructively criticize college policies in appropriate forums as part of the governance process without fear of retribution.

Academic Progress is a measure of a student's overall achievement and advancement toward successful degree or certificate completion. At the conclusion of each academic term, students are assigned a designation of good standing or not in good standing as an indicator of their overall academic progress.

Academic Status is a measure of a student's academic term performance and its impact

upon the student's overall progress toward successful degree or certificate completion. This includes assigned statuses of satisfactory academic progress, academic warning, academic probation, and academic suspension.

An **Academic Student** is any individual enrolled in any credit-bearing course(s) of instruction offered by the College the first day of the term start.

An **Academic Term** or Semester includes the period commencing with the first day of class and concluding with the last day of the final exam period as communicated by the academic calendar

An **Academic Year** is defined by the period beginning with the fall term of one calendar year and ending at the conclusion of the summer term of the following calendar year. Specific dates for each term are established by the Academic Calendar. Fall and spring are standard academic terms. Summer is a non-standard academic term.

Accreditation is an academic distinction given to colleges and universities that shows they meet standards for excellence in post-secondary education. Accreditation is a requirement for eligibility to award federal, state, and other types of student financial aid.

Administrative Drop is the process by which the College removes a student from enrollment in an academic term for non-attendance and whereby no grade is assigned.

Administrative Removal is the process by which the College removes a student from enrollment in one or more workforce development courses or a program of study during a given training period and whereby an evaluative rating of non-completion is assigned for the course.

Advanced Placement is a program in the United States and Canada created by the College Board which offers college-level curricula and examinations to high school students. American colleges and universities may grant placement and course credit to students who obtain high scores on the examinations.

Amnesty is the act of releasing or protecting an individual from discipline associated with policy violations, determined not to be egregious by the College, which occur around the time of or related to a complaint or report of an alleged violation of policy.

An **Associate Degree** is an academic program of study with an established curriculum which may be completed by a full-time student in two academic years.

Attendance (of a course) is a student's required presence during class time in an enrolled course as determined by the syllabus.

Attendance (of a term) is the situation in which a student is enrolled and attends at least one class meeting for courses with live instruction or actively engages in the teaching-learning process for fully online courses prior to the conclusion of the roster verification period.

Audit applies to students who, at the time of enrollment, indicate to the Office of the Registrar they do not wish to earn credit or be held to the grading standards outlined in the syllabus of the course in which they seek to enroll.

B

Baccalaureate is the degree of bachelor conferred by universities and colleges.

A **Bookstore** is any provider associated with the College from which students may elect to purchase required textbooks or other course materials.

A **Business Day** is a day of normal college operation.

C

Catalog of Record is the academic catalog in effect during a student's first term of enrollment. Students must enroll in at least one academic course each academic year after their initial academic term of enrollment to maintain their assigned catalog of record. Students may request reassignment of their catalog of record to any more recent catalog at any time.

A **Certificate** is an academic program of study with an established curriculum which may be completed by a full-time student in one academic year.

Cheating is the improper taking or giving of any information or material with intent to obtain an unfair advantage on an assessment or evaluation. Acts of cheating include, but are not limited to, copying from another student's exam or other written, oral, mode of artistic expression, or computer-based work product; allowing another student to copy from one's own exam or other written, oral, mode of artistic expression, or computer-based work product; using unauthorized materials including, but not limited to, notes, textbooks, formula lists, virtual or hard-copy sources of information, or electronic media or devices during a proctored or un-proctored evaluation or assessment of student learning; obtaining any part of an exam, assessment, or other evaluation before it has been released to the class; submitting the work of another individual or entity as one's own, including, but not limited to, work products purchased through online providers; and submitting the same project or paper in more than one course.

A **Class** or **Class Meeting** is a scheduled block of time allocated for instructional activities and the teaching/learning process as part of the delivery of a course of instruction.

The **College Level Examination Program (CLEP)** are standardized tests created and administered by the College Board. These tests assess knowledge in thirty-six subject areas and provide a mechanism for earning college credits without taking college courses.

A **Complainant** is an individual who is alleged to be the victim of conduct that could constitute harassment or discrimination on the basis of sex or otherwise or is alleged to be a victim of retaliation for engaging in a protected activity. A complainant is also any individual who submits an allegation of a violation of NPRC policy.

Completion Rate is the ratio of credit hours earned to credit hours attempted, expressed as a percentage rounded to the nearest hundredth.

Conditional Admission is the process by which a student enters the College and is assigned a student type which restricts the number of credit hours or courses of permitted enrollment and results in additional monitoring of academic progress.

Consent is informed, knowing, and voluntary. Consent is active; silence, in and of itself,

cannot be interpreted as consent. Consent can be given by words or actions, provided those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Previous relationships or consent does not imply consent to future sexual acts. Consent may not be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Consent may not be granted by someone you know to be, or should be, able to know to be mentally or physically incapacitated by alcohol or drug use.

A **Controlled Substance** is a drug or chemical whose manufacture, possession, or use is regulated by government, such as illicitly used drugs or prescription medications that are designated by law.

Co-Requisite is a course that must be taken at the same time as another course.

Co-Requisite Support Courses are pre-college level courses designed to accompany a student's first college-level math and/or writing courses.

Course Name is the title of the course.

Course Number is the number assigned to a course. Pre-college level coursework, including co-requisite support for first-year mathematics and writing courses are assigned course numbers less than one hundred. Courses typically taken during the first year of full-time study are assigned course numbers of 100-199. Courses assigned numbers of 200-299 are typically taken by students who have completed thirty or more credit hours.

A **Credit Hour** is an amount of work represented in intended learning outcomes and verified by evidence of student achievement through an equivalency that reasonably approximates not less than

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work or their combined equivalent for approximately fifteen weeks, or the equivalent amount of work over a different amount of time, equals for one credit hour or
- At least an equivalent amount of work as required in 4.1.1 for other academic activities as established by the institution, including laboratory work, internships, practica, and other academic work leading to the award of credit hours.

Credit Hours (attempted) for purposes of assigning academic progress and academic status includes all credit hours for which a grade of A, B, C, D, or F is assigned, including grades for courses for which the C/D/F repeat rule applies.

Credit Hours (earned) for purposes of assigning academic progress and academic status includes all credit hours with an assigned grade of A, B, C, D, P, or TR, excluding grades for courses for which the D/F repeat rule applies.

D

Dantes Subject Standardized Tests (DSST) are credit-by-examination tests originated by the United States Department of Defense's Defense Activity for Non-Traditional Education Support program. The program is an extensive series of thirty-three examinations in college subject areas that are comparable to the final or end-of-course examinations in

undergraduate college courses.

Dating Violence is an act of violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a romantic or intimate relationship is determined by the length of the relationship, the type of relationship, and the frequency of interactions between the individuals involved in the relationship. Acts of violence may include but are not limited to recklessly causing bodily injury; attempts to cause bodily injury; and causing fear of immediate, physical harm through threat of force.

Degree Planning Worksheets are forms that students may use to keep track of their progress toward academic program completion.

Degree-Seeking Student is a student type assigned to students who have a high school diploma from a credentialed organization, a Commonwealth Secondary School Diploma (CSSD), or its equivalent recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States and who wish to enroll in credit-bearing courses with the intent to meet the requirements for a degree or certificate.

Desire2Learn (D2L) or Brightspace is a web-based Learning Management System. The D2L system provides a platform for instructors to post course documents and other content, assignments and exams, as well as collaborative learning experiences such as discussion forums and more.

Directory Information includes student name, county of residence, college email address, enrollment status (part-time or full-time), major, honors and awards, and term of attendance.

A **Discrimination Complaint** is a report made by a student or participant that meets the parameters outlined in NPRC-1205: Sexual Discrimination and Sexual Misconduct or NPRC-1210: Nondiscrimination to qualify as a violation of those respective policies.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Pennsylvania's domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Drop (administrative) is the process by which the College removes a student from enrollment in an academic term for non-attendance and whereby no grade is assigned.

Dual Enrollment Students are enrolled in a secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States and at NPRC.

E

Early Entry Student is an entry type assigned to Non-Degree Seeking Students who are enrolled in a public or private high school, homeschool, or other online secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States who have not yet earned their high school diploma or CSSD. Early Entry Students include the following:

1. Dual Enrollment Students are enrolled in a secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States and at NPRC.
2. Home Education Program Students (Homeschool Students) are taught the secondary school curriculum at home under the supervision of their parent(s) or guardian(s).
3. Online High School Students are enrolled in an online secondary education entity recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States.

Educational Activities are College-sanctioned or College-associated events, meetings, or gatherings of students which include, but are not limited to, class meetings; field experiences; trainings; club or committee meetings; entertainment, sporting, or other recreational events; seminars; presentations; or other educational events, whether scheduled or impromptu.

Educational Integrity includes, but is not limited to, the expression of original ideas, proper acknowledgement of sources, avoidance of plagiarism or cheating, maintenance of educational standards, independence of work product, and the accurate and honest reporting of results.

An **Elective** is a course not specifically required by an academic program of study.

An **"eligible student"** under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.

An **Employee** shall mean any individual who serves the College in a full-time or part-time capacity as an administrator, staff, or faculty

To **Enroll** is to officially register and attend course(s) during an academic term.

Ethical Behavior is the demonstration of integrity and honesty in educational interactions. Such behavior includes acting in ways consistent with what society and individuals typically think are good values and includes adherence to moral principles including, but not limited to, honesty, fairness, dignity, respect for differing opinions, diversity, and individual rights.

Expulsion is the permanent separation of a student from the College.

F

Facility/ies and Facility Property/ies refer to any NPRC Administrative Center(s), NPRC Education and Training Center(s), Instructional Locations, Instructional Sites, or other physical space utilized by NPRC which may not be directly owned or controlled by the College at which any College activity, educational or otherwise, occurs.

The **Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student educational records.

Fees are charges assessed in addition to tuition. No fees are currently assessed for academic programs of study at NPRC.

Financial Aid is any grant, scholarship, loan, or paid employment offered to help a student meet college expenses. Such aid may be provided by a variety of sources, including, but not limited to, federal and state agencies, foundations, and corporations.

Firearms and Offensive Weapons are defined as any tool, instrument, material, or implement capable of inflicting serious bodily injury, which include but are not limited to knives, cutting instruments, cutting tools, nun-chuck sticks, handguns, shotguns, rifles, explosive devices, or crossbows/bow and arrows.

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

A **Formal Complaint** is a filed document that is physically or digitally signed by an individual, the Title IX Coordinator, Director of Student Services, or other NPRC employee alleging discrimination, harassment, or retaliation as categorized in the definitions of this policy whether on the basis of sex or otherwise and requesting the College investigate the allegation.

Free Application for Federal Student Aid (FAFSA) is the student aid application provided for under section 483 of Title IV of the Higher Education Act (HEA), which is used to determine an applicant's eligibility for the federal student aid programs.

A **Full-Time Student** is a student enrolled in twelve or more credit hours.

G

General Education Foundational Courses are courses that provide students with basic knowledge of a variety of topics that are essential to all programs and are required for graduation. Examples of general education foundational courses are Writing I, Introduction to Sociology, Foundations of Mathematics, and Introduction to Psychology.

General Student is an entry type assigned to regular degree-seeking students for whom no other entry type is applicable.

Grade Point Average (GPA) is an indication of a student's academic achievement and is calculated as the total number of quality points earned divided by the total number of credit hours for which a grade of A, B, C, D, or F was assigned where the resulting decimal value is rounded to the nearest hundredth.

Graduation with Honors refers to recognition for overall academic achievement in the completion of the requirements for an associate degree.

A **Guest Student** is an entry type assigned to a non-degree seeking student who seeks to enroll on a term-by-term basis and who is concurrently enrolled at a college or university other than NPRC.

H

Hazing is the imposition of any task or behavior on an individual that causes physical or emotional distress to that individual to gain acceptance into a group or activity sanctioned by the College. Hazing includes, but is not limited to, physical abuse; exposure to extreme temperatures; forcible consumption of liquids or solids; excessive mental stress; sleep deprivation; verbal abuse; or subservience.

Honorlock is an online proctoring service utilized to monitor academic integrity for some evaluation instruments, such as quizzes or exams, in academic courses.

Hostile Environment Sexual Harassment is conduct on the basis of sex that is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to NPRC's educational program, employment, or activity.

I

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Independent Study is study under the supervision, guidance, instruction, and evaluation of student performance by a faculty member.

An **Informal Complaint** is verbal or written notice from an individual alleging discrimination, harassment, or retaliation whether on the basis of sex or otherwise and requesting the College investigate the allegation.

Institutional Aid is need-based financial aid provided by the College and may include, but is not limited to, tuition waivers for all or a portion of assessed tuition, textbook voucher awards, and need- or merit-based institutional scholarship awards.

Institutional Withdrawal is the process by which a student voluntarily requests and is granted removal from all credit-bearing courses in which the student is enrolled during a given academic term by the established date listed in the Academic Calendar, communicates the intent to permanently separate from the College, and whereby a grade of W is assigned for all course grades.

An **Instructional Delivery System** is a video-conference system allowing multiple classrooms in multiple locations the ability to share course environments. NPRC utilizes Microsoft Teams.

An **Instructional Location** is defined as a domestic or international physical facility or location that is geographically separate from the main campus and within the same ownership structure of the institution, at which the institution will offer at least 50 percent of an educational program that is credit-bearing and/or Title IV eligible. An additional location may be a classroom building, clinic, hospital, hotel, office building, shopping center, high school, church, or any other appropriate type of facility where instruction can take place as long as the 50 percent applies.

An **Instructional Site** is defined as any off-campus site, other than those meeting the definition of a main campus, branch campus, or additional location, at which the institution offers one or more credit-bearing or Title IV eligible courses, including dual enrollment courses at high schools. Sites offering less than 50 percent of an educational program are not defined in Federal regulation.

International Student is an entry type assigned to a non-degree seeking student who is in the US on a non-immigrant or temporary visa of type F-1 or M-1 and who seeks to enroll in credit-bearing courses.

An **ISBN** is the International Standard Book Number associated with a published work.

L

Learning Management System is a software application for the administration, documentation, tracking, reporting, and delivery of educational courses. NPRC utilizes Desire2Learn (D2L).

A **Loan** is a form of financial aid that must be paid back. Loans usually require interest payments and may be from federal (US government) or private (banks, credit unions, or other) sources.

M

Main Campus is the primary physical facility at which the institution offers eligible programs, within the same ownership structure of the institution, and certified as the main campus by the Commission (and the USDE if applicable). The institution's primary administration, classroom buildings, residence halls, library, and other buildings are housed within the same reasonably contiguous geographic area or parcel of land of the main campus. For an institution that only offers distance education programs, the main campus is where the administrative offices are located and approved by its accrediting agency.

A **Major** is a student's primary area of study.

A **Mandated Reporter** is an individual who has a duty to report all incidents of sexual harassment, sexual violence, sexual assault, relationship violence, stalking, or other sexual misconduct.

The **Microsoft Office 365 suite** is a hosted, online version of the traditional installed version of Microsoft Office software. This online service is subscription-based and includes Office, Exchange Online, SharePoint Online, Lync Online, and Microsoft Office Web Apps, including PowerPoint, Word, and Excel. Every NPRC student is assigned an Office 365 account at no charge for use during their enrollment with the College.

Microsoft Outlook is a personal information manager software system from Microsoft available as part of the Microsoft Office suite. Though primarily an email client, Outlook also includes such functions as calendaring, task managing, contact managing, note-taking, journal-logging, and web browsing. Enrolled students are provided with an assigned student email account through Outlook to be utilized for all official correspondence with College personnel.

A **Model Release** is a form utilized by the Marketing and Public Relations Department for larger production projects and signed by the subject of photos, videos, or written materials granting permissions to publish the respective form of collateral.

The **My NPRC Portal** is the electronic interface for NPRC's student information system through which students may register for courses, view interim and final grades, request transcripts, pay tuition or other charges, review, and request changes to personal information,

review institutional aid awards as applicable, and review other educational and student account information.

N

A **Non-Academic Complaint** is a report made by a student or participant relating to classroom experiences or other experiences that a student or participant believes to be unjustified and that does not fall under the definition of academic complaints.

Non-academic Support Services are available to students through the Student Resources section of D2L. They can provide free counseling, life skills, and wellness resources for support outside of the classroom.

Non-attendance (of a term) is the situation in which a student is enrolled and fails to attend any class meetings for courses with live instruction or actively engage in the teaching-learning process for fully online courses prior to the conclusion of the roster verification period.

Non-consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or woman upon a man or a woman, without consent.

Non-consensual Sexual Intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or a woman upon a man or a woman, without consent.

Non-degree-seeking Student is a student type assigned to students who may or may not have a high school diploma or its equivalent. These are students who wish to enroll in credit-bearing courses and are not pursuing a specified degree or certificate.

A **Non-Academic Complaint (General Complaint)** is a report made by a student relating to classroom experiences or other experiences that a student believes to be unjustified and that does not fall under the definition of academic complaint, discrimination complaint, or other defined complaint.

Non-Resident (Out-of-Region) tuition identification type applies to a student with a permanent physical living address outside one of the ten counties in the College's service region (Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Tioga, Venango, and Warren) but still lives with Pennsylvania for the 12 months preceding an academic term of enrollment.

O

Open Educational Resources (OER) refers to free, editable, and accessible materials produced under the auspices of expert individuals, reputable companies, or organizations, or officially recognized institutions of higher learning.

Out-of-State tuition identification type applies to a student with a permanent physical living address outside of the Commonwealth of Pennsylvania during the 12 months preceding the date classes begin for an academic term of enrollment.

P

Penetrative Sexual Assault is penetration, no matter how slight, of the vagina or anus with

any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

Pennsylvania Higher Education Assistance Agency (PHEAA) is an agency of the Commonwealth of Pennsylvania that administers state-funded student aid programs and provides educational outreach related to state and federal financial aid among other services to citizens of the Commonwealth of Pennsylvania.

The Pennsylvania Office of Vocational Rehabilitation (OVR) provides vocational rehabilitation services to help people with disabilities prepare for, obtain or maintain employment.

Personal Enrichment Student is an entry type assigned to a Non-Degree-Seeking Student who wishes to enroll in credit-bearing courses for personal reasons.

A **Photo Release** is preemptive permission given by employees and students to photograph them during informal student-related activities for social media and other informal outreach.

A **Placement Exam** is a tool utilized to determine a student's eligibility to be exempt from the co-requisite support courses for math and writing. NPRC uses Accuplacer to assess math, writing, and reading competencies.

Plagiarism is the use of another's ideas, words, or actions without giving credit to the owner of those ideas, words, or actions, either committed intentionally or unintentionally through improper use of citation and formatting guidelines. Acts of plagiarism include, but are not limited to, representing the written, oral, mode of artistic expression, or computer-based work of another, including a past or present NPRC student, as a product of one's own thoughts or actions, whether the work is published or unpublished.

A **Prerequisite** is a course or other requirement that a student must have taken prior to enrolling in a specific course or program.

Prior Learning Credit is college credit awarded for college-level knowledge and skills an individual has gained outside of the classroom.

A **Proctor** is a person who monitors students and class delivery at instructional locations.

A **Protected Activity** is speech, action, or conduct that is not considered a violation of NPRC policy when taken under the auspices of academic freedom or freedom of expression under the first amendment.

Provisional Student is an entry type assigned to a Non-Degree Seeking Student who is 18 years of age or older without a high school diploma, CSSD, or its equivalent as recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States.

Q

Quality Points are the cumulative points used to calculate GPA. Quality points are assigned to each credit as follows: Four points for A; three points for B; two points for C; one point for D; and zero points for F. Quality points are not assigned to any other grades.

Quid Pro Quo is a person's submission to unwelcome sexual conduct that is implicitly

or explicitly made as a basis for employment decisions, academic evaluations, grades, advancements, or other decisions affecting participation in a college program or activity.

R

Re-entry Students are non-degree- or degree-seeking students who interrupt their enrollment by failing to earn a grade in at least one course per academic year.

The **Registrar** is the college official responsible for maintaining a student's official educational records.

Registration is the process of enrolling in academic courses for an academic term.

Removal (Administrative) is the process by which the College removes a student from enrollment in one or more workforce development courses or a program of study during a given training period and whereby an evaluative rating of non-completion is assigned for the course.

A **Report** is verbal or written notification submitted to an NPRC employee from any source alleging discrimination, harassment, or retaliation whether on the basis of sex or otherwise.

Replacement Cost is the cost necessary to replace a lost, stolen, or damaged item with the same model or one of similar specifications.

Resident (In-Region) tuition identification type applies to a student with a permanent physical living address within one of the ten counties in the College's service region (Cameron, Crawford, Elk, Erie, Forest, McKean, Potter, Tioga, Venango, and Warren) for the 12 months preceding an academic term of enrollment.

A **Respondent** is an individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination on the basis of sex or otherwise or retaliation against an individual for engaging in a protected activity.

Restricted Probation is a one-term extension of academic probation status.

Retaliation occurs when a harmful action is taken against an individual for engaging in legally protected activity and includes, but is not limited to acts of intimidation, verbal or physical threats, coercion, or discrimination.

Roster Verification is the process by which student engagement in course(s) of enrollment during an academic term or part-of-term is established through the reporting of attendance by the instructor(s) of those course(s). The verification reporting period concludes prior to the completion of 15% of the scheduled course meeting time.

S

Safety-intensive Educational Devices and Materials are defined as any tools, instruments, or materials provided by the College to students enrolled in classes with specific hands-on experiences (laboratory or industrial workshop classes) which could, if used in an unintended fashion with disregard for safety protocols dictated by instructors, pose a risk of inflicting serious bodily injury.

Sanctions are the penalties resulting from a determination that a violation of policy occurred.

Satisfactory Academic Progress is an academic status assigned to students who are in Good Standing at the conclusion of an academic term provided they have academic term GPAs of 2.0 or higher.

Schedule Adjustment is the timeframe for each academic term (fall, spring, summer) denoted on the academic calendar during which a currently registered student may change their course(s) of enrollment for the current term by adding or dropping course(s).

A **Scholarship** is an award of financial aid provided to a student in support of attainment of an educational goal. Scholarships are awarded based upon criteria which usually reflect the values and purpose of the donor or founder of the award and may be need- or merit-based. Scholarship money is not required to be repaid.

Sex/Gender Discrimination occurs when a behavior or policy has the purpose or effect of restricting or denying an individual's or group's access to opportunities, programs, or resources in relation to sex, gender, gender identity, gender expression, or sexual orientation in a manner that interferes with an individual's working, academic, residential, or social environment or athletic participation or performance.

Sexual Exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to the benefit or advantage of anyone other than the one being exploited, and the behavior does not otherwise constitute another form of sexual misconduct. Examples include, but are not limited to, prostituting another student; non-consensual video or audio-recording of sexual activity; going beyond the boundaries of consent (such as permitting a friend to hide in a closet to watch you having consensual sex); engaging in voyeuristic behavior; or knowingly transmitting a sexually transmitted disease to another.

Smoking means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco and any other lit tobacco products.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person with similar characteristics under similar circumstances to fear for their safety or the safety of others or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the Complainant, or interferes with the Complainant's property. Stalking governed by Title IX refers to stalking that is sex or gender based.

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

Student Engagement Specialists (SES) are advisors assigned to each student at the time of application based on the student's geographic location. The assigned SES serves as the student's academic advisor and go-to contact point for the College throughout the duration of the student's time with NPRC.

Student ID is the unique number assigned to all full-time and part-time students at NPRC. All students receive an identification card displaying their name, ID number, 5-year expiration date, and a photo of themselves. Student ID cards may be used to access library services and to verify a student's identity to college personnel and college service providers, including, but not limited to, proctors and online proctoring services.

Suspension is the temporary separation of a student from the College for violation of college policy.

A **Syllabus** provides written communication between instructors and students. A syllabus sets the expectations and responsibilities for teaching and learning and identify the knowledge and skills to be attained upon successful completion of a course.

T

Textbooks and Course Materials refer to any published items used as an aid for or supplements to the standard curriculum for a given course. These include items such as textbooks, books, access codes, bundles (one or more textbooks or other supplemental materials packaged together and sold for one price), custom textbooks (compilations created by publishers), subscriptions, software and other technology, consumable materials, supplemental materials, internet website access, electronically distributed materials, and open educational resources (OER).

Third Party Payment refers to payment of tuition/fees by an entity other than a student or family member of a student. Common third-party payors include employers, community organizations, and state-related agencies.

Third Party Payor is an entity or individual, other than a student or family member of the student, that or who provides payment of tuition. Common third-party payors include employers, community organizations, and state-related agencies.

A **Title IX Coordinator** is the employee or employees designated to coordinate the College's efforts to comply with Title IX and its regulations found in Part 106 of Title 34 of the Code of Federal Regulations.

Tobacco use means the personal use of any tobacco product, whether intended to be lit or not which shall include smoking, as defined above, as well as the use of an electric cigarette, vaping device, or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; any other form of loose-leaf smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco.

Trade Adjustment Assistance (TAA) is a federally funded program that provides training and education for workers whose jobs have been impacted by imports.

A **Transcript (official)** is a complete representation of a student's academic record. It includes all courses attempted at NPRC, including courses from which a student withdraws or is administratively withdrawn, for which a student is awarded a grade of A, B, C, D, F, P, TR, or AU, and which are repeated. This transcript includes a seal and the signature of the Registrar. Transcripts must be sent from the Office of the Registrar directly to a receiving institution or through a clearinghouse to be received as an official transcript.

A **Transcript (unofficial)** is a complete representation of a student's academic record which is printed on plain paper and does not have a seal or the Registrar's signature. Unofficial transcripts are for student use only and may not be used to transfer credits to another college or university.

Transfer Credit is credit awarded for course(s) completed from any college or university for which an equivalent or related course exists at NPRC which may be eligible to fulfill academic program requirements provided eligibility criteria are met. Receipt of an official transcript is required for transfer credit evaluation.

Transfer Student is an entry type assigned to a degree-seeking student who has earned college credits at a college or university other than NPRC after earning a high school diploma or equivalency recognized by the Commonwealth of Pennsylvania or by a state or territory of the United States.

Tuition is a sum of money charged for teaching or instruction by a college, school, or university.

W

Withdrawal is the process by which a student voluntarily requests and is granted removal from one or more, but not all, credit-bearing courses of enrollment during a given academic term or part-of-term and whereby a grade of W is assigned as the course grade(s) by the established date listed in the Academic Calendar.

Withdrawal (administrative) is the process by which the College removes a student from enrollment in one or more credit-bearing courses or a program of study during a given academic term and whereby a grade of W is assigned as the course grade(s).

Withdrawal (institutional) is the process by which a student voluntarily requests and is granted removal from all credit-bearing courses in which the student is enrolled during a given academic term by the established date listed in the Academic Calendar, communicates the intent to permanently separate from the College, and whereby a grade of W is assigned for all course grades.

A **Workforce Development Instructor** is any individual who teaches a non-credit class or provides a non-credit training experience sanctioned by the College.

Workforce Development Location is any location where a non-credit class or non-credit training experience sanctioned by the College takes place.

A **Workforce Development Student** is any individual enrolled in any non-credit class or non-credit training experience sanctioned by the College at the start of the course.

The Workforce Innovation and Opportunity Act (WIOA) provides federal job training funds for adults and dislocated workers.

College Acronyms

A

AA – Associate of Arts
AAS – Associate of Applied Science
ACT – American College Test
ADA – Americans with Disabilities Act
ADCE – Assistant Director of Community Engagement
ADSE – Assistant Director of Student Engagement
AP – Advanced Placement
AS – Associate of Science
AU – Audit

B

BADM – Business Administration
BOT – Board of Trustees

C

CCAF – Community College of the Air Force
CCSD – Commonwealth Secondary School Diploma
CDA – Child Development Associate
CDL – Commercial Driver's License
CLEP – College-level Examination Program
COA – Cost of Attendance
CPR – Cardiopulmonary Resuscitation
CRJ – Criminal Justice
CWDS – Commonwealth Workforce Development System

D

D2L – Desire to Learn
DEP – Department of Environmental Protection
DPW – Degree Planning Worksheet
DSS – Disability Support Services
DSST – DANTES Subject Standardized Test

E

ECE – Early Childhood Education
ECUA – Educational Consortium of the Upper Allegheny
ELL – English Language Learners
EMR – Emergency Medical Responder
EMS – Emergency Medical Services
EMT – Emergency Medical Technician
ETPL – Eligible Training Provider List

F

FA – Financial Aid
FAFSA – Free Application for Federal Student Aid
FERPA – Family Educational Rights and Privacy Act

G

GED – General Education Development test
GPA – Grade Point Average

H

HIPAA – Health Insurance Portability and Accountability Act

I

I/T – Infant/Toddler
I – Incomplete
IA – Institutional Aid
IB – International Baccalaureate Program
IT – Information Technology
IU – Intermediate Unit

N

NASW – National Association of Social Workers
NPRC – Northern Pennsylvania Regional College

O

OER – Open Educational Resources

P

PAPD Registry – Pennsylvania Professional Development Registry
PLC – Prior Learning Credit
Pre-K – Pre-Kindergarten

R

R – Thursday
RTI – Related Technical Instruction

S

SAP – Satisfactory Academic Progress
SAT – Scholastic Aptitude Test
SaVE Act – Campus Sexual Violence Elimination Act
SES – Student Engagement Specialist

T

T – Tuesday
TAA – Trade Adjustment Assistance
TR – Transfer

V

VPAA/ALO – Vice President of Student Affairs and Accreditation Liaison Officer
VPASA – Vice President of Academic and Student Affairs
VPESS – Vice President of Enrollment and Student Services
VPFA – Vice President of Finance and Administration

W

W – Withdrawal, Administrative Withdrawal, Institutional Withdrawal
WFD – Workforce Development
WIOA – Workforce Innovation and Opportunity Act

Addendum

Updated 9/30/2026 - Page 103 – Certificates – Added program

CDA-Ready Certificate (9 credit hours)

CDA-Ready Certificate Required Courses			
Course Number	**Course Name**	**Credit Hours**	**Co/Pre-requisite**
ECE 100	CDA Preparation I: Learning Foundations	3	
ECE 101	CDA Preparation II: Family & Program Practices	3	
ECE 102	ECE 102 CDA Preparation III: Professional Practice	3	

Certificate Description

The CDA-Ready Certificate prepares students to complete the educational and portfolio components required for the Child Development Associate (CDA) Credential. Through 120 hours of professional learning across the certificate courses, students develop knowledge and skills aligned with the six CDA Competency Standards while building a professional portfolio in preparation for credential review. Graduates of the certificate will be prepared to complete the final stages of the CDA process, including the CDA Exam and CDA Verification Visit. The certificate also serves as a valuable professional credential pathway for individuals pursuing careers in early childhood education.

Certificate Learning Objectives

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

1. Apply developmentally appropriate practices that support children's learning and development.
2. Examine health and safety practices that promote safe, healthy early care and education environments.
3. Demonstrate professionalism consistent with early childhood education standards.
4. Compile a CDA Professional Portfolio that is ready for credential review.

Updated 10/8/2026 - Pages 90-97 – Associate of Applied Science, Emergency Services

This program is removed from catalog offerings in the 2026-2027 academic year. It is planned to be offered beginning Fall 2027

Updated 10/16/2026 - Page 100 – Certificates - Added program

Fundamentals of Industrial Technology Certificate (12 credit hours)

Introduction to Industrial Technology Certificate (12 Credit Hours)			
Course Number	**Course Name**	**Credit Hours**	**Pre-requisite**
ECE 100	CDA Preparation I: Learning Foundations	3	
ECE 101	CDA Preparation II: Family & Program Practices	3	
ECE 102	ECE 102 CDA Preparation III: Professional Practice	3	

Certificate Description

The Fundamentals of Industrial Technology Certificate provides students with foundational knowledge and hands-on skills in electrical, fluid power, and mechanical systems used in modern industrial environments. Students develop competencies in safety, equipment operation, maintenance, and troubleshooting, preparing them for entry-level technician roles and future industry certifications in high-demand technical fields.

Certificate Learning Objectives

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

1. Safely operate, maintain, and troubleshoot equipment commonly used in manufacturing and industrial environments;
2. Interpret technical diagrams, schematics, and system documentation to analyze equipment operation and identify system components and functions;
3. Apply hands-on technical skills in the installation, adjustment, testing, measurement, and maintenance of electrical, hydraulic, pneumatic, and mechanical power transmission systems;
4. Resolve basic equipment and system faults using industry-standard tools, safety procedures, and systematic troubleshooting techniques.

Industry-Recognized Credentials Preparation in Academic Courses

Industry-recognized credentials related to academic courses are issued by professional organizations and/or certified trainers, not by NPRC. These credentials allow students to gain practical, workforce-relevant skills and demonstrate verified competencies that employers value. Earning credentials alongside a degree can strengthen resumes and support a smoother transition into future careers.

Credential	Issuer	Course Number
SACA C-201 Electrical Systems 1*	Smart Automation Certification Alliance	MEC 115
SACA C-209 Pneumatic Systems 1*	Smart Automation Certification Alliance	MEC 120
SACA C-255 Hydraulic Systems 1*	Smart Automation Certification Alliance	MEC 125
SACA C-210 Mechanical Power Systems 1*	Smart Automation Certification Alliance	MEC 130

***Additional fee may apply**

Related Course Descriptions

MEC 115 Fundamentals of Electrical Systems

3 Credit Hours (2 hours lecture, 1 Hour Lab)

This course prepares individuals to connect, adjust, operate, troubleshoot, and analyze electrical circuits that consist of basic electrical components. Emphasis is placed on electrical safety, interpreting circuit diagrams, applying Ohm's and Kirchhoff's Laws, using digital multimeters, analyzing series/parallel circuits, and assessing power and circuit protection. Laboratory experiences provide extensive hands-on practice in circuit construction, testing, measurement, and systematic troubleshooting. This course is designed to help students prepare for the SACA C-201 Electrical Systems 1 credential.

MEC 120 Fundamentals of Fluid Power: Pneumatics

3 Credit Hours (2 hours lecture, 1 Hour Lab)

This course introduces the fundamental principles and practical skills of pneumatic systems. Topics include pneumatic safety, circuit symbols, Pascal's Law, Force-Pressure-Area relationships, pressure units, compressors, FRL units, valves, cylinders, motors, fittings, gauges, and flow measurement. Laboratory experiences provide extensive hands-on practice in circuit construction, adjustment, operation, measurement, and analysis. This course is designed to help students prepare for the SACA C-209 Pneumatic Systems 1 credential.

MEC 125 Fundamentals of Fluid Power: Hydraulics

3 Credit hours (2 hours lecture, 1 Hour Lab)

This course introduces the fundamental principles and practical skills of hydraulic systems. Emphasis is placed on hydraulic safety, interpreting circuit diagrams, applying the Force-Pressure-Area formula and Pascal's Law, converting pressure units, performing power unit startup/shutdown, charging accumulators, refilling reservoirs, and measuring delta P. Laboratory experiences provide extensive hands-on practice in circuit construction, adjustment, operation, measurement, and analysis. This course is designed to help students prepare for the SACA C-255 Hydraulic Systems 1 credential.

MEC 130 Fundamentals of Mechanical Systems

3 Credit Hours (2 hours lecture, 1 Hour Lab)

This course introduces the fundamental principles and practical skills of mechanical power transmission systems. Students install, adjust, align, tension, operate, and analyze basic drive systems and their components. Laboratory experiences provide extensive hands-on practice in system assembly, adjustment, alignment, operation, and analysis. This course is designed to help students prepare for the SACA C-210 Mechanical Power Systems 1 credential.

NORTHERN PENNSYLVANIA REGIONAL COLLEGE

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