



NONCREDIT HEALTHCARE CERTIFICATE PROGRAM

COURSE OFFERINGS FALL 2010 (July–December 2010)

In an effort to be environmentally friendly, the Fall 2010 course listing is being reduced from the previously published 40+ page “Training Calendar” format to this three-page document. It offers all the information needed to register for any course.

Register for courses using one of these methods:

- **Online:** www.hacc.edu (click on Noncredit Courses/click on Browse Courses/click on Allied Health)
- **By Phone:** Call the HACC Welcome Center at (717) 780-2414 between 8 a.m. and 4:30 p.m.

If you have any questions about any of the courses being offered, please call (717) 221-1352 or by program email – listed below.

HEALTHCARE CERTIFICATE PROGRAMS

- **Please read the important program updates listed on the last page!**
- **The classes are listed in a recommended sequence.**
- **Be sure to follow and complete prerequisites as they are listed for each course.**
- **These courses can be taken individually or part of the certificate program.**
- *Class date, times, and locations are subject to change.*

Cardiology Technician
ct@hacc.edu

- Introduction to Healthcare
- Medical Terminology
- Introduction to Anatomy and Physiology
- EKG Theory I
- EKG Theory II
- CPR Basic Life Support for the Healthcare Provider
- EKG Applications
- Optional Elective - Cardiology Technician Certification Prep Course

Medical Coding Specialist
mcs@hacc.edu

- Medical Terminology
- Introduction to Anatomy and Physiology
- Introduction to CPT Coding
- ICD-9 Coding
- Advanced Coding I
- Advanced Coding II
- Medical Coding Certification Preparation Class

Medical Insurance Billing Technician
mib@hacc.edu

- Medical Terminology
- Introduction to Anatomy and Physiology
- Introduction to CPT Coding
- ICD-9 Coding
- Introduction to Medical Insurance
- Insurance Reimbursement Calculations
- Hospital Billing (replacing Medical Office Computer Applications)
- One elective also required (offerings vary by term):
 - Appeals, Fair Hearings, and Collections
 - Coding/Auditing of Evaluation & Management Services
 - ICD-10 Coding Overview
 - Medical Record Documentation

Medical Transcription
medt@hacc.edu

- Medical Terminology
- Introduction to Anatomy and Physiology
- English for Transcription
- Microsoft Word Classes
 - Basic
 - Intermediate
 - Advanced
- Pharmacy Science
- Healthcare Law and Ethics
- Medical Transcription I
- Medical Transcription II

Pharmacy Technician
pt@hacc.edu

- Pharmacy Practice
- Pharmacy Science
- Pharmacy Tech Math
- Pharmaceutical Law and Ethics

Course Schedule Legend

Day(s) – M = Monday T = Tuesday W = Wednesday R = Thursday F = Friday S = Saturday U = Sunday

HEALTHCARE CERTIFICATE PROGRAM COURSE LISTINGS

Advanced Coding I \$305

Prerequisites: Medical Terminology, Introduction to Anatomy and Physiology, Introduction to CPT Coding and ICD-9 Coding.

This course builds on coding skills with case studies in CPT and ICD-9 coding and a focus on Category II and III codes, PQRI, HCPCS level II and an overview of ICD-10. Textbooks are an additional cost and are mandatory first day of class. This class will be offered each Fall term. Next offering will be Fall 2011.

Section	Sessions	Location	Start	End	Days	Times
60503	10	Harrisburg	7/6/10	9/7/10	T	6-9pm
60504	10	Lancaster	7/12/10	9/20/10	M	6-9pm

Advanced Coding II \$305

Prerequisites: Medical Terminology, Introduction to Anatomy and Physiology, Introduction to CPT Coding and ICD-9 Coding.

This course further builds on coding skills with a focus on chart auditing, Fee for Service Payments versus DRG's, HMO's, etc., CMS(HCFA) reviews and appeals, accounts receivable management and collection procedures, NCCI and compliance. Textbooks are an additional cost and are mandatory first day of class. This class will be offered each Fall term. Next offering will be Fall 2011.

Section	Sessions	Location	Start	End	Days	Times
60505	10	Harrisburg	9/14/10	11/16/10	T	6-9pm
60506	10	Lancaster	9/27/10	11/29/10	M	6-9pm

Cardiology Technician Certification Prep Course – Optional Elective \$101

Prerequisite: Completed Cardiology Technician Certificate Program or currently employed in the field.

This course provides a registry review and refresher for students interested in pursuing the CCT exam as offered through CCI. An overview will be provided on the outline of the CCI exam and the application process. A review of anatomy and physiology, pharmacology, rhythm strip analysis EKG interpretation and 12-Lead EKG interpretation will be covered.

Section	Sessions	Location	Start	End	Days	Times
60562	1	Harrisburg	7/17/10	7/17/10	S	7:30am-4pm

* Morning break and a 1-hour lunch period are included in this schedule. Lunch is on your own—feel free to bring a packed lunch or step out to a local eatery.

CPR Basic Life Support for the Healthcare Provider \$65

Basic Life Support for Healthcare Providers covers core material such as adult and pediatric one and two-rescuer CPR, use of a face shield and a bag mask to deliver ventilation support to patients, foreign-body airway management, and using an automated external defibrillator. The target audience for this program is the healthcare provider, or student entering the healthcare field, also EMS personnel, physician assistants, doctors, dentists, nurses, and respiratory therapists who are required a credential (card) documenting successful completion of a CPR course. A written exam and skills testing is required for successful course completion. Students must register two weeks prior to class date. Tuition includes a textbook, which will be mailed approximately two weeks before class. For more information on class days, times and locations, please contact HACC's EMS Education Unit at (717) 780-1979 or email emstrng@hacc.edu.

EKG Applications \$407

Prerequisites: Introduction to Healthcare, Medical Terminology, Introduction to Anatomy and Physiology, EKG Theory I and II.

This course provides hands-on introduction to the devices used in testing the cardiovascular system. This will include recording of basic vital signs, EKGs, cardiac monitoring and stress testing. The course involves the set-up and adjustments of the equipment as well as the interpretation of the results. Textbooks are an additional cost and mandatory first day of class. **Please see notice on page 6 regarding anticipated alternate campus offerings effective 1/1/11.

Section	Sessions	Location	Start	End	Days	Times
60509	10	Harrisburg	10/6/10	12/15/10	W	6-9pm
60561	10	Lancaster	10/6/10	12/15/10	W	6-9pm

EKG Theory I \$295

Prerequisites: Introduction to Healthcare, Medical Terminology, Introduction to Anatomy and Physiology.

This course deals with basic scientific theory underlying EKG's and cardiac rhythms. This course is designed to provide the allied health professional with knowledge and skills necessary to recognize cardiac dysrhythmias. The course will include a review of cardiac anatomy and physiology. Related pathology will be reviewed as well. Textbooks are an additional cost and are mandatory first day of class. **Please see notice on page 6 regarding anticipated alternate campus offerings effective 1/1/11.

Section	Sessions	Location	Start	End	Days	Times
60591	8	Harrisburg	7/1/10	8/19/10	R	6:30-9:30pm
54152	8	Lancaster	6/30/10	8/18/10	W	6-9pm

EKG Theory II \$220

Prerequisites: Introduction to Healthcare, Medical Terminology, Introduction to Anatomy and Physiology, and EKG Theory I.

This course deals with basic scientific theory underlying 12-Lead EKGs. The relationship between myocardial infarctions and associated EKG changes will be included. This course will provide the knowledge and skills necessary to identify electrolyte imbalances, bundle branch blocks, and chamber enlargements. Related pathology and pharmacology will also be discussed. Textbooks are an additional cost and are mandatory first day of class. **Please see notice on page 6 regarding anticipated alternate campus offerings effective 1/1/11.

Section	Sessions	Location	Start	End	Days	Times
60592	6	Harrisburg	8/26/10	9/30/10	R	6:30-9:30pm
60593	6	Lancaster	8/25/10	9/29/10	W	6-9pm

English for Transcription \$265

The course is designed for students transcribing dictation into written form. This course stresses spelling, grammar, mechanics, punctuation, and usage. These skills are taught in the context of proofreading, copy editing and listening. Textbooks are an additional cost and mandatory first day of class. This class will be offered each Spring term. Next offering will be Spring 2011.

Section	Sessions	Location	Start	End	Days	Times
60530	10	Harrisburg	7/12/10	9/20/10	M	6-9pm

Healthcare Law and Ethics \$163

This program is designed to increase the awareness of liability and risks in the healthcare environment by providing a general knowledge of legal principles, ethical issues, and practices in healthcare. Textbooks are an additional cost and mandatory first day of class. This class will be offered each Fall term. Next offering will be Fall 2011.

Section	Sessions	Location	Start	End	Days	Times
60569	4	Harrisburg	10/4/10	10/25/10	M	5:30-8:30 pm

Hospital Billing \$123

Prerequisites: Intro to CPT Coding, ICD-9 Coding and Intro to Medical Insurance.

This course will explore billing, coding and payment for hospital outpatient and inpatient services. The class will place a focus on applicable Medicare payment systems, Diagnosis Related Groups (DRG) ICD-9-CM, HCPCS coding, and the UB-04 as it relates to facility billing. Learned concepts will be exercised through the utilization of case studies. Textbooks are an additional cost and are mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60583	5	Harrisburg	11/3/10	12/8/10	W	6-9 pm
60581	5	Lancaster	11/4/10	12/9/10	R	6-9 pm
60584	5	Lebanon	11/1/10	11/29/10	M	6-9 pm

ICD-9 Coding \$265

Prerequisites: Medical Terminology, Intro to Anatomy and Physiology, and Intro to CPT Coding.

In the healthcare arena, specific codes describe diseases, injuries, and procedures. This course details the required thought process and knowledge of medical terminology, anatomy, and physiology to assign the specific and correct diagnosis or ICD-9 code. Classes will include instruction and exercises to assist learning these skills. Textbooks are an additional cost and are mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60495	10	Harrisburg	10/7/10	12/16/10	R	6-9pm
60496	10	Lebanon	10/6/10	12/15/10	W	6-9pm
60558	10	York	10/5/10	12/7/10	T	5:30-8:30pm

ICD-10 Coding Overview \$91

Prerequisite: Medical Terminology, Intro to Anatomy and Physiology, Intro to CPT Coding, ICD-9 Coding and Intro to Medical Insurance.

This course is for billers and coders and will introduce the concepts of ICD-10 CM/PCS coding both for diagnoses and for procedures as found in the ICD10 CM/PCS Volumes I, II and III. The effective date of October 1, 2013 and the steps that will be necessary to get ready for the implementation, and all the entities that will be affected by the implementation of such a system will be discussed. Sample coding questions with copies from the current proposed DRAFT of ICD 10-CM/PCS will be used as a teaching tool in this presentation. A PowerPoint presentation provided by CMS will also be used for teaching purposes as well as a PowerPoint presentation for the GEM (Generalized Equivalency Mapping) that is also to take place in preparing us for this transition.

Section	Sessions	Location	Start	End	Days	Times
60586	2	Harrisburg	12/13/10	12/20/10	M	5:30-8:30pm
60587	2	Lancaster	12/6/10	12/13/10	M	6-9pm

Introduction to Anatomy and Physiology \$397

This course serves as an introduction for any career in the healthcare field. Basic body organization and review of all body systems are included within this course. There is no lab required. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60571	15	Gettysburg	9/13/10	12/20/10	M	6-9pm
60553	15	Harrisburg	7/6/10	10/12/10	T	6-9pm
60554	15	Lancaster	9/14/10	12/21/10	T	6-9pm
60555	15	Lebanon	7/8/10	10/14/10	R	6-9pm
60556	15	York	9/1/10	12/15/10	W	6-9pm
60579	15	Internet Course	7/12/10	10/22/10	—	—

Introduction to CPT Coding \$305

Prerequisites: Medical Terminology, Intro to Anatomy and Physiology.

A basic coding introduction is included in this course. This course will provide a basic understanding of CPT Coding, which is a system developed by the AMA for standardizing the terminology and coding used to describe medical services and procedures. These codes allow for comparability in pricing, billing and utilization review. The course combines lecture and hands-on applications. The classes are designed for individuals who have minimal CPT coding experience. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60657	11	Harrisburg	7/8/10	9/16/10	R	6-9pm
60557	11	Lebanon	7/7/10	9/29/10	W	6-9pm
60656	11	York	7/13/10	9/21/10	T	6-9pm

Introduction to Healthcare \$163

This course serves as an introduction to allied health professions. The course reviews the US healthcare delivery system and identifies roles within that system. The course also introduces the student to concepts of cultural diversity, healthcare law and ethics, Universal Precautions, stress in the workplace, professionalism, communication and interpersonal relations and strategies for becoming a successful healthcare employee. Textbooks are an additional cost and are mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60589	6	Harrisburg	7/19/10	8/23/10	M	5:30-8:30pm
60590	6	Lancaster	8/5/10	9/9/10	R	6-9pm

Introduction to Medical Insurance \$203

Prerequisites: Medical Terminology, Intro to Anatomy and Physiology, Intro to CPT Coding, and ICD-9 Coding.

Class provides a review of insurance and third-party payment systems. Focus will be on government programs. A basic overview of CMS1500 claims reporting will also be provided. Medical laws and ethics pertaining to health information and HIPAA will be reviewed and discussed. Proper disclosure of health information will be reviewed. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60498	8	Harrisburg	7/28/10	9/15/10	W	6-9pm
60559	8	Lancaster	7/22/10	9/9/10	R	6-9pm
60497	8	Lebanon	7/12/10	8/30/10	M	6-9pm

Insurance Reimbursement Calculations \$123

Prerequisites: Medical Terminology, Intro to Anatomy and Physiology, Intro to CPT Coding, ICD-9 Coding, and Intro to Medical Insurance.

This course covers the system for calculating and determining the correct reimbursement for medical fee schedules, including resource-based relative value system (RBRVS), RVU's, and Perspective payment Systems (PPS). Focus will also be on reading and understanding EOB's. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60499	5	Harrisburg	9/29/10	10/27/10	W	6-9pm
60500	5	Lancaster	9/23/10	10/21/10	R	6-9pm
60501	5	Lebanon	9/13/10	10/11/10	M	6-9pm

Medical Coding Certification Preparation Class \$101

Prerequisites: Introduction to CPT Coding and ICD-9 Coding.

Students will be given the necessary information to prepare and apply for coding certification, explore exam-taking skills, and review case studies.

Section	Sessions	Location	Start	End	Days	Times
60507	1	Harrisburg	11/20/10	11/20/10	S	8am-2:30pm
60508	1	Lancaster	11/20/10	11/20/10	S	8am-2:30pm

Medical Record Documentation \$91

Prerequisite: Intro to CPT Coding and ICD-9 Coding.

This course will introduce the importance of medical record documentation in coding and billing healthcare services. The course will present methods of documentation, an introduction to electronic medical records, documentation guidelines and essentials. Students will be introduced to the necessary chart elements for general and specific healthcare services. Students will be introduced to the concepts of addendums, late entries, and record corrections. Appropriate methods of physician query will also be discussed. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60502	2	Harrisburg	11/29/10	12/6/10	M	5:30-8:30pm
60560	2	Lebanon	12/6/10	12/13/10	M	6-9pm

Medical Terminology \$265

This course will provide the participant with an overview of medical terminology. Beginning with the frequently used prefixes and suffixes, the course will progress to include commonly used terms from each of the major body systems. Frequently used medical abbreviations will also be included. At the end of this program the student will be able to correctly spell the commonly used medical terms, pronounce the medical terms, define the frequently used medical terms, utilize medical terms in the work place. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60570	10	Gettysburg	7/6/10	9/7/10	T	6-9pm
60489	10	Harrisburg	9/13/10	11/22/10	M	5:30-8:30pm
60490	10	Lancaster	7/6/10	9/7/10	T	6-9pm
60491	10	Lebanon	10/19/10	12/21/10	T	6-9pm
60492	10	York	7/22/10	9/23/10	R	6-9pm
60493	10	Internet Course	7/12/10	9/17/10	—	—
60494	10	Internet Course	10/4/10	12/10/10	—	—

Medical Transcription I \$469

Prerequisites: Medical Terminology, Intro to Anatomy and Physiology, Microsoft Word Classes, English for Transcription, Pharmacy Science or dual enrollment of these classes.

This course will provide the student with the basic knowledge, understanding and skills required to transcribe healthcare dictation and prepare patient care documents with accuracy, clarity, consistency, and timeliness, applying the principles of professional and ethical conduct. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60531	10	Harrisburg	8/10/10	10/12/10	T	5:30-8:30pm

Medical Transcription II \$469

Prerequisite: Medical Transcription I.

This course will provide the student with additional skills in transcribing healthcare dictation to meet progressively demanding medical transcription accuracy and productivity standards, a review of the standards and regulations related to healthcare documentation, an understanding of the value of continued education, and an understanding of the Medical Transcriptionist's role in risk management. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60532	10	Harrisburg	10/19/10	12/21/10	T	5:30-8:30pm

MICROSOFT WORD CLASSES

Training in Microsoft Word software for Basic, Intermediate, and Advanced levels are required for the Medical Transcription Certificate Program. Descriptions of these classes follow. Class schedules can be obtained by contacting the campus representative listed below. When available, class schedules for these Noncredit Computer Applications courses will be posted on the HACC website at www.hacc.edu as well.

Gettysburg/York, Ken Corbran (717) 337-3855

Harrisburg, Paula Fraser (717) 221-1359

Lancaster, Shirley Watts (717) 358-2901

Word 2007 Basic \$205

Learn the basics of creating, saving and printing documents. Format text, cut, copy, paste, work with document setup, create tables, tabs, and indents, use headers and footers as well as document proofing tools.

Word 2007 Intermediate \$205

Work with styles, sections, and columns. Learn how to format tables, print labels and envelopes, and work with graphics. Use document templates, manage document revisions, and work with Web features.

Word 2007 Advanced \$265

Learn to create mail merges and form documents. Work with master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. Record macros and customize the Word interface.

Pharmaceutical Law and Ethics \$175

Prerequisite: Pharmacy Practice.

Introduction to the legal system as it pertains to the pharmaceutical field. Topics include organization and jurisdiction of federal, state and local courts, introduction to legal terminology, review of local, state and federal laws that specifically affect the pharmaceutical field and investigation of typical ethical problems encountered in the pharmacy profession. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60513	3	Lancaster	11/30/10	12/14/10	T	6-9 pm
60002	3	Internet Course	9/6/10	9/24/10	—	—

Pharmacy Practice \$525

This course serves as a cornerstone to the Pharmacy Technician program. This course provides an overview of the pharmacy technology field and develops the fundamental concepts and principles for success within the field. Topics include the system, the profession of pharmacy, administrative aspects of pharmacy technology and the education and training of the technician. Other issues to be reviewed within course content are pharmacy technology, institutional medication distribution systems, repackaging pharmaceuticals and intravenous admixture programs. Shadowing observation in retail/hospital pharmacy settings is a requirement for this course. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60510	9	Lancaster	7/6/10	8/31/10	T	6-9 pm
51647	9	Internet Course	4/5/10	6/4/10	—	—

Pharmacy Science \$350

Prerequisite: Pharmacy Practice. (Note: Medical Transcription students required to take this course do not have to complete the Pharmacy Practice prerequisite.)

This course will deal with the sciences as they relate to pharmaceutical practice. The different classifications of drugs will be the center of the discussion within the content of the course. The impact of different classifications on the different body systems will be reviewed. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60511	6	Lancaster	9/7/10	10/12/10	T	6-9 pm
51646	6	Internet Course	6/7/10	7/16/10	—	—

Pharmacy Tech Math \$350

Prerequisite: Pharmacy Practice.

This course is an introduction to basic mathematical tools used by Pharmacy Technicians. Topics include general mathematics, basic algebra, systems of measurement and drug calculations (equivalents, conversions, ratios and proportions, percentages, drug dilution, pediatric dosing). Students will also review how to calculate intravenous medication administration. Textbooks are an additional cost and mandatory first day of class.

Section	Sessions	Location	Start	End	Days	Times
60512	6	Lancaster	10/19/10	11/23/10	T	6-9 pm
60003	6	Internet Course	7/26/10	9/3/10	—	—

Important Updates for Certificate Programs

Medical Insurance Billing Technician Certificate Program:

**Through program assessment and development, it was determined that the Introduction to Anatomy and Physiology course would increase to 15 weeks (sessions) beginning 7/1/2010. This updated format has impacted the total length and cost of the program. If you have already taken this course in the program, you do not need to repeat it. In addition, the Medical Office Computer Applications course has been replaced with the Hospital Billing course. Again, if you have already taken the Medical Office Computer Applications course, you will not be required to take the Hospital Billing course. You can pick up the course if the subject matter is of interest to you as an extra course.

**While not required for the program, familiarity with the use of computers and general computer skills are an important skill for medical insurance billing technicians. If any student feels he/she needs additional training in these skills, there are several noncredit offerings available. Contact Paula Fraser (717) 221-1359 for additional information on noncredit computer course offerings.

Medical Coding Specialist Certificate Program:

**Through program assessment and development, it was determined that the Introduction to Anatomy and Physiology course would increase to 15 weeks (sessions) beginning 7/1/2010. This updated format has impacted the total length and cost of the program. If you have already taken this course in the program, you do not need to repeat it.

Cardiology Technician Certificate Program:

**Through program assessment and development, it has been determined that this program will have an updated format beginning 7/1/2010. This updated format includes an increase in the number of hours and classes and therefore, an increase in the total length and cost of the program. The new format must be followed by any student who has not completed this program in its entirety by 6/30/10. However, a student is not required to repeat a course that he/she has already taken. During this transition and upon request, previously completed courses may be reviewed on an individual basis to determine further program requirements for graduation by contacting our office at (717) 221-1352.

**In addition, please note that the following EKG courses within this program are anticipated to be offered alternately between the Lancaster and Harrisburg Campuses effective 1/1/2011: EKG Theory I, EKG Theory II and EKG Applications. Harrisburg Campus anticipates offering the EKG courses in the Fall and the Lancaster Campus anticipates offering the EKG courses in the Spring.

Medical Transcription Certificate Program:

**Through program assessment and development, it was determined that the Introduction to Anatomy and Physiology course would increase to 15 weeks (sessions) beginning 7/1/2010. This updated format has impacted the total length and cost of the program. If you have already taken this course in the program, you do not need to repeat it.

HACC Campus/Center Locations

Gettysburg Campus

731 Old Harrisburg Road
Gettysburg, PA 17325
Tel: (717) 338-1010 / Fax: (717) 337-3015

Harrisburg Campus

Cooper 206, One HACC Drive
Harrisburg, PA 17110
Tel: (717) 780-2414 or (717) 780-2616
Fax: (717) 780-1135

Lancaster Campus

East 204, 1641 Old Philadelphia Pike
Lancaster, PA 17602
Tel: (717) 358-2901 / Fax: (717) 358-2963

Lebanon Campus

735 Cumberland Street
Lebanon, PA 17042
Tel: (717) 270-6309 / Fax: (717) 270-6385

Penn Center

349 Wiconisco Street
Harrisburg, PA 17110
Tel: (717) 221-1352 / Fax: (717) 909-9447

Shumaker Public Safety Center (Harrisburg Campus)

One HACC Drive, Gate 5
Harrisburg, PA 17110
Tel: (717) 780-2510 / Fax: (717) 780-2643

York Campus

2010 Pennsylvania Avenue
York, PA 17404
Tel: (717) 718-0328 / Fax: (717) 718-8967

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