



CENTRAL PENN  
COLLEGE

**2019-2020 CATALOG**

**VOLUME 97**

Central Penn College publishes an electronic catalog annually with periodic updates in an effort to provide updated information to students on an ongoing basis. In spite of this desire and intention, the college reserves the right to make changes in its programs and the content of this catalog as necessary on an ongoing basis in accordance with institutional policies and procedures. The college makes every effort to provide current and prospective students with the most up-to-date and current information available and will continue this practice as a matter of policy and practice. Students also may access the college website at [centralpenn.edu](http://centralpenn.edu) for specific information if desired.

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# WELCOME

## FROM THE OFFICE OF THE PRESIDENT



I am excited to welcome you to Central Penn College for the 2019-2020 academic year. You are part of a diverse and talented student body, and I am proud that you chose to attend CPC. Whether you are taking courses in Summerdale or Lancaster or you are an online student, the path ahead of you will be full of new and challenging opportunities that have the power to change the trajectory of your personal and professional life. Know that our incredible faculty and staff are here to support and encourage you along the journey.

The purpose of this College Catalog is to inform you of the many aspects of Central Penn College. In these pages, you will discover a wealth of knowledge about Central Penn, including descriptions of the courses and programs available to students, our general policies and procedures, admissions services, and other resources. The Catalog serves to assist you in answering questions you may have along the course of your studies. In addition, you may always reach out to one of our faculty, staff, or administrators when you have questions. Page 13 has a list of offices you may need to contact during your time at Central Penn.

Central Penn College is guided by a set of core values committed to the student learning experience. The core values are: Integrity, Scholarship, Excellence, Professionalism, Inclusivity, and Community Service. These values allow us to fulfill our mission to open opportunities to students from a variety of academic backgrounds by providing the education needed for employment and advancement in their fields; this has been our legacy for over 137 years.

Once again, thank you for choosing Central Penn College. I hope your time here is both challenging and successful.

Sincerely,  
Linda Fedrizzi-Williams, Ed.D.  
President



# ABOUT CENTRAL PENN COLLEGE

## A Short History of the College

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Central Penn College traces its history to 1881, when Joseph N. Currey founded the Pennsylvania Business College at 307 Market Street in Harrisburg, Pa. For the next 89 years, a continuous series of career-oriented business colleges existed on Market Street in the heart of Harrisburg's business district. In 1922, Professor William H. Hartsock opened the doors to Central Pennsylvania Business College at that location, where it thrived for the next 58 years.

In 1970, Central Pennsylvania Business School moved across the Susquehanna River to Summerdale, Pa., under the leadership of President Bart Milano. The suburban campus featured all-new academic buildings, apartment-style housing and recreation facilities. The transition from business school to college began in 1977 when the Commission on Higher Education of the Middle States Association of Colleges and Schools accredited Central Penn.

In 1999, the Commonwealth of Pennsylvania recognized Central Penn as a two-year college with degree-granting privileges. In December of 2000, Pennsylvania's Secretary of Education approved Central Penn College to operate as a four-year degree-granting college.

In 2002, the college doubled the size of its academic buildings with the opening of the Advanced Technology Education Center (ATEC). Later that year, Henszey's Bridge—an 1869 wrought-iron structure listed in the National Historic Register—was restored and placed in the center of the campus. The Charles "T" Jones Leadership Library opened its doors in October 2002. In addition to serving Central Penn's academic needs, it houses a collection of personal development and leadership materials from many of the country's top motivational speakers and authors.

In 2004, Central Penn College began offering online courses at the Lancaster Center—its first additional location—to serve adult students enrolled in associate and bachelor's degree completion programs in a variety of majors. In 2005, Central Penn was granted permission from the Middle States Commission and the Pennsylvania Department of Education to begin offering two online bachelor's degree programs. Today, Central Penn's online offerings include 13 online degree programs and three hybrid degree programs provided through a blend of in-person and online instruction.

In March 2010, the Central Penn College Education Foundation announced that its endowment had passed the \$2 million mark. The foundation's scholarship endowment is currently valued at more than \$3 million. Since 2002, nearly 800 Central Penn students have received scholarships through the foundation.

In June 2013, the college was granted approval to begin offering the Master of Professional Studies (MPS) degree program, further enhancing the institution's commitment to career-focused education.

In 2014, Central Penn College celebrated the grand opening of The Underground, a new student union space. The Underground features a dance studio, fitness center, student lounge, offices and the Capital BlueCross Theatre.

In April 2014, the Lancaster Center unveiled a new physical therapist assistant (PTA) lab and classroom. The new lab offered the typical equipment found in a PTA lab, such as electric muscle stimulation, ultrasound, paraffin baths, a traction table and ambulation devices, as well as a Hoyer Lift®—a patient lift unit that most students don't have the opportunity to use until they are actually working in a clinic. That summer, Central Penn College welcomed its first group of PTA students at the Lancaster Center. The competitive program limits enrollment at just 30 qualified students a year during the winter term. The first cohort of students at the Lancaster PTA program graduated in May of 2016.

In 2015, new bachelor's degree programs in Health Science and Healthcare Management were added to the School of Health Sciences, expanding Central Penn's already impressive offerings.

In fall 2015, the first classes were held in the newly renovated Donald B. and Dorothy L. Stabler Health Sciences building. Upgrades began in the summer of 2014, and included two new state-of-the-industry laboratories, a computer lab, office space and an additional lab wired for future use with high-fidelity simulation.

In the late summer of 2015, renovations began on the former townhouses along College Hill Road. The renovations to the Super Suites were completed in July 2016. Each Super Suite consists of seven single rooms and a large common area, allowing students the privacy they need, while still enjoying communal living. In addition, security and safety measures have been upgraded, including keycard access and built-in fire ladders on the second floor.

This project opened up a whole new world of programming opportunities within the Residence Life Department. The new Super Suites enable residents to enhance their college experience through student-directed, themed living/learning communities. Students now have the opportunity to gain leadership experience through the resident assistant program.

In June 2018, Dr. Linda Fedrizzi-Williams became the college's 10th president after serving as interim co-president and provost/vice president of academic affairs for the previous two years. Under her leadership, the college has directly addressed the affordability issue by launching the Free Housing Initiative. New students—both freshmen and transfer students—are eligible to receive free housing for their first academic year. In addition, tuition has been frozen for the 2019–2020 academic year.

## Mission

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Central Penn College opens opportunities to students from a variety of academic backgrounds by providing the education needed for employment and advancement in their fields.

## Vision

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To become a leading resource for professional education in the Central Pennsylvania Region and beyond.

## Core Values

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**Integrity** denotes the desire to model honesty, ethical behavior, and civility in personal and professional dealings.

**Scholarship** denotes Central Penn's emphasis on the development of students' minds through critical thinking, problem solving, and the use of intellectual resources.

**Excellence** denotes Central Penn's desire to provide holistic support for students' success in their academic pursuits and to equip them to recognize and realize opportunities for professional development.

**Professionalism** denotes Central Penn's pride in providing students with a well-rounded set of skills, such as critical thinking, problem solving, leadership, open communication, and civility, which enables them to stand out in their respective fields.

**Inclusivity** denotes not only the rich diversity of Central Penn's student body, staff, faculty, and administration, but also an attitude that embraces and celebrates every member of the Central Penn community and the valuable lessons they can teach each other.

**Community Service** denotes both Central Penn's purpose of creating a community where all students are welcome and to pass on that sense of community so that students will be motivated to make a positive impact in the community, society and world in which they live.

# ACCREDITATIONS AND APPROVALS

## College Accreditation

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Central Penn College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267.284.5000; web: [www.msche.org](http://www.msche.org)). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. Status: Member since January 1977. Approved Degree Levels: Postsecondary Award/Cert/Diploma, Associate's, Bachelor's, Master's.

## College Approvals

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Secretary of Education, Commonwealth of Pennsylvania, to award the Master of Professional Studies in Organizational Leadership, Bachelor of Science degree, the Associate in Science degree, and the Associate in Applied Science degree.

## Program Accreditations and Approvals

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Legal Studies program is approved by the American Bar Association (ABA), 321 North Clark Street, Chicago, Illinois, 60654-7598, (321.988.5000), [www.americanbar.org](http://www.americanbar.org).

Paralegal program is approved by the American Bar Association (ABA), 321 North Clark Street, Chicago, Illinois, 60654-7598, (321.988.5000), [www.americanbar.org](http://www.americanbar.org).

Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), 4720 Montgomery Lane, Suite 200, Bethesda, MD, 20814, (301.652.AOTA), [ACOTEonline.org](http://ACOTEonline.org).

Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, (727.210.2350), [www.caahep.org](http://www.caahep.org).

The PTA program at Central Penn College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>.

If needing to contact the program/institution directly, please call 717-728-2315 or email [nicolepatterson@centralpenn.edu](mailto:nicolepatterson@centralpenn.edu).

# CAMPUS DIRECTORY

## **Academic Affairs**

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### **Academic Affairs Office**

ATEC, Room 201  
Eric Zeglen, Ph.D.  
Vice President, Academic Affairs & Provost  
OfficeofAcademicAffairs@centralpenn.edu  
717-728-2390

## **Academic Deans**

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### **School of Nursing and Health Sciences**

Dr. Krista M. Wolfe, PT, ATC  
Health Sciences, Room 404  
kristawolfe@centralpenn.edu

### **School of Professional Studies**

Interim dean: Benjamin Lipschutz, MBA  
West Wing, Room 21  
benjaminlipschutz@centralpenn.edu  
717-728-2251

### **School of Humanities and Sciences**

Melissa Wehler, Ph.D.  
ATEC, Room 203  
melissaweehler@centralpenn.edu  
717-728-2485

## **Offices**

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### **Admissions Office**

Program Information, Admissions  
Requirements, Enrollment Process  
ATEC 302  
Melissa Mahoney  
Director of Admissions  
admissions@centralpenn.edu  
1-800-759-2727

### **Business Office**

Milano, Room 12  
Amy Fetrow  
Student Accounts Manager  
studentaccounts@centralpenn.edu  
717-728-2224

### **Financial Aid Office**

Milano, Room 18  
Kathy Shepard  
Financial Aid Director  
financialaid@centralpenn.edu  
717-728-2261

### **Lancaster Center**

Judith Dutil, MA  
Center Director  
717-393-0779 or 717-728-2535

### **Office of Institutional Effectiveness**

Bollinger, Room 53a  
Shawn Humphrey, DBA  
Institutional Effectiveness Officer  
compliancedirector@centralpenn.edu  
717-728-2419

### **Records and Registration Office**

West Wing, Room 23A  
Jen Correll  
Registrar  
recordsandregistration@centralpenn.edu  
717-728-2362

### **Title IX Office**

ATEC, Room 305  
Megan Peterson  
Title IX Officer & ADA Coordinator  
compliancedirector@centralpenn.edu  
717-728-2398

## **Student Services**

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### **Vice President of Student Services**

Bollinger, Room 43A  
Romeo Azondekon  
romeoazondekon@centralpenn.edu  
717-728-2437

### **Student Success/Advising Center**

Bollinger, Room 52  
Katherine Richards, Ph.D.  
Director of Student Advising  
advisingcenter@centralpenn.edu  
717-728-2241

**Student Engagement**

Student Central, Campus Activities and Clubs, Community Service  
The Underground, Room 37  
Adrienne Thoman  
Director  
adriennethoman@centralpenn.edu  
717-728-2286

**Career Services**

Bollinger, Room 53  
Steve Hassinger  
Director  
careerservices@centralpenn.edu  
717-728-2467

**Counseling Services**

Bollinger, 57 (Summerdale)  
Room 113 (Lancaster)  
Tom Palmieri  
Director of Counseling Services  
CPCcounselor@centralpenn.edu  
717-728-2416

**Cultural Diversity Center**

Bollinger, Room 43B  
Megan Peterson  
Director of Equity & Multicultural Affairs  
meganpeterson@centralpenn.edu  
717-728-2398

**Learning Center**

ATEC, Suite 302  
Megan Rehm  
Center Director  
learningcenter@centralpenn.edu  
717-728-2234

**Library**

Charles "T" Jones Library  
Diane Porterfield, Library Director  
library@centralpenn.edu  
717-728-2500

**Residence Life**

Bollinger, Room 40  
Lindsay Garber  
Director  
lindsaygarber@centralpenn.edu  
717-728-2214

**Athletic Director**

Michael Knill  
The Underground, Room 39  
michaelknill@centralpenn.edu  
717-728-2272

**Facilities**

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**Maintenance**

Rob Whitcomb  
Facilities Director  
Bollinger, Room 58  
maintenance@centralpenn.edu

**Public Safety Office**

Bollinger, Room 46  
Ronald Amoriello  
Chief Public Safety Directory  
publicsafety@centralpenn.edu  
717-728-2364

**Technology Services**

Bollinger, Room 55  
Thomas Parker  
Chief Information Officer  
helpdesk@centralpenn.edu  
(866) 291-HELP (option#3)

# STANDARDS AND COMPLIANCE

## Disability Support Services

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The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) of 1990 as amended by the ADAA of 2008 state that qualified students with disabilities who meet the technical and academic standards of Central Penn College may be entitled to reasonable accommodations. Under these laws a disability is defined as any physical or mental impairment which substantially limits a major life activity. To this end, Central Penn College is committed to providing equal access to education by removing unnecessary barriers to enhance each student's ability to demonstrate his or her provisions of the Rehabilitation Act and extended coverage to the private sector with the extension of access into all aspects of campus life, including communications and other privileges and advantages by requiring that all public facilities, services, and communications be accessible to person with disabilities and that auxiliary aids and services be provided unless such provisions place an undue hardship (defined as significantly difficult or expensive) upon an institution.

Central Penn College is committed to providing equality of opportunity to students with disabilities through a supportive academic and social environment. Faculty and students work together in partnership to determine the needs of our students and attempt to see that those needs are met. Students wishing to avail themselves of special adjustments/ accommodations under the Americans with Disabilities Act must disclose special needs to the ADA Coordinator. Certain programs may have physical requirements for successful completion. Every effort is made to make reasonable adjustments accommodations; please consult ADA Coordinator for further information.

A student who self-identifies as a person with a disability requiring auxiliary aids/ academic adjustments to any staff or faculty member at any time should be referred to the College's Americans with Disabilities Act (ADA) Coordinator for assistance. Adherence to this policy will ensure these students obtain the appropriate information and if desired by the student, initiate the formal process for receipt of auxiliary aids and academic adjustments. The auxiliary aids and academic adjustments are provided at no cost to the students with disabilities.

Students with obvious and severe physical disabilities will be served prior to receipt of proper documentation. For physically challenged students, Central Penn College campuses are either located on ground level or have appropriate elevator service with outdoor ramps and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

The following individual is Central Penn College's ADA Coordinator:

Megan E. Peterson, MS  
Central Penn College  
600 Valley Road  
ATEC 312  
Summerdale, PA 17093  
717-728-2398  
ComplianceDirector@CentralPenn.edu

Students have the right to file a grievance with Central Penn College in the event that students believe the College has not followed its policies. A complaint should be submitted to the college's ADA Coordinator. These procedures apply only to complaints received in writing. A complaint is submitted in person, by U.S. Mail, by fax, or by Central Penn email. Complaints should be dated. Within 15 business days after acknowledging receipt of the policy complaint, a designated official of the campus will inform the complainant regarding the institutional response to the written complaint. The grievance procedures are described in the Disability Support Services Manual and the college website.

## **Drug-free Schools and Communities**

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The Drug-free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

As part of its drug prevention program for students and employees, Central Penn annually distributes in writing to each student and employee the following information:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Central Penn's property or as part of any of its activities;
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of available drug and alcohol counseling, treatment, or rehabilitation programs; and
- A clear statement of the disciplinary sanctions that the College will impose on students and employees who violate the standards of conduct.

The College will conduct a biennial review of its drug prevention program to determine its effectiveness, implement changes as needed, and ensure that the disciplinary sanctions are consistently enforced.

Central Penn fully supports the objectives of these laws and their related regulations. The College recognizes both alcohol and drug abuse as potential health, safety, and security problems. The College expects its students and employees to cooperate in maintaining a college environment free from the effects of alcohol and other drugs and to comply with this policy.

## **FERPA**

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### **Preamble**

The Family Education Rights and Privacy Act of 1974 establishes specific rights for students and/or their parents and prevents the release of certain information without the written consent of the student.



Generally, this federal law gives students, former students, and alumni the right to review in the presence of Central Penn personnel their own records maintained by Central Penn, including academic and financial records.

Parents of dependent students, as defined by the Internal Revenue Service, may have access to the Central Penn records of their dependent sons or daughters without student consent. Parents do not have the right to see records of students who are no longer dependent upon them.

### **Inspection**

The student has the right to inspect, in the presence of a staff member, official college records, files, and data primarily and directly related to himself/herself. This right includes an explanation of any information contained in these sources. The student is entitled to such rights within 45 days of the time that he/she requests in writing the Office of Records and Registration to initiate such an inspection.

Education records of the student will not be released to the student, his parents, or any third party as long as a financial indebtedness or serious academic and/or disciplinary matter involving the student remains unresolved. This limitation does not preclude the student from having personal access to the records – merely from obtaining the release of the information. The student may not have access to the confidential financial statement of parents or any information contained in such statements. The student is entitled to request copies of his/her records, files, and data at a reasonable administrative cost.

**Note:** In no case will letters of recommendation and other information obtained or prepared before January 1, 1975, which were written on the assumption or expressed promise of confidentiality to the authors, be available for inspection, disclosure, or challenge.

### **Challenge**

The student is entitled to challenge and/or add to the factual basis of any record entry contained in records, files, and/or data. The purpose of this challenge is to ensure that such entries are not inaccurate or misleading or in violation of his/her privacy or other rights as a student, and to provide an opportunity for the correction or deletion of any such inaccuracies, misleading or otherwise inappropriate data contained therein. The substantive judgment of a staff member about a student's work, expressed in grades and/or evaluations, is not within the purview of this right to challenge.

The Office of Records and Registration will provide the student with an opportunity to place in the records a statement commenting upon the challenged information in the education records, which will be kept so long as the contents are contested.

### **Hearing**

If a records entry question has not been satisfactorily resolved by this informal procedure, the student is entitled to a hearing on the matter. The student shall submit a written request for a hearing to the Office of Records and Registration. The hearing must be held within a reasonable time after the request and the student notified as to the time, date, and place of the hearing in a reasonably advanced time of the hearing as to make his/her presence practical.

A hearing officer/panel will be designated by the President (or designee), and the student will be afforded a full and fair opportunity to present evidence relevant to the issues of the record entry validity. The student may be assisted or represented by an advisor of his/her choice, including, at his/her own expense, an attorney. The student will be furnished, within a reasonable time following the hearing, a written decision from the designated hearing officer. In addition, the student is entitled to receive a written summary of the evidence and the reasons for the decision.

Explanatory Statement: The contents of the student's challenge will remain a part of the student's record regardless of the outcome of any challenge.

### **Disclosure**

No personally identifiable information from education records shall be disclosed by any means to individuals or agencies outside the school without the consent of the student in writing, except pursuant to lawful subpoena or court order, or except in the case of specifically-designated educational and government officials as required by law.

Information contained in such records may be shared within the school. Records originating at another institution will be subject to these policies. FERPA permits the College to disclose personally identifiable information from education records to school officials with legitimate educational interest. A "school official" is a person employed by the College in a faculty, administrative or staff position, or a contractor or other party to whom the College has outsourced institutional services. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

The following is a list of public information, which may be made available regarding students of the College without their prior consent and is considered part of the public record of their attendance:

- Name
- City of Residence
- Major
- Student Activities, including Athletics
- Dates of Enrollment
- Date of Graduation
- Degree and Awards Received
- Honors
- Most Recent Educational Institution Attended Prior to Admission
- Photos
- Classification

The student is entitled to request that this information not be made publicly available; such a request must be made in writing to the Office of Records and Registration. This request shall be effective only with respect to directory information not prepared for release at the time the request is received by the Office of Records and Registration. Such a request remains effective until revoked by the student.

### **Failure to Comply**

If the College fails to comply with the Act, the student may file a written complaint by mailing it directly to: The Family Educational Rights and Privacy Office, Department of Health, Education, and Welfare, 330 Independence Avenue SW, Washington, DC 20201.

### **Higher Education Act of 1965**

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For more information about our graduate rates, the median debt of students who complete the program, and other important information, please visit [www.centralpenn.edu/disclosures](http://www.centralpenn.edu/disclosures).

### **Harassment Policies**

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#### **Harassment Policy**

Central Penn is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, physical appearance/ability or any other legally protected characteristic will not be tolerated.

Harassment (overt, subtly and/or virtual) is a form of misconduct that is demeaning to another person, undermines the integrity of the person, and is strictly prohibited. Central Penn prohibits acts of retaliation against anyone involved in lodging a complaint of harassment. Conversely, Central Penn considers intentionally filing false reports of harassment a violation of this policy. Anyone engaging in any type of harassment will be subject to disciplinary action, up to and including permanent dismissal. Students experiencing any type of harassment should contact the Title IX Officer at [compliancedirector@centralpenn.edu](mailto:compliancedirector@centralpenn.edu) immediately with details of the behaviors encountered so an investigation can be completed.

#### **Gender Discrimination/Sexual Harassment Policy Statement**

Central Penn maintains the principle that the campus should be a place of work and learning, free of all forms of gender discrimination, sexual harassment, intimidation, and exploitation. Should a student encounter an uncomfortable situation of this nature with another student or faculty/staff member, he or she should report it immediately to the Title IX Officer. Charges of sexual harassment will be promptly and thoroughly investigated.

#### **Disability Harassment Policy**

Central Penn is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation, gender identity expression, physical appearance/ability or any other legally protected characteristic will not be tolerated. Students experiencing disability harassment should contact the ADA Coordinator or the Academic Affairs office immediately with details of the behaviors being encountered so an investigation can be completed.

#### **Diversity and Inclusion Statement**

Central Penn College values an institutional culture of diversity, equity and inclusion. The College maintains its commitment to ensure the practice of diversity and inclusion is upheld in efforts to enrich the experiences of our students, faculty, staff and

administrators. The College recognizes that all members will benefit from a culturally rich and vibrant environment that embraces our collective diversity. Additionally, Central Penn reflects this by prioritizing diversity as a strategic objective and subsequently employs these values in its educational, operational and employment practices.

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act**

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To comply with the "Clery Act" and to keep the campus community informed, Central Penn College prepares, publishes and distributes a report concerning campus crime statistics and security policies on an annual basis. It is shared online and through appropriate publications to all current students, faculty and staff and to all prospective students, faculty and staff upon request. The current Annual Campus Crime Report may be viewed at [centralpenn.edu/security](http://centralpenn.edu/security).

## **Registered Sex Offender Information**

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In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Central Penn College Student Services Office is providing a link to the Pennsylvania State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the Commonwealth of Pennsylvania, an offender is required to register under 42 Pa.C.S. § 9795.1(a), (b)(1) or (2)(relating to registration). 42 Pa.C.S. § 9792. Megan Law's is available via Internet pursuant to Section 42 Pa.C.S. § 9795.1(a), (b)(1) or (2) (relating to registration). 42 Pa.C.S. § 9792. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited.

The Pennsylvania State Police does not provide information on sexually violent predators who are still in prison, unless the sexually violent predator was previously registered with the Pennsylvania State Police and subsequently re-incarcerated after registration. This registry is not a complete and comprehensive listing of every person who has ever committed any sex offense in Pennsylvania, nor does it make information about every sex offender living in Pennsylvania available on the Internet. Under Pennsylvania law, before community notification takes place, offenders receive a final classification order from the court following the opportunity for a hearing.

### **Accuracy of the Information Contained within this Registry**

Although the individuals listed on the sex offender registry are initially identified through fingerprinting and photograph submission to the Pennsylvania State Police, it should be understood that positive identification of any individual whose registration record has been made available on the Internet registry can be verified only through the review of a properly executed fingerprint card. By placing this information on the Internet, no representation is being made that the listed individual will not commit any specific crime

in the future, nor is any representation being made that if the individual commits an offense that one of the listed offenses will be the offense committed. The Pennsylvania State Police, Megan's Law Section, verifies and updates this information regularly to try and ensure that it is complete and correct. Although efforts have been made to ensure the information is as accurate as possible, no guarantee is made or implied. Be cautioned that information provided on this site may not reflect the current residence, status, or other information regarding an offender.

For more information, please see the Pennsylvania State Police  
[www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us).

# ADMISSIONS

## General Admissions

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### Undergraduate General Requirements

To be considered for admission into a degree program, students must be a high school graduate, have received a General Equivalency Diploma (GED), Pennsylvania Home School Diploma or other recognized equivalency diploma. We welcome applications from students seeking to prepare for a career or a promotion. Students seeking work related skills, who are not completing classes with the goal of obtaining a degree from the institution, will be classified as non-degree, non-program students (NDNP). High School Students applying with an overall GPA of 2.0 or higher may be considered for regular admission. Students applying with a GPA below a 2.0 in high school or from another college or university, if accepted, will be admitted conditionally. Please submit an application for admission and a copy of high school and/ or college transcript(s). Some applicants may be required to attend a personal interview with the admissions office. Call the admissions office at 800-759-2727 to learn more.

### Proof of Eligibility

All applicants to Central Penn College are required to provide proof of eligibility through the provision of an official high school diploma, transcripts, a GED, a home schooling certificate, a PA home school diploma, or an attestation.

### Admission Requirements for Online Degree Programs

In order to be successful in an online environment, students must have consistent and reliable access to a computer and reliable internet connection. Students are permitted to enroll in completely online degree programs at anytime. High School students may enroll in fully online programs, provided they are in good academic standing. Students should discuss how being a fully online student will impact their financial aid with the Financial Aid Office. Online students may only live in campus housing with the approval of the Residence Life Director or designee.

### Application Deadline

Students are encouraged to apply early, particularly if they wish to live on campus and plan on using financial aid. Campus housing facilities are limited, so timing is important.

### Application Procedures

- The application is available on the internet at [centralpenn.edu/apply](http://centralpenn.edu/apply).
- Students must request their high school guidance office to mail an official transcript directly to the Admissions office. A Graduate Equivalent Diploma (GED) or Pennsylvania Home School Diploma is also acceptable.
- Admission consideration for students may be based upon a written essay, high school or college grade performance, and a personal interview on campus.
- Application and transcript(s) will be reviewed as soon as they are received. Students will be notified of their acceptance or next step in the admissions process within one week of the College receiving all materials.

## **Program Specific Admissions**

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See academic program pages for specific admissions criteria.

## **International Students**

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Central Penn is authorized under federal law to enroll non-immigrant alien students. For international students, secondary school academic records translated into English and exams with pin verification (where applicable) are required. College or university transcripts from outside of the United States must be evaluated by World Education Services or an equivalent service. If you are not a native English-speaking student, you are required to provide proof of English proficiency by submitting one of the following: a minimum TOEFL score of 72, an IELTS score of 6, or an SAT Critical Reading score of 500. The score will become a part of your student file and will be used during the admission process. There are some exceptions to this rule which will be considered on a case-by-case basis.

A copy of a permanent resident card, temporary resident card, current visa, or the documents required to obtain a new student visa must be submitted along with the application. Please contact the admissions office for specifics.

International students have an obligation to know and understand SEVIS requirements. As part of these requirements, international undergraduate students must take 12 credits per term and international graduate students must take 6 credits per term with at least  $\frac{3}{4}$  of courses taken on-ground.

## **Academic Placement and Placement Testing**

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Central Penn College administers a placement exam to all incoming students. The placement exam assessment is a self-adaptive test used to determine placement in mathematics.

Students who do not pass the placement exam or transfer appropriate credits will be placed in developmental math courses. Developmental classes do not carry credit applied to graduation. Developmental course fees are consistent with three credit courses, as they also require 44 hours of instructional time. Financial aid may cover developmental coursework, based on a student's eligibility.

Transfer students may be exempt from certain aspects of testing based on transfer courses and should communicate with test proctors regarding transfer courses and testing needs. Additionally, students may be exempt from this exam if they scored higher than 410 on the SATs or higher than 21 on the ACTs.

## **Life Long Learning**

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Central Penn College offers credit for approved work/life experience through the Lifelong Learning (LLL) program for incoming and currently enrolled students.

Lifelong Learning offers those students having five or more years of relevant work/life experience an alternate opportunity to gain credit. Work/life credit applies only to undergraduate courses that include applied or hands-on learning. Only courses listed in the most current catalog may be petitioned or challenged for credit. Course descriptions may be accessed at [centralpenn.edu/catalog](http://centralpenn.edu/catalog). Portfolios must be submitted and approved within the first two terms of enrollment of the College. Lifelong Learning credits that are approved must be paid in full within the term that they are petitioned.

Portfolio presentation of work/life experience is not to be used if comparable College Level Examination Program (CLEP) examinations are available. Work/life credit is not applicable to the natural sciences, social sciences, physical sciences, the humanities or internships. CLEP testing is more appropriate for the foregoing classification of academic courses. The process may involve competency testing, in addition to proof of work experience. For more information refer to the College website at <http://guides.centralpenn.edu/LifelongLearning>

## **Vaccinations**

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Some programs at Central Penn College will require placement in clinical facilities as a part of their internship. These clinical sites may require students to have proof of health screenings and immunizations records. Students will adhere to each Programs Clinical Policy as outlined in their Program Handbooks. Central Penn College partners with CastleBranch Inc., to collect, store, and share immunization, health, criminal background, and insurance information for these purposes.

All students wishing to reside on campus must provide documentation of vaccination history. Students who do not provide specific proof of a meningitis vaccination will be required to complete a waiver prior to move in.



# TRANSFER OF CREDIT POLICY

Central Penn College (the College) provides opportunities for students to transfer credits into their identified program of study. The College accepts only those credits which can be applied to the degree program. To validate the transfer of credits, a transfer evaluation is conducted and clearly outlines credits that have been awarded and applied to the program of study and what credits remain for degree completion.

Students interested in transferring credits from another institution should speak with their admission counselor. Courses are evaluated for credit by reviewing course content regardless of mode of instruction and only grades of "C" or higher will be considered for transfer credits. Course(s) with grades of Pass/Fail generally do not transfer. Each transfer evaluation is dealt with on a case-by-case basis. Students who transfer in 12 or more college credits may waive IDS101/CPC Foundations. IDS101/CPC Foundations may also be waived for students who completed 12 college credits at the 100 level or higher with a C or better. If IDS101 is waived, students will choose another lower level Social and Behavioral Science.

The American Bar Association (ABA) approval requires that ten (10) hours of legal specialty courses be taken in traditional (face-to-face) format. To determine if the credits are acceptable for transfer, the Program Chair of Legal Studies works with the Registrar and Transfer Evaluator to ensure that 10 hours of legal specialty courses be taken in traditional (face-to-face) format. Twelve legal specialty credits must be taken at the College for the Paralegal program. In addition, four courses (12 credits) of legal specialty classes have been designated as classes that only run in the traditional classroom format. Those classes are:

- LGS135 Legal Research and Writing I
- LGS280 Legal Research and Writing II
- LGS140 Civil Litigation I
- LGS230 Civil Litigation II

In addition to credits earned at another institution, the College also awards transfer credit(s) from the following sources, where applicable:

## **College-Level Examination Program (CLEP)**

The College accepts CLEP examinations for transfer credit in identified areas. The College follows the published ACE Recommended Credit-Granting scores. The course equivalency listing identifies the credit the College will grant for each examination and is available from the Registrar or on the College website.

A student can obtain a total of 9 credits toward an associate degree and 18 credits toward a bachelor degree through CLEP examinations. For information on available CLEP testing centers please visit [www.collegeboard.com/CLEP](http://www.collegeboard.com/CLEP) to find a conveniently located testing site.

### **CLEP for Military Personnel (DANTES)**

The College awards transfer credit to eligible military personnel taking CLEP examinations through the Defense Activity for Non-Traditional Education Support (DANTES) program. A student can obtain a total of 9 credits towards an associate degree and 18 credits toward a bachelor degree through CLEP examinations. For a complete listing of CLEP examinations along with accepted equivalencies, please visit the College website.

### **International Baccalaureate (IB)**

The College grants up to six transfer credits per course for scores of four or better in relevant higher level courses. Three transfer credits per course are granted for scores of five or better in relevant standard level courses. A maximum of 36 transfer credits (equivalent to one year of classes) may be granted.

### **A-Level**

The College grants three transfer credits for relevant A-Level courses with a grade of C or higher. Up to six transfer credits per course are granted for scores of B or higher in specific relevant courses.

### **Advanced Placement (AP)**

The Advanced Placement (AP) program offered through the College Board offers high school students the opportunity to challenge themselves to gain college credit. Students participating in AP courses can work on gaining the skills and attitudes needed to be successful in college. Students from high schools with articulation agreements can transfer up to 12 AP credits. See the College's website for AP transfer information. AP credits may not be used in addition to articulated coursework with high schools or area vocational/technical programs. For a complete listing of AP examinations along with accepted equivalencies, please visit the College website.

Students may appeal a final credit transfer decision by forwarding a written request to the Registrar within 45 days of receipt of the decision. Written requests should be explicit in identifying the credit hour or course transfer decision that is being appealed. The decision of the Registrar is final.

## **Transfer Student Application Procedures**

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Students will need to follow the procedure below if they are interested in transferring credits to Central Penn College from their high school or an accredited post-secondary institution:

- Students must send a completed application for admission, noting the extent of their academic training beyond high school.
- Students must request official high school transcripts to be sent directly to the admissions office.
- Student must request official college transcripts to be sent directly to the admissions department from previously attended institutions they are wishing to receive a transfer evaluation from.
- A transcript evaluation may be conducted with unofficial transcripts, once the student's application is received, but will not be applied to the student's permanent record until the corresponding official transcript is received.

- The student is responsible for requesting official college transcripts to be sent directly to Central Penn from any previously attended institutions.
- To receive transfer credit, Central Penn must receive official transcripts by the end of the student's second term. If official transcripts are not received by the end of the student's second term, students forfeit their ability to use transfer credits for work completed prior to enrolling at Central Penn.
- Students must be actively enrolled in an academic program to receive transfer credit.
- Courses which are parallel to courses to those offered at Central Penn will be awarded as transfer credits if a grade of "C" or better was earned in equivalent college level courses.
- CLEP, DANTES, International Baccalaureate, A-Level, and Advanced Placement may also transfer.
- Students will receive a listing of the transfer credits awarded and the courses remaining for degree completion.
- The College reserves the right to administer an appropriate examination for transfer credits.
- Students having any questions about this process should contact the Office of Records and Registration.
- Students enrolled at Central Penn who wish to complete a college level course(s) at another institution, with the intent of transferring the course(s) into their program of study at Central Penn, are encouraged to make an appointment with the Transcript Evaluator in the Office of Records and Registration to determine if the course(s) can be transferred to their program of study at Central Penn.

## Foreign Transcripts

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The College does not evaluate transcripts from non-U.S. schools for equivalency purposes. Students who attended a college or university outside of the United States must arrange, at his or her expense, to have their academic record evaluated for equivalency on a detailed, course-by-course basis by a U.S. credential evaluation service. It is recommended that students plan ahead as this process usually takes from four to five weeks and generally costs \$125 or more. Once the student has had their non-U.S. transcripts evaluated for equivalency, the student may request a transcript evaluation to be completed.

Examples of Acceptable Credential Evaluation Services:

- Educational Credential Evaluators, P.O. Box 514070, Milwaukee, Wisconsin 53203-3470. Tel: 414.289.3400. Fax: 414.289.3411. e-mail: eval@ece.org.
- World Educational Services, P.O. Box 5087, Bowling Green Station, New York, New York 10274-5087. Tel: 800.937.3895. Fax: 212.739.6100. e-mail: info@wes.org.

Should a student plan to transfer to another institution, they are urged to consult that institution's catalog as early as possible and confer with the appropriate office regarding transfer. The college to which students intend to transfer determines the acceptance of transfer credits.

## **Articulation and Block Transfer Agreements**

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The College has established articulation/transfer agreements with various high schools, colleges, and universities. A student can articulate those courses or credits stated on the articulation agreement.

Central Penn has established block transfer agreements with institutions where a pre-determined number of credits from an earned associates degree can be transferred to a bachelor's degree in a program-to-program transfer.

Information on articulation or block transfer agreements should be directed to the admissions department.

A list of all approved Articulation Agreements can be found on the College's website at: [www.centralpenn.edu/transfer](http://www.centralpenn.edu/transfer).

# FINANCIAL INFORMATION AND SERVICES

## Financial Aid

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Central Penn College recognizes the need for financial aid to help students meet the cost of higher education. Therefore, the College processes grants, scholarships, loans, and Work-Study through federal, state, private, and institutional sources to help eligible students meet some of those costs. Funds are awarded to defray direct educational costs, such as tuition, fees, and residence costs (for on-campus students), and indirect educational costs such as books and supplies, transportation, room and board (for off-campus and commuter students), and other personal expenses.

The initial source of funds used in meeting college costs is the amount that the student and the student's family can contribute. We will then attempt to supplement the family's contribution with the financial aid resources that we administer.

The Financial Aid Office at Central Penn is here to help! Students can contact the office if they have any questions about the financial aid process, the application forms, the types of aid administered, or to set up a personal interview to discuss individual circumstances.

### General Eligibility Requirements

To receive financial aid from Central Penn College and the Federal Student Aid programs, a student must:

- Demonstrate financial need.
- Maintain satisfactory academic progress.
- Be enrolled in an eligible degree program.
- Be enrolled on at least a half-time basis (6 credits). Students enrolled on a less-than-full-time basis (less than 12 credits) may have their financial aid reduced. Some students enrolled on a less-than-half-time basis (less than 5 credits) may qualify only for a Federal Pell Grant.
- Be a U.S. citizen, national, or permanent resident (eligible noncitizen).
- Not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan (formerly NDSL), Federal Stafford Loan (formerly GSL), Federal Direct Loan, PLUS Loans, or Supplemental Loan for Students (SLS).
- Lifelong Learning credits are not eligible for financial aid.

The Pennsylvania State Grant Program has separate eligibility criteria. If students reside outside the state of Pennsylvania, students must contact their state grant agency to see if they can qualify to bring a state grant to a Pennsylvania college.

### Application Process

In order to apply for all federal and state financial aid programs, students must complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov). This form is used to determine the ability of the student (and family) to contribute financially toward an education. Students must reapply for financial aid each year.

The Financial Aid Office recommends that students file the FAFSA by March 1 of each new filing year. By filing the form by March 1, the Financial Aid Office will have the ability to notify students of their financial aid eligibility prior to the summer term billing.

Students who file financial aid forms after March 1 may not know their status until after the term begins.

The Financial Aid Office may request additional documentation to support a student's request for financial assistance. Parents and the student may be required to submit a federal tax transcript and W-2 forms. A student's financial aid package cannot be finalized until all requested documentation has been received and reviewed by the Financial Aid Office.

### **Financial Aid Programs**

The following programs are the major financial aid resources available to students. Students may receive assistance from one or any combination of all of these programs, in what is called a financial aid package. A student's eligibility for these programs is based on their completion and submission of the forms described previously. Awards are not automatically renewable.

Students must reapply each year.

- **Federal Pell Grant** – The Federal Pell Grant is a federally funded entitlement program to assist needy undergraduate students. Eligibility for Pell Grants is determined by the U.S. Department of Education based on the FAFSA. Pell-eligible students may receive the grant even if enrolled less than half time. Students who have earned a bachelor's degree are not eligible for a Federal Pell Grant.
- **PHEAA State Grant** – The state of Pennsylvania provides grants to bona fide residents who demonstrate financial need, have not received their first baccalaureate degree in any field, and are enrolled in classes on at least a half-time basis.

The Pennsylvania Higher Education Assistance Agency (PHEAA) administers the program, but the institution certifies the eligibility of the student to receive the funds.

PHEAA also administers a grant program with the Pennsylvania National Guard. Contact the Financial Aid Office for more information about these programs.

- **Federal Supplemental Educational Opportunity Grant (SEOG)** – This federally-funded program provides financial assistance to students who demonstrate exceptional financial need and are Pell Grant eligible. The amount of the award is based on need and the availability of funds are limited. Students with a bachelor's degree are not eligible to receive a Federal Supplemental Educational Opportunity Grant.
- **Federal Work-Study Program** – The Federal Work-Study Program is a federally-funded program that provides part-time employment to students who demonstrate financial need. Positions are available throughout the institution and at selected off-campus sites. Federal Work-Study students are paid an hourly wage for actual hours worked. Federal Work-Study earnings are paid directly to the student on a bi-weekly basis. Awards are made to students on a fund-availability basis.

- **Federal Direct Stafford Loan** – This loan program provides low-interest loans to students who demonstrate financial need. The interest on these loans is fixed, not to exceed 8.25%.

First-year (freshman) students may borrow up to a maximum of \$3,500 and up to \$2000 (dependent or parent unable to borrow PLUS) or \$6,000 (independent student) unsubsidized per academic year, and second-year (sophomore) students (earned 36 credits or more) may borrow up to a maximum of \$4,500 and up to \$2000 (dependent or parent unable to borrow PLUS) or \$6,000 (independent student) unsubsidized per academic year. Third year (junior) students (earned 72 credits or more) may borrow up to a maximum of \$5,500 and up to \$2000 (dependent or parent unable to borrow PLUS) or \$7,000 (independent student) unsubsidized per academic year. Fourth-year (senior) students' loans are prorated based on the number of credits attempted for their last term. Students must begin repayment of their Federal Direct Stafford Loans six months after they graduate or drop below half-time status. Minimum repayment of a Federal Direct Stafford Loan is \$50 per month, but the actual payments will be based upon the total amount borrowed, the length of the repayment period, and the type of repayment plan chosen by the borrower. Students may qualify for different repayment programs. Students need to check with their lender for the various options.

- **Federal Direct Unsubsidized Stafford Loan** – This loan program provides low-interest loans to students who demonstrate little or no “need” for a Federal Direct Stafford Loan. The terms, conditions, and loan limits are the same as a Federal Direct Stafford Loan except that the federal government does not pay the interest on behalf of the student. The student is responsible for the interest and can either pay the interest on the loan monthly or quarterly, or choose to have the interest capitalized. Interest capitalization means that the lender adds the unpaid interest to the principal balance of a loan. Repayment options are the same as the Federal Direct Stafford Loan.
- **PLUS Loan** – The PLUS program provides educational loans to parents who borrow on behalf of the dependent student. PLUS borrowers do not have to demonstrate need, but they are required to have a credit check performed to confirm their ability to repay the loan. The maximum amount that a parent can borrow is the student's cost of education less any financial aid that the student receives during the loan period. The interest on the loan is variable but is capped at 9%. Repayment of the loan begins 60 days after the final disbursement, unless the borrower meets the criteria for a deferment. Students should contact their lender for more details.
- **Private Loans** – Private loans are another option to help make Central Penn more affordable. These loans differ in the amounts that can be borrowed, the interest rate used, and repayment terms. In most cases, the student is the borrower and the parents are the co-signer. Students can contact the Financial Aid Office or go to [centralpenn.edu](http://centralpenn.edu) to find how these loans can help finance their education at Central Penn. You may borrow from any private lender that you wish to borrow from.

## **Agencies**

Central Penn's Financial Aid Office works with governmental agencies and local organizations that provide qualified students with additional sources of financial assistance. Some of these agencies include Office of Vocational Rehabilitation (OVR) and the Bureau of Blindness and Visual Services.

Students who qualify for Veteran's Benefits must notify the Financial Aid Office once they are admitted to discuss their benefits. The Veterans Administration requires Central Penn to monitor veterans' progress during their enrollment. It is the responsibility of the Financial Aid Office to certify a veteran's eligibility for benefits.

Students who have questions or concerns about their funding from any agency can contact the Financial Aid Office. We will be happy to work with students and the agency.

## **Scholarships**

Central Penn College awards numerous scholarships, totaling over \$500,000 each year. Scholarship criteria vary, but may include: academic record, activities, essays, financial need, and a personal interview. Some scholarship students are required to maintain a 2.8 minimum cumulative grade point average and live on campus to retain the scholarship. Information and application forms are available from the Central Penn Admissions Office. Additional scholarships may be available from other sources than those listed. Please contact the Admissions Office or visit the financial aid tab on the College website.

The Central Penn College Education Foundation awards scholarships two times per year to current and incoming students. Scholarships are disbursed in various amounts and awarded based on financial need, academic performance, and student involvement/community service. For more information or to apply for a scholarship through the Foundation, visit [www.centralpenn.edu/scholarships](http://www.centralpenn.edu/scholarships).

Central Penn receives notification throughout the year about local private scholarships that are made available to prospective and current students. The Financial Aid Office, through various sources, notifies students who are viable candidates of the available scholarships. Students should work with their local high school guidance office to find sources of local and regional financial aid. Scholarships received by students must be reported to the Financial Aid Office. These are considered a resource and must be considered as part of their financial aid award package.

## **Satisfactory Academic Progress**

The Higher Education Opportunity Act requires that a student maintains satisfactory academic progress in order to receive financial aid under the student financial assistance programs authorized by Title IV of the Act. These programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study Program, and Federal Direct Loan programs.

This policy for financial aid recipients is implemented in order to be in compliance with current federal regulations. The SAP policy, which has three components that must be met, reads as follows: Students must maintain a 2.00 cumulative (CUM) grade point average (GPA) each term; AND students must pass 66% of their courses each term; AND students must complete their degree within a 150% time frame.



A student's permanent academic record will be reviewed at the end of each term in order to determine their academic progress. The entire record will be reviewed, even if the student was not a financial aid recipient during part or all of the time of his/her prior enrollment. Financial aid will be awarded to students who fulfill their course requirements within a standard time frame for program completion and achieve the minimum 2.00 cumulative grade point average (GPA). All students will adhere to the same quantitative and qualitative measures for SAP requirements.

### **Quantitative Measures**

<b>Cumulative GPA Requirement</b>	<b>2.00 at the end of each term</b>
Full time: 12 credits attempted	Must successfully complete 8 credits
$\frac{3}{4}$ time: 9 credits attempted	Must successfully complete 6 credits
$\frac{1}{2}$ time: 6 credits attempted	Must successfully complete 4 credits

### **Qualitative Measures**

For financial aid purposes, a normal time frame for program completion is as follows: Full-time students pursuing an associate degree cannot exceed the equivalent of nine quarters or 116 credits to complete their degree requirements. Full-time students pursuing a bachelor's degree cannot exceed the equivalent of fifteen quarters or 188 credits to complete their degree requirements. All full-time students must successfully complete at least nine new credits each term to maintain SAP. Half-time students are expected to earn at least four credits each term. Incompletes are not counted toward credits completed until after the course work is successfully completed and posted by the Records Office.

### **Evaluation of Aid Eligibility**

The academic progress of financial aid recipients will be monitored at the end of each term.

Students failing to meet the standards set forth will receive a Financial Aid Warning for the next term. The student may continue to receive financial aid for the next term.

At the end of the Financial Aid Warning term, the student's academic record will be reviewed. If satisfactory academic progress has not been re-established, the student will be sent an appeal procedures letter. They will be required to submit an appeal to the Financial Aid Advisory Committee in order to maintain their financial aid.

If the appeal is "approved" by the committee, the student will be placed on Financial Aid Probation for one term. If the student does not earn a 2.00 CUM GPA and pass 66% of their coursework at the end of that term, the student will lose all subsequent financial aid. If the appeal is "denied" by the committee, the student would not receive financial aid until they are able to bring their CUM GPA above 2.00 or make up classes to get them above a 66% passing rate.

### **SAP Appeal Process**

If unusual circumstances, such as injury to the student, illness to the student, a change in educational objective or death of an immediate family member occurs, the school may waive the SAP requirement for the student. The school may choose to waive the SAP requirement if the student has experienced undue hardship due to special circumstances. Waivers will be reviewed on a case-by-case basis. For special

consideration, a student must complete a Financial Aid Appeal Request Form and submit it to the Financial Aid Director. The appeal will then be reviewed by the Financial Aid Advisory Committee. The student will be notified in writing as to the status of their appeal. All SAP appeals must have supporting documentation.

### **Financial Aid Reinstatement**

To be reinstated for financial aid once a student has been denied aid, due to lack of progress during their Financial Aid Warning term and no appeal has been filed or an appeal has been denied, a student must successfully complete the remaining credits needed to make SAP progress with a minimum 2.00 CUM GPA (C) and/or make up classes to get them above a 66% passing rate. No aid will be given until these requirements are accomplished and the student's permanent academic record has been reviewed by the Financial Aid Advisory Committee. Students who have an appeal granted must complete their next term with a CUM GPA of 2.00 or better and complete and pass 66% of their coursework.

### **Grade Level Advancement Policy**

First time freshmen students are considered Grade Level One students. Once the student has successfully completed thirty-six (36) credits, they are considered sophomore students, or Grade Level Two. Junior students, or Grade Level Three students, have successfully completed 72 credits, and to reach senior status, Grade Level Four, a total of 108 credits must have been successfully completed. Students who transfer credits into their Central Penn major, and the Records Office posts their applicable credits onto their permanent academic record, will be permitted to have these credits applied towards determining their grade level status. Students who transfer between majors at Central Penn will only have those credits that apply to their new major count toward their academic grade level. This policy is established for determining Grade Level Status for Federal Stafford Loans.

*All information presented regarding financial aid eligibility and program availability reflects current regulations and policies. This information is subject to change.*

# FINANCIAL INFORMATION

## Tuition and Expenses

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**Note:** These 2019-2020 rates are subject to change July 2020, but may change without notice.

### Fixed Expenses Per Quarter Term

Tuition (per credit) all majors – undergraduate . . . . .	\$494
Student/Technology Fee (5 or more credits) . . . . .	\$310
Student/Technology Fee (4 or less credits*) . . . . .	\$189

\*Some zero credit classes may have a student fee

PTA Program/Lab Fee (per term) . . . . .	\$150
PTA-CastleBranch Background Expense (PTA155; one-time expense) . . . . .	\$102

OTA Program/Lab Fee (per term) . . . . .	\$150
MA Program/Lab Fee (per term) . . . . .	\$120
Certified Medical Assistant Exam Fee (final term only) . . . . .	\$125
Health Sciences Program/Lab Fee (per term) . . . . .	\$195

### Annual Lease

Standard Apartment Bedroom (per term) . . . . .	\$1,370
Individual Private Bedroom (per term) . . . . .	\$2,008
Super Suite Bedroom (per term) . . . . .	\$1,452
Security Deposit . . . . .	\$250
Utilities/CATV/Internet (per term) . . . . .	\$330

### Board (per term):

Option 1 . . . . .	\$484
Option 2 . . . . .	\$587
Option 3 . . . . .	\$690
Option 4 . . . . .	\$1,000
Option 5 . . . . .	\$1,500
Option 6 (Non-residential students only) . . . . .	\$308

### Variable Expenses Per Term

Textbooks – (estimated amount) . . . . .	\$350 - \$450
Personal (estimated) . . . . .	\$150 - \$250
Transportation (estimated) . . . . .	\$150 - \$300

### One-time Expenses

Graduation Fee . . . . .	\$125
Uniform . . . . .	\$100 - \$150

### Locked-In Tuition Rate

The “Locked-In Tuition Rate” program will be discontinued effective with the start of the 2015-2016 academic year. All newly accepted students who enroll in and begin their first term of study on July 6, 2015 or later will no longer be eligible for the program.

Any students who were enrolled prior to July 6, 2015 and have a Locked-In Tuition Rate will be able to keep their Locked-In Tuition Rate if they continue to meet the program requirements. In order to continue to receive the locked-in tuition rate, students must remain continuously enrolled every term until graduated, complete six or more credits per term and maintain a minimum cumulative grade point average of 2.0. Students not meeting all of the above requirements will be charged the current published tuition rate. Once a student fails to meet any of the requirements for the locked-in tuition rate, the student will not be eligible for future locked-in tuition rates.

### **Payment**

Tuition and expenses are paid by the term approximately three weeks before the term starts. Visa, MasterCard, Discover Card, American Express or eCheck may be used to make payment through our payment portal at [my.centralpenn.edu](http://my.centralpenn.edu). Payment can also be made by check or money order. Please visit our website for payment plan options. If unusual circumstances or extreme hardship makes it impossible for students to make full payment, students should contact the Business Office to make special arrangements.

### **Billing and Payment Dates**

#### *Fall 2019*

Bills Mailed – August 23, 2019

\*Payment Due – September 13, 2019

#### *Winter 2020*

Bills Mailed – November 20, 2019

\*Payment Due – December 13, 2019

#### *Spring 2020*

Bills Mailed – February 21, 2020

\*Payment Due – March 13, 2020

#### *Summer 2020*

Bills Mailed – May 22, 2020

\*Payment Due – June 12, 2020

#### *Fall 2020*

Bills Mailed – August 21, 2020

\*Payment Due – September 11, 2020

#### *Winter 2021*

Bills Mailed – November 20, 2020

\*Payment Due – December 11, 2020

*\*A \$50.00 late fee will be assessed for payments not submitted by the payment due date.*

## **Fees**

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### **Housing Security Deposit**

A housing security deposit of \$250\* is required, \$200 of which is refunded when students abide by the lease.

*\*If students request cancellation within five calendar days of payment, this fee is fully refundable. A request for cancellation, which is not made in writing, shall be confirmed in writing by the student within an additional period of five calendar days. After five calendar days or after ten calendar days absent of written confirmation, the school may retain all of the monies paid.*

### **Registration Fee**

Within 30 days of receiving the registration fee notice, a \$100 registration fee\* is to be paid to reserve a position in the entering class. This fee is deducted from the student's first tuition.

### **Student/Technology Fee**

A student fee of \$189 (four or less credits) or \$310 (five or more credits) per term is required. It covers all the services listed below as long as the student is enrolled at Central Penn. The student fee is non-refundable. The student/technology fee includes, in part, the following: campus security; parking; student ID; online Library services; computer labs; internet; all other technology usage; full- and part-time employment assistance; insurance; swimming pool; basketball, volleyball, and game courts; picnic areas; activities, clubs and organizations; and orientation.

### **Graduation Fee**

Graduating students pay a \$125 fee. It covers the processing and mailing of their degree, the graduation ceremony, and student and alumni individualized career assistance.

### **Other Expenses**

**Textbooks:** All Central Penn students may purchase new and/or used textbooks directly from our textbook vendor via Internet or telephone. Textbook rental is another option. The cost of textbooks varies with the courses taken each term. If students purchase all new textbooks, the cost may be as much as \$450 per term. Students are encouraged to have their textbooks prior to the first day of class to ensure access to academic work.

**Uniforms:** Students enrolling in the Health Sciences programs may be required to wear uniforms/scrubs to clinical classes or on internship. Students will receive information regarding uniforms prior to enrolling.

## **Refund and Distribution Policy**

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Pursuant to federal and state regulations, Central Penn College has developed, and applies on a consistent basis, the following policy: when a student completely withdraws from the College or drops a course, tuition will be calculated in accordance with the following guidelines, and any refund is made within 30 days. The last day of class attendance will be considered the withdrawal or drop date. A student's withdrawal or drop date will be the last date of class attendance. If the last date of attendance cannot be determined, the institution shall use the date the College had knowledge of the student's withdrawal.

Please note that any reduction applies only to tuition. Fees are nonrefundable. Rent charges, fees, and any other charges are not refundable if a student leaves the College any time during the term.

<b>Withdrawal Date</b>	<b>Tuition Reduction</b>
During 1st week	75%
During 2nd week	55%
After 2nd week	0%

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, or are dismissed prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the Financial Aid Office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

- Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:
- Aid to be returned equals 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 30 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

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

If a student does not register or return for a new term, or fails Capstone/Internship, the student may be withdrawn.

Note: All information presented regarding financial aid eligibility and program availability reflects current regulations and policies. This information is subject to change.

# STUDENT SERVICES

## Orientation

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Central Penn College's new student orientation is conducted prior to students attending classes at Central Penn College. This orientation is for all new incoming students including residential, commuting, and online students.

## Library

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The Charles "T" Jones Leadership Library provides a variety of educational resources to enhance the college experience. The mission of the library is to provide a facility, services, and resources, which support the academic needs of Central Penn College.

All students have access to books, periodicals, electronic and audio-visual resources, as well as interlibrary loan materials. Students also have online access to the Library catalog. A librarian is available for assistance during library hours either in person, by phone, by text, or online by 'live' chat.

Students are responsible for all Library materials signed out in their name and may be subject to fines, damage charges, or replacement costs. A hold will be placed on students' accounts in the Business Office preventing class registration, transcript requests, and graduation verification if library materials or charges are outstanding.

The Law Library, located in Bollinger Hall on the Summerdale campus, houses the legal collection. Online legal research is also available to current students through Westlaw.

## The Learning Center

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The Learning Center is a collaborative and motivational space where students come to develop their writing and subject-specific skills, including math and accounting. Students pair up with peer or professional tutors to workshop their writing or practice subject-specific processes. Successful tutoring engages the student in productive conversation that addresses their needs and leads to better understanding of the academic content, greater confidence in their ability to succeed, and increased academic performance. Students may walk in to the Learning Center or schedule in-person or virtual appointments through [my.centralpenn.edu](http://my.centralpenn.edu). They can also contact the Learning Center by emailing [LearningCenter@centralpenn.edu](mailto:LearningCenter@centralpenn.edu). Students interested in becoming peer tutors may request that their professor recommend them to the Learning Center Director.

## Career Services

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The mission of Career Services at Central Penn College is to provide inclusive and diverse career development services and resources that will prepare students and alumni to successfully obtain employment or advancement in their chosen field, or continue their education. The Career Services Department assists students with resume writing, cover letters, mock interviews, job search strategies, and other career-related

questions at any time throughout a student's education as well as after graduation. It hosts several events that enable students to network with employers for internships, part-time jobs, or full-time employment. All services and events provided by Career Services are free of charge, open to all students, and continue to be after graduation.

### **Employment After Graduation**

Central Penn annually hosts recruiting events on campus. In addition, Central Penn students are encouraged to attend the CPEC Job and Internship Fair each February. The Optimal Online Career Center includes job postings and internships.

### **FOCUS**

FOCUS is a tool that allows students to focus their major based on their interest, personality, and skills. The FOCUS assessments provide guidelines for a good career match and can be further refined through discussion with the Career Services staff.

### **Optimal Resume**

All students have the ability to create an Optimal Resume account. Optimal Resume can assist students with resume and cover letter writing, interviewing skills, website creation, and act as a repository for student work.

## **Counseling Services**

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Counseling Services of Central Penn College is dedicated to the promotion of holistic student wellness through the use of a safe and confidential environment that aids to encourage student exploration of both academic and personal concerns. The College provides on-campus counselors for all students (residential, online, commuter, continuing ed., Lancaster center, etc.), with continual access to e-counseling as well. The College will assume payment for these services under most circumstances, with each student entitled to receive up to 11 full-length sessions (45-60 min.) of therapeutic support per term. However, accommodations can be made and session limits extended in the event of extenuating circumstances.

Our department is committed to assisting students in overcoming adversities and gaining the necessary skills to better thrive in learning and life with the use of therapeutic sessions, emergency/crisis services, screenings, self-help resources, educational programming, and training workshops/guest lectures. If you have any questions or would like to make an appointment, please contact the office at [CPCcounselor@centralpenn.edu](mailto:CPCcounselor@centralpenn.edu).

## **Accessibility Services**

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Central Penn College is committed to making the campus and centers accessible to the needs of students with disabilities. Students requiring accommodations for any disability should contact the Title IX Officer & ADA Coordinator.



## **Disability Support Services**

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Central Penn College is committed to providing equality of opportunity to students with disabilities through a supportive academic and social environment. Students who self-identify as a person with a disability requiring auxiliary aids or academic adjustments should contact the College's ADA Coordinator at [compliance@centralpenn.edu](mailto:compliance@centralpenn.edu) or 717-728-2398.

## **Title IX**

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Central Penn College is committed to providing a safe and equitable educational environment. Title IX of the Education Amendments Act of 1972 is a federal law that prohibits discrimination on the basis of sex. Sex discrimination includes, but is not limited to: sexual harassment, sexual assault and rape, intimate partner violence, stalking, retaliation for reporting, and discrimination on the basis of pregnancy or gender expression. Students who believe they have experienced sex discrimination and would like to make a report, should contact the College's Title IX Officer at [compliance@centralpenn.edu](mailto:compliance@centralpenn.edu) or 717-728-2398.

## **Student Activities and Organizations**

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During your time at Central Penn College, you will learn a lot – but not just in the classroom! Getting involved in our campus clubs and organizations will allow you to experience college in a completely new way! You'll work as a team to achieve club goals, get to know classmates with different experiences and worldviews, strengthen your leadership skills, build your resume, and (most importantly) HAVE FUN!

Students can find a list of active student clubs as well as a schedule of upcoming activities in BlackBoard (look for the Clubs and Activities tab) or online at [centralpenn.edu/college-services/clubs-activities](http://centralpenn.edu/college-services/clubs-activities).

## **Technology Services**

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Students receive a student password and identification number account when they become an active student. Campus computers may be used to gain access to the Internet for research and other academic activities. Guests are permitted to use campus computers as long as they are accompanied by a student host. Computer labs are located in the Charles "T" Jones Leadership Library (Summerdale Campus), ATEC Room 300 (Summerdale Campus), a 24/7 lab in Bollinger 41 (Summerdale Campus) and Room 106 (Lancaster Center) and days and times are posted.

# ADMINISTRATIVE POLICIES AND PROCEDURES

## Code of Business Conduct and Ethics

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### **A. Academic Integrity**

All Central Penn College students, faculty, staff, and college community members are expected to uphold the highest standard of academic integrity. Any act of academic dishonesty including, but not limited to, plagiarism, misrepresentation, corruption, cheating, or fraudulence, are subject to disciplinary action up to and including termination of employment, expulsion from the College, or termination of a contract.

### **B. Adherence to Central Penn College Policies and Procedures**

All Central Penn College students, faculty, staff, and college community members, must abide by all policies and procedures published by Central Penn College. These policies and procedures are contained within the following references: Faculty Handbook, Employee Handbook, Catalog, Residence Life Handbook, Program Handbook and Central Penn College Website. *Note: Unless otherwise indicated, the aforementioned documents refer to the most current published version.*

### **C. Adherence to External Requirements and Policies by Governing Bodies**

Based upon professional memberships, an external governing body may supersede and/or augment certain aspects of the Code of Business Conduct and Ethics. Any Central Penn College student, faculty, staff, or college community member in this situation is not only responsible to adhere to policies and procedures defined by the governing body, but is also responsible to represent themselves as a member of the Central Penn College community in accordance with the Code of Business Conduct and Ethics.

### **D. Compliance with Laws and Regulations**

Any Central Penn College student, faculty, staff, or college community member representing the College must transact college business in compliance with all federal, state, and/or local laws and regulations related to their positions and areas of responsibility. All individuals representing the College should recognize that noncompliance may have adverse financial and other consequences for themselves and the College. Individuals are responsible for monitoring and understanding changes in laws and regulations related to their areas of responsibility.

### **E. Confidential Information**

Central Penn College students, faculty, staff, and college community members may be privy to confidential information. All confidential information should be protected by safeguarding it when in use, storing it properly when not in use, and discussing it only with those who have a legitimate business need to know. A current or past employee should never release any confidential information without clearance from the College.

### **F. Conflict of Interest**

Central Penn College students, faculty, staff, and college community members should avoid situations that create or appear to create conflicts between their personal interests and the interests of the College. Decisions made by Central Penn College students, faculty, staff, and college community members should promote the best interests of the College.

### **G. Diversity**

Central Penn College believes that diversity is critical to success. Central Penn is committed to include the most talented people from a diverse candidate pool within its community. Success at Central Penn is based on performance. Central Penn is also committed to fair employment and enrollment practices and nondiscrimination laws.

### **H. Drugs and Alcohol Use**

Central Penn College strictly forbids the use of illegal drugs, drugs that impair an individual's ability to conduct college business, and alcohol in all college locations and property.

### **I. Ethical Conduct**

Central Penn College students, faculty, staff, and college community members are responsible for conducting themselves ethically, honestly, and with integrity. They should act with due recognition of their positions of trust and loyalty to the College, and demonstrate Central Penn's brand personality traits in all contacts. Central Penn students, faculty, staff, and college community members must strive at all times and all places to maintain the highest standards of quality and integrity.

### **J. Harassment and Intimidation**

Central Penn College prohibits harassment or intimidation at all Central Penn locations. Harassment and intimidation includes but is not limited to, bullying and unwelcomed verbal, written, physical, and/or graphic conduct by or against any Central Penn students, faculty, staff and college community members. Harassment and intimidation of any kind, including actions based on a person's race, sex, color, creed, religion, national/ethnic origin, age, handicap, and/or sexual orientation is considered a violation.

### **K. Health and Safety**

Central Penn College is committed to the health and safety of all students, faculty, staff, and college community members. This includes, but is not limited to, conducting activities with necessary permits, approvals, and controls. It is the responsibility of all Central Penn students, faculty, staff, and college community members to be familiar with all health and safety rules, regulations, and policies that apply to them including the handling and disposal of hazardous materials and waste.

### **L. Inappropriate Relationships**

All faculty and staff have authority over students therefore it is inappropriate for faculty or staff to have sexual, intimate, or romantic relationships with students. It is inappropriate for faculty or staff to have sexual, intimate, or romantic relationships with any other member of the College, when the individual has, or appears to have, authority over the other individual or the relationship could result in a conflict of interest for conducting college business as a result of their respective positions in the College. This is a violation of the Code of Business Conduct and Ethics even if both individuals agree to the personal relationship.

### **M. Technology Use**

Central Penn College provides technology resources to use for College business. It is the responsibility of all Central Penn students, faculty, staff, and college community members to adhere to defined Technology policies and procedures on and off of Central Penn's locations including cyberspace.

## **Effective Catalog Date**

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The information contained within this catalog is effective July 1, 2019 and is effective until June 30, 2020.

## **Academic Day and Year**

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Courses are offered at a variety of times Monday through Friday. Online classes are also available. Typical courses run for an eleven-week term.

## **Credit Hour Definition**

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Central Penn complies with Federal and State regulations regarding to the assignment of credit hours. The College classifies one hour of classroom instruction as 60 minutes. In most courses offered at the College, the total amount of student work per semester credit hour requires additional out-of-the-class student work. Please refer to [www.centralpenn.edu/right-to-know](http://www.centralpenn.edu/right-to-know) for more detailed information pertaining to the College's Assignment of Credit Hours policy.

## **Delivery Methods**

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Central Penn offers traditional day classes at its Summerdale location. Evening courses are offered at Summerdale and Lancaster locations and other sites as designated and often utilize a blended format where an online component is required. Hybrid programs offer a combination of face-to-face and online delivery methods. Some courses and programs are also offered fully online or are technologically enhanced.

## **Official Communication with Students**

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All official communication from the College will be sent to the student's assigned Central Penn email in order to ensure compliance with Family Educational Rights and Privacy Act (FERPA).

## **Class Load**

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A typical full-time student carries 12 credits per term. Students taking fewer than 12 credits per term may be classified as part-time students. Students desiring to take more than 16 credits per term need permission from the Chair and then the Dean of their school for final approval. Dropping below 6 credits may result in a loss or reduction of financial aid.

# ACADEMIC POLICIES

## Internship and Capstone Experience

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The College requires undergraduate students to complete a culminating learning experience in the form of an Internship or Capstone.

### Internship

Internships range in hours from 180-640 hours. Students not enrolled the Medical Assisting (MA), Occupational Therapy Assistant (OTA), and Physical Therapist Assistant (PTA) Associate of Applied Science programs are eligible for Internship upon completion of 75% of their coursework. Students enrolled in the MA, OTA, and PTA Associate of Applied Science programs must complete 100% of their coursework prior to their internship. Unless otherwise dictated by the program (see specific program pages for requirements), associate students will register for INT299 Associate Degree Internship and bachelor students will register for INT499 Bachelor Degree Internship. For internships that are three credits, students utilizing financial aid for the course must take at least an additional three credit course for a minimum of six credits for the term. An incomplete grade for internships will follow the incomplete grade policy.

### Early Internship Request

A student may submit an early internship request to the chair before completing 75% of coursework. Approval for early internships is at the discretion of the chair.

### Capstone

*Students may also complete a Capstone in place of an internship that requires an extensive research project related to the student's chosen career path. Unless otherwise dictated by the program (see specific program pages for requirements), associate students will register for IDS299 CE Capstone Course for the Associate Degree and bachelor students will register for IDS499 CE Capstone Course for the Bachelor Degree.*

## Independent Study

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Independent study is defined as individual coursework that compliments the traditional education program or allows students to pursue an area of particular academic interest. They are facilitated by a faculty member and preparation for the course must be completed prior to registration. Students should contact the faculty member who they wish to facilitate the course in order to complete this process. All Independent Studies must be approved by the dean of the school administering the graduation requirement which the Independent Study is satisfying.

## Grievance

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Students who believe they have experienced an academic impropriety are entitled to file an academic grievance. That grievance will be heard by an independent review committee and may have corrective action taken. A grievance is an official, documented complaint made to the academic administration regarding an academic decision made by a College official in their official capacity that may have influenced the student's overall academic standing. Students have the right to request a formal review of academic

decisions where possible policy irregularities, procedural irregularities, academic/ personal prejudices, or mitigating circumstances may have occurred. An academic grievance cannot be invoked for issues pertaining to dissatisfaction with a college, school, or program policy.

### **Informal Attempts at a Resolution**

A student wishing to appeal an academic decision must first address the matter with the individual(s) most directly responsible. This address must be made in writing, wherein the student clearly states the academic grievance, lists proactive measures taken, details desired resolution(s), and provides any supporting documentation. If no resolution results, the student may then elevate the issue to the next administrative level such as a program chair or academic dean.

### **Academic Grievance Procedure**

If the informal attempts are unsuccessful, the student can initiate the formal grievance process.

### **Academic Grievance Committee**

An Academic Grievance Committee, facilitated by the Dean of Students, is comprised of full-time faculty. The student will need to submit the complaint to the Dean of Students in writing to initiate the process. A student must initiate the Academic Grievance Process within fifteen (15) days of the original academic decision.

1. The student should submit a written statement that clearly states the academic grievance, lists proactive measures taken, details desired resolution(s), and provides any supporting documentation to the Dean of Students. The written statement should address one of the items that can be formally grieved as listed in the Statement on Academic Grievance. For help preparing the statement, the student may seek the assistance of a third party, such as a faculty advisor, program chair, or other relevant staff.

2. The Academic Grievance Committee will review (1) the evidence set forth in the written statement submitted by the student, (2) the written statement of the College official involved in the disagreement, and (3) supporting documentation provided by all interested parties. The student also has the option of making a formal presentation to the committee in person by setting a meeting time with the Dean of Students.

3. The Academic Grievance Committee will render a written response to an academic grievance within seven (7) days of receiving the written statement:

- a. ***Uphold the original decision:*** the student has provided no substantial, relevant evidence of a policy irregularity, procedural irregularity, academic/ personal prejudice, or mitigating circumstances that negatively impacted the student's overall academic standing.
- b. ***Revise the original decision:*** the student has provided relevant evidence of policy irregularity, procedural irregularity, academic/personal prejudice, or mitigating circumstances that negatively impacted the student's overall academic standing.
- c. ***Overturn the original decision:*** the student has provided substantial relevant evidence of a policy irregularity, procedural irregularity, academic/ personal prejudice, or mitigating circumstances that negatively impacted the student's overall academic overall standing.

The committee can reject a grievance outright under the following circumstances:

- The procedure was not initiated within the appropriate time frame dictated by the policy.
- The procedure was not followed according to the process dictated by the policy.
- The appeal was filed before the academic decision was formally reported or confirmed.
- The appeal did not qualify as one of the four categories under which an appeal can be filed.
- The documentation for mitigating circumstances could have been filed at the time they occurred, but were not.
- Evidence put forward to support the appeal was dishonestly acquired or was itself dishonest.

Under these circumstances, the student will not be allowed to re-initiate the academic grievance process, and depending on the breach of these criteria, may face disciplinary action.

If the committee's decision requires further action, the involved parties will be notified by the Dean of Students. The committee may determine whether to resolve the issue informally or reassign the issue to the appropriate College official. The decision will be filed with all concerned parties and a record of the appeal will be filed in the Office of Academic Affairs by the chair of the Academic Grievance Committee.

### **Filing an Appeal**

If the student is dissatisfied with the committee's decision, the student will be able to file an ultimate appeal to Office of the Vice President of Academic Affairs & Provost. The appeal must specify the particular substantive or procedural basis of the appeal and not simply dissatisfaction with the grievance process. The appeal must be filed within ten (10) days of the filing date of the committee's report.

The written appeal should include: (1) a copy of the original grievance and any other documents, (2) a copy of the determination made by the committee, and (3) a statement of why the reasons for the determination of the committee are unsatisfactory.

The Vice President of Academic Affairs & Provost may reject the reject a grievance outright under the same circumstances as the Academic Grievance Committee.

The Vice President of Academic Affairs & Provost will render one of three responses to an academic grievance:

- a. ***Uphold the committee's decision:*** The student has provided no substantial, relevant evidence that there was substantive or procedural inequalities perpetrated by the committee.
- b. ***Revise the committee's decision:*** The student has provided relevant evidence that there was substantive or procedural inequalities perpetrated by the committee.
- c. ***Overtake the committee's decision:*** The student has provided substantial, relevant evidence that there was substantive or procedural inequalities perpetrated by the committee.

If the decision requires further action, the involved parties will be notified by the Vice President of Academic Affairs & Provost. The Vice President of Academic Affairs & Provost may determine whether to resolve the issue informally or reassign the issue to the appropriate College official. The decision will be filed with all concerned parties and a record of the appeal will be filed in the Office of Academic Affairs by the Vice President of Academic Affairs & Provost. The decision of the Vice President of Academic Affairs & Provost is final.

The process for a student to file a grievance against a faculty/staff member follows the same protocol. For Judicial Appeals see the Student Handbook.

## **Statement on Academic Integrity**

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When students are admitted to the College, they join a community of academics who engage in seeking truth through research. Academic dishonesty in all its forms, plagiarism, cheating, academic misrepresentation, acts of falsification, deception, and use of prohibited academic resources, goes against the mission of accuracy and integrity in scholarship.

### **Definition of Academic Dishonesty**

Any student who uses the intellectual property of another without acknowledging the original source properly has committed academic dishonesty. This definition includes but is not limited to inserting verbatim resources from an outside source without citation; closely imitating the word choice, sentence structure, and/or paragraph from an outside source without citation; improperly citing a source with the intention to obscure the original source; submitting the work of another without attribution and as your own; resubmitting the same work a second time without the permission of the original and secondary instructor; using sources directly prohibited; and colluding with another student with or without their knowledge when prohibited.

### **Consequences of Academic Dishonesty**

Academic dishonesty may occur intentionally or unintentionally; however, intent is not a factor in determining whether it has occurred. A faculty member may use their discretion when determining consequences at the course level as to intentionality. The College assumes that all students act in good faith and with honesty; therefore, pleading ignorance of the policy or of academic integrity does not prevent the consequences from being applied.

### **Course-Level Sanctions**

A faculty member may take into consideration the following: the extent of academic dishonesty (minimal, substantial, or complete), the rank of the student, and the course level and requirements.

The faculty member will impose sanctions based on the following guidelines at their discretion:

- Failing grade on the assignment but may revise for new grade
- Failing grade on the assignment but may revise for a reduced grade
- Failing grade on the assignment
- Failing grade for the course



### **Institutional-Level Sanctions**

Once the chair of the Academic Integrity Committee is made aware of academic dishonesty by the faculty member, the committee may impose additional sanctions if multiple occurrences are discovered in other courses.

The Academic Integrity Committee will impose sanctions based on the following guidelines at their discretion:

- Enrollment in academic integrity course (C-to-Pass)
- Academic warning
- Academic probation
- Academic dismissal (two terms)
- Academic dismissal (permanent)

### **Reporting Process**

If a faculty member discovers academic dishonesty, they are required to report the instance to chair of the Academic Integrity Committee. The reporting process can be initiated by a faculty member once the following conditions are met: a) the faculty member has documented evidence that a violation of the College's academic integrity policy has been committed, b) that the student has been notified that a violation of the College's academic integrity policy has been committed as well as any sanctions that will be imposed by the faculty member at that time. While faculty members have the discretion of imposing sanctions, reporting the instance to the Academic Integrity Committee is required.

The chairperson of the Academic Integrity Committee will receive the original report of academic dishonesty and convene the Academic Integrity Committee within ten (10) days of receiving the report and will render and report a decision within five (5) days of convening the committee.

The chairperson will notify the student of the committee's decision as well as their right to appeal the decision. The chairperson will file the report and decision in the student's record. The chairperson will submit the decision to the appropriate departments if a change in student status is required.

### **Right to Appeal**

The student has the right to appeal the decision of the faculty member according to the Academic Grievance Policy outlined in the College's catalog.

### **College Withdrawal**

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If a student wishes to withdraw, the student has the responsibility to notify the school of his/her intent to withdraw either through verbal notification, in writing, or via the Departure Form located in the Student Portal. The date of the withdrawal, the reason for the withdrawal, and the date s/he plans to return to the College, if applicable, must be included in the communication. Notification in a letter, fax, verbal, or email (received from an email account on file with the College) format should be directed to the student's chair or dean. Departure Forms will be routed accordingly when submitted.

It is the responsibility of all students, upon withdrawal from Central Penn College, to return all Central Penn College property (keys, library books, laptops, etc.) and pay all fines, fees and monies that are owed to the College.

## **Attendance**

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Regular class attendance is essential to the proper academic progress and is expected. At Central Penn College, satisfactory attendance is considered to be a vital part of each student's performance. Excessive absences for a particular course or program can result in a lowered achievement rating and an undesirable course grade. Absences in excess of 20% of class hours, for any subject, may cause a student to fail that particular course.

In an emergency which causes a student to be absent, it is the student's responsibility to make arrangements with the instructor to complete missed work. Absences will only be considered excused if the student can provide verifiable documentation for the absence in a timely manner as determined by the College. Excused absence(s) allow a student to make up coursework or other classroom assignments. However, absences will remain a part of the student's official record and the student is still subject to attendance warning, probation, or dismissal if the excused absences for an individual course or the program are excessive. Faculty members may establish more rigorous attendance standards for their individual courses.

Students must continuously participate in their courses to satisfy the attendance requirement. Students who do not attend their courses for 14 consecutive days will be administratively withdrawn from their courses for the remainder of the term. If a student is administratively withdrawn from their courses before Sunday of week 7 of the term, this will result in grades of 'W' on students' transcripts. If a student is administratively withdrawn after Sunday of week 7, this will result in grades of 'F' on students' transcripts. Students who do not attend a particular course during the first two weeks of the term will be administratively unregistered from that course.

## **Reinstatement**

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Requests for Reinstatements occur after students are administratively withdrawn from a course after failing to attend for 14 consecutive days. The 14 consecutive days may take place as follows:

1. During the first two weeks of term, if a student does not attend a course for the entire first two weeks, they will be administratively unregistered from the course.
2. If students does not maintain attendance for ALL of their courses for a consecutive 14 days, they will be administratively withdrawn from all courses.

Students who are unregistered after the first two weeks for not attending, are not charged tuition for the course because they never attended the class. However, students who are dropped from classes will be charged tuition per the Refund and Distribution Policy.

A student who has been unregistered from a course for failing to attend during the first two weeks of the term cannot be reinstated to the course, unless there was an error marking attendance.

A student who has been administratively withdrawn from all courses for failing to attend after the first two weeks may, within three days following the drop, request reinstatement in any or all courses by submitting the Request for Reinstatement Form in their Student Portal. The instructor will approve or deny the Request in their Faculty Portal within 48 hours after it is received, stating the decision to reinstate or not reinstate the student.

When making that decision, the College may consider whether:

1. The student has shown evidence that they will succeed.
2. The student has articulated a plan on their Request for Reinstatement Form.
3. If allowed to be reinstated, the student has a reasonable chance to succeed in the class given time missed, work they are permitted to make up, and the time left in the term.
4. Reasonable accommodations can still be made to deadlines or other requirements so that the student can succeed.
5. If the instructor decides to permit reinstatement, the professor will approve the student's Request for Reinstatement Form in their Faculty Portal. If the student fails to attend during the first 7 consecutive days after reinstatement, the student will be administratively withdrawn from the course with no opportunity for reinstatement.
6. If the instructor decides not to permit reinstatement, the instructor will deny the student's Request for Reinstatement Form. The student will be informed of the denial, and that they may appeal the decision through the college's grievance process, provided that no student will be reinstated without the full involvement of the instructor in that process.

Regardless of whether the instructor approves or denies the request, the student will receive relevant information, support, and resources in regards to their financial/billing concerns and their academic progress from the Office of Financial Aid and the Student Success and Advising Center.

## Grades

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Students are expected to maintain a satisfactory academic record (2.0 GPA or higher) at Central Penn and must have a cumulative 2.0 GPA or higher to be eligible to graduate. Grades will be rounded to the hundredth point.

### Scale

Grade	Range	Grade Point	Description
A	93-100	4.0	Exceptional
A-	90-92	3.67	
B+	87-89	3.33	Above Average
B	83-86	3.0	
B-	80-82	2.67	
C+	77-79	2.33	
C	73-76	2.0	Average
C-	70-72	1.67	Below Average
D+	67-69	1.33	
D	63-66	1.00	Marginal
D-	60-62	.67	
F	0-59	0	Failing
A	0		Audit
I	0		Incomplete
L	0		Lifelong Learning
P	0		Pass
T	0		Transfer
W	0		Withdraw
Y			Passed waiver test

*Grades listed in the course's grade book are neither final nor official. Final grades are posted by the Office of Records and Registration and documented in the student's official transcripts.*

### Cumulative Grade Point Average (GPA)

Student must maintain a cumulative grade point average of 2.0 to remain in good academic standing. Transfer credits and credits earned through pass/fail or LifeLong Learning are not included in a student's cumulative average.

### Dean's List

Students carrying six or more credits and earning a grade point average of 3.5 or better during a term have earned a place on the Dean's List.

### Recognition of Achievement

The following criteria are used to recognize graduates of high achievement at graduation:

Cumulative Average	Honorary Title
3.80 - 4.00	Summa Cum Laude
3.60 - 3.79	Magna Cum Laude
3.50 - 3.59	Cum Laude

### **Incomplete Grades**

An incomplete grade may be awarded by the approving faculty member to students who, because of extenuating circumstances, request additional time beyond the term to complete coursework. 'The student and faculty member must complete a work completion plan in order to ensure the timely submission of assignments.' All work must be submitted by 11:59 PM EST as of the date established in the work completion plan. The faculty member must submit a change of grade form to the Registrar.

An incomplete grade for internships may be awarded by the approving faculty member to students who, because of extenuating circumstances or because of in-process internship requirements, request additional time beyond the term to complete coursework. The student and faculty member are encouraged to complete a work completion plan in order to ensure the timely submission of assignments. All work must be submitted by 11:59 PM EST as of the date established in the work completion plan. The faculty member will submit a change of grade form to the Registrar.

An incomplete grade might have both financial and academic consequences, including:

- If eligible, the student's name will not appear on the Dean's List until the incomplete grade has been resolved.
- If the course is a prerequisite for another course, students will not be able to take that course until the incomplete grade has been resolved.
- Students may not be able to schedule additional courses until the incomplete grade has been resolved, which may impact their ability to register for courses in a timely manner.
- If students are facing academic sanctions, an incomplete grade will neither count for or against their cumulative grade point average during the rendering of the decision.
- Incomplete grades do not contribute to achieving satisfactory academic progress, which is defined as a minimum of 2.0 GPA and a 66% pass rate at the end of a term.

The academic dean who oversees the course reserves the right to review any extraordinary cases where students are unable to complete their coursework within the ascribed time line and make decisions regarding the incomplete grade policy on a case-by-case basis.

### **Midterm Warnings**

At the midterm point, a warning is sent to students at risk of failing a course, by their instructors. Students who receive this warning should schedule an appointment with their faculty member to discuss the midterm warning and what measures are needed to ensure academic success.

### **Minimum Grade to Progress**

Some undergraduate courses have a minimum grade requirement (for instance, "C to Progress"). A student taking these courses must receive the minimum grade to satisfy degree requirements or to take other required courses in their program. These courses will be denoted with \* or + in the College catalog.

If a student who is required to earn a C or C+ in a course earns a grade below the required grade, the earned grade will appear on his or her transcript and will be applied to the student's GPA like any other grade. The student will not, however, be permitted to complete the program or graduate until he or she passes the course with the required

grade. When a course is taken twice, both grades appear on the student's transcript, but only the second of the two grades is used to calculate the student's GPA.

## **Academic Standing**

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### **Good Academic Standing**

When a student's cumulative grade point average is 2.0 or better, that student is in good academic standing.

### **Academic Warning**

When a student's cumulative grade point average falls below a 2.0, that student is on academic warning. A student will have two terms to achieve good academic standing.

### **Academic Probation**

Academic probation occurs when a student's cumulative grade point average falls below a 2.0 after the term in which he/she was conditionally accepted or after the term in which he/she was placed on academic warning. A student on academic probation will have one term to achieve good academic standing. In order to improve student success, students will be limited to ten credits during the probation term. Academic probation occurs when a student's cumulative grade point average falls below a 2.0 after the term in which he/she was conditionally accepted or after the term in which he/she was placed on academic warning.

### **Academic Dismissal**

When a student's cumulative grade point average falls 2.0 for three consecutive terms, that student is moved from academic probation to academic dismissal. When a student's cumulative grade point average falls below a 1.0 at any point, that student is academically dismissed.

### **Readmission after Dismissal**

A student who fails to achieve good academic standing for three consecutive terms is academically dismissed and is suspended from the College for two terms. After the two term suspension, a student may reapply through the admissions process. Readmission to the College is not guaranteed. Students who are reaccepted will be accepted under a new College catalog and subject to any College, School, or program changes. Students who are re-accepted under a 2.2 GPA will be accepted under a conditional status and given two terms to achieve good academic standing.

### **Right to Appeal**

The student has the right to appeal academic standing decisions. See the *Academic Grievance Policy* for more information.

## **Student Statuses**

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### **Departure**

Students will be withdrawn from the College for failing to register for more than one term. The student will be able to reapply for admission to the College following the current admissions process. Readmission to the degree program or College is not guaranteed. A withdrawn status might have both financial and academic consequences that occur from a break from academic study.

### **Schedule Gap**

Students that wish to take one term off of their academic progress can apply for a schedule gap status. Schedule gaps can also be initiated by an academic dean, registrar, financial aid, or faculty advisor. If a student fails to register for classes for a second consecutive term, then they will be withdrawn from the College and will need to follow the protocol for students who receive a withdrawn status. A schedule gap status might have both financial and academic consequences that occur from a break from academic study.

### **Leave of Absence**

The purpose of a leave of absence is to allow students, who have a documented medical or military reason, to interrupt continuous enrollment up to 180 days at the College without having to reapply for enrollment through the admissions department.

An approved leave of absence may have both financial and academic consequences that occur from a break in academic study; therefore, the College highly recommends students speak to the appropriate departments prior to applying for a leave of absence when possible.

### ***Military Gap***

Military Gap: Students who are required to leave for military training during the academic term should submit a "Request for Military Gap" form within their Student Portal.

To be eligible for a Military Gap, absence from Central Penn cannot exceed 21 days. Additionally, students must provide necessary documentation to validate this request. Student Success Coaches will receive the request, approve or deny it based on the student's eligibility, and help the student make arrangements with their instructors. If the request is approved, the student's status will change to "Military Gap," making them exempt from the Attendance Policy, and they will stay enrolled in classes providing they return to class after no more than 21 days. Students will, however, be required to abide by the specific arrangements that the Coach facilitates between the student and their instructors.

### ***Procedure***

Prior to taking a leave of absence students must complete a leave of absence request form, which can be obtained by contacting [LOArequest@centralpenn.edu](mailto:LOArequest@centralpenn.edu). The completed leave of absence request form is then submitted, by the student, to [LOArequest@centralpenn.edu](mailto:LOArequest@centralpenn.edu) along with all supporting documentation. The leave of absence process is for students who have a documentable medical or military reason; therefore, students must provide the reason for requesting a leave of absence as well as provide the College with the anticipated date of return to class. The student must have an approved leave of absence prior to the start of the leave.

If unforeseen circumstances, such as a medical emergency, prevent a student from completing the leave of absence approval process in advance, the College will still grant the leave of absence if the student is able to provide documentation for the unforeseen medical or military circumstances.

### ***Approval***

A leave of absence may be granted at the sole discretion of the College. The College must determine if there is a reasonable expectation that the student will return to their program of study following the completion of the leave of absence. If the request for leave of absence is denied by the College, the student is expected to attend classes as scheduled. A leave of absence may be granted for no more than 180 calendar days. Generally, students are limited to one leave of absence in any 12 month period; however,

a second leave of absence may be granted as long as the total number of days does not exceed the 180 day maximum in any 12 month period.

Acceptable reasons for a leave of absence include jury duty, military obligations, or circumstances covered under the Family Medical Leave Act of 1993, known as FMLA. Circumstances that may be considered for a leave of absence include: the student is experiencing a serious medical condition (physical or mental), the birth of a child, the student must care for a spouse, child, or parent, or a recent placement of a foster child or adoption with the student.

Upon approval of a leave of absence, the College will withdraw the student from the courses in which they are currently enrolled and the student will receive a grade of "W" for each course from which the student was attending.

### ***Financial Obligations***

Students who are approved for a leave of absence will not incur any additional charges for the period covered under the approved leave of absence; however, there may be other financial consequences as a result of the leave of absence. It is highly recommended that all students, regardless of how they fund their education, speak to a Financial Aid Officer to discuss the effects of the student's failure to return from an approved leave of absence. One such effect may be an exhaustion of some or all of a student's grace period on student loans, if applicable. If the student has any outstanding financial obligations to the College, they must make the appropriate arrangements with the Business Office to remain current.

### ***Return from Leave of Absence***

Upon return from a leave of absence, students are permitted to continue in the academic program they began prior to the leave of absence. The College strongly encourages all students returning from a leave of absence to contact the Student Success and Advising Center for assistance in registering for the proper courses as soon as possible, as courses often fill quickly.

If a student does not resume attendance on the anticipated return date listed on the leave of absence request form, they will be withdrawn from the College and may incur any applicable fees associated with re-enrollment. The student's date of determination is the date the student began the leave of absence. All charges, refund calculations, and grades are based on the student's date of determination and are applied accordingly.

### ***Point of Contact***

For questions during the leave of absence process, the Student Success and Advising Center can be reached at [LOArequest@centralpenn.edu](mailto:LOArequest@centralpenn.edu).

## **Registration**

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### **Class Size**

The average class size is approximately 16 students.

### **Class Registration**

Students are pre-registered for their first term. After this term, scheduling becomes the responsibility of the student. Students should contact their advisor regarding appropriate course selection and are advised to keep and update their program road map.



### **Veterans Priority Registration**

Central Penn College will offer priority registration for Veterans, current military service members, and dependents (military-connected students) who can provide proof of military connection. Priority registration means that military-connected students will be able to register for courses immediately once registration is open for the term.

Veterans and military members who are not receiving education benefits must submit a copy of one of the following documents to the Military Benefits Coordinator or Registration office in order to receive priority registration:

- US Armed Forces Active Duty Orders
- DD214 under honorable or general conditions

Documentation must be received no later than the end of the second full week of the term to receive priority registration for the upcoming term.

### **Registration Deadlines**

Registration for students is accessible online through the student portal. Open registration occurs during Week 4, 5, and 6. All students are able to register for classes regardless of where they are in the financial aid process. After open registration, students must use the drop/add form to change their schedule. Registrations occurring after the payment due date must have financial clearance from the business office. Tuition bills are mailed Week 8. Students should contact the Business Office for questions or issues regarding tuition payments. An email will be sent to students during Weeks 9, 10 and 11 if their account is not paid/cleared.

All residential students must be registered for a minimum of nine credits and have their student account paid/cleared by the Friday of Week 10. If the tuition bill is not paid/cleared by 12 p.m. on the Friday of Week 11, classes will be dropped. Residential students will not be permitted to register for the upcoming term after the Friday of Week 11. Residential students not meeting the registration deadline will be required to remove their belongings from student housing and return their keys to the Office of Public Safety by 5 p.m. Saturday of Week 11.

All non-residential students must be registered and have their student account paid/cleared by the Friday of Week 10. If the tuition bill is not paid/cleared by 12 p.m. on the Friday of Week 11, classes will be dropped. Non-residential students will not be permitted to register for the upcoming term after the Tuesday of Week 1.

Students taking classes during summer terms will need to reapply for financial aid. The FAFSA (Free Application for Federal Student Aid) is due May 1. To apply, go to <https://fafsa.ed.gov/>. Any questions should be directed to the Financial Aid Office.

### **Add / Drop Period**

The course add/drop form can be accessed through the student portal. Students may only add classes during the first week of the term.

### **Dropping a Course**

In order to withdraw from a course with a grade of "W," a student must do so prior to the close of Week 7. A student withdrawing after Week 7 will receive an "F." Prior to dropping a course, students should contact their advisor in order to discuss any potential academic progress implications. Students should also see the Financial Aid Office and Business Office to review potential financial implications including the Satisfactory Academic Progress (SAP) policy and Refund and Distribution Policy.

### **Repeating Courses**

If a student fails a course, that course may be repeated. MTH010, ENG101, ENG101E, ENG102 and IDS101 may only be repeated one time. Courses in the major failed twice may only be repeated with approval of the appropriate chair.

### **Auditing Policy**

Students may attend or audit classes not included in the student's particular program. If auditing, students do not take exams and do not earn a grade or credit. Permission to audit a class may be obtained from the professor and approval of the Registrar.

### **Non-Degree / Non-Program**

Students may be accepted without declaring a specific major in order to fulfill admissions requirements, enhance job skills, or pursue educational enrichment. Students may take up to 13 credits before declaring a major, at which time an application for admission into a degree program must be submitted to the admissions office. Students will be required to take a FOCUS evaluation that will assist them in determining their career path. All students must declare a major prior to receiving financial aid.

### **Name and Address Change**

In order to keep our student records updated, the College asks for student to notify the Office of Records and Registration of any name and/or address changes. Students should review the directions for the requirement of certain official and, at times, notarized documents. Students should contact the Office of Records and Registration for any questions in completing such forms and any required documents associated with it.

### **Transcripts**

Transcripts are prepared by the Office of Records and Registration. Orders for transcripts can be placed online through the National Student Clearinghouse. Go to Central Penn's website at [centralpenn.edu/transcripts](http://centralpenn.edu/transcripts) and follow the instructions for ordering.

## **Student Conduct Policies**

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### **Classroom Disruption Policy**

Faculty members may dismiss a student from the classroom if he/she performs the following actions:

- Displays verbal or disruptive behavior that inhibits the professor's ability to facilitate a class.
- Creates an atmosphere not conducive to learning.
- Infringes on harassment policies set forth in this catalog.

The professor would contact both the offending student, the Retention Office, and the Dean of Students as soon as possible following the incident. The student may only reenter the classroom with the official written permission of the Retention Office or the Dean of Students. If a student feels that he/she has been unfairly accused of an offense, that student has the right to appeal using the grievance policy.

### **Alcohol-Free and Drug-Free Campus**

Central Penn is committed to providing an alcohol-free and drug-free environment for all students. The possession, use, or sale of alcoholic beverages and illegal drugs is strictly prohibited at any Central Penn location and may result in expulsion.

## **Firearms Policy**

Central Penn does not permit any type of firearms on campus property, including replicas. Replica firearms are only permitted on campus when they are pre-approved by the Chief Public Safety Director and used only in conjunction with a theatrical performance or approved classroom project/presentation.

## **Weapons**

Possession on campus of any weapons including, but not limited to: brass knuckles, knives, tasers, firearms and incendiary or explosive devices including fireworks is prohibited.

## **Acceptable Technology Use Policy**

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### *Purpose*

Central Penn College students, faculty, and staff have the right to reliable systems and support services in the workplace. The technology resources at Central Penn College are provided for the educational, instructional, research, and administrative activities of the College, and the use of these resources is a privilege that is extended to members of the Central Penn College community. As a user of these services and facilities, students will have access to valuable College resources and to internal and external networks. Consequently, it is important for students to behave in a responsible, ethical, and legal manner.

In general, acceptable technology use means respecting the rights of other computer users, the integrity of the physical facilities, and all applicable licenses and contractual agreements. Individuals are also subject to federal, state and local laws governing many interactions that occur on the Internet. These policies and laws are subject to change as state and federal laws develop and change.

### *Scope*

This policy applies to all users who access the College's network or equipment using college-owned or personal equipment, including wireless devices.

### *Policy*

- Students are responsible for respecting and protecting the privacy of others and may use only the technology systems, computer accounts, and computer files for which they have authorization.
- Students must not use another individual's account, or attempt to capture, guess, or distribute other users' passwords or similar private information.
- Students should make a reasonable effort to protect passwords and to secure resources against unauthorized use or access.
- Students are responsible for respecting and protecting the intellectual property of others and must not infringe on copyrights. Making illegal copies of music, videos, games, images, texts, or other media is strictly prohibited.
- Plagiarism or representing the work of others is strictly prohibited.
- Students must be professional and respectful when using computing systems to communicate with others; the use of College technology resources to send messages that are pornographic, threatening, rude, discriminatory, or meant to harass any other person is not allowed.

- Students must not use technology resources to start or further acts that are criminal or violate the School's code of conduct.
- The sending of SPAM, chain letters, or other mass unsolicited communications is prohibited.
- Students may not buy, sell, advertise, or otherwise conduct personal business on the network, unless approved as a school project.
- Students must use network resources, like internet bandwidth, wisely. Excessive use of streaming media or online gaming hurts everyone by slowing down the network.
- Management has the right to view emails and other normally-private documents stored on school systems. They shall exercise this right infrequently and judiciously.

### ***Enforcement and Sanctions***

All members of the community are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, the restriction or possible loss of network privileges. A serious violation could result in more serious consequences. Some violations may constitute criminal offenses as defined by local, state and federal laws, and the school may initiate or assist in the prosecution of any such violations to the full extent of the law.

### ***Reporting Violations***

Any suspected violation of this policy should be reported immediately to HelpDesk@centralpenn.edu. Messages sent to this email address will be reviewed by the IT department and forwarded to appropriate College staff.

## **ACADEMIC SCHOOLS AND PROGRAMS**

### **School of Humanities and Sciences**

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#### **Mission**

The School of Humanities and Sciences cultivates students' curiosity and creativity by focusing on active and critical inquiry. Grounded in the humanities, sciences, and social sciences, the School offers a holistic education experience that prepares students to become positive, productive members of their local, national, and international communities. The School provides opportunities for all students to broaden their base of knowledge across multiple disciplines; develop their intellectual and practical skills such as teamwork and problem-solving; cultivate a sense of personal and social responsibility, including ethical reasoning; contextualize their professional studies; and apply their theory-based learning to practical problems.

#### **Offerings**

The School of Humanities and Sciences hosts the College's general education programming and offers courses in arts, biology, English, geography, history, honors, humanities, immersion studies, interdisciplinary studies, language, mathematics, philosophy, physics, political science, psychology, science, and sociology. The School of Humanities and Sciences also offers a bachelor of science program in Corporate Communications and an associate in science program in communications.

### **Bachelor of Science Program**

*Require a minimum of 124 credits\**

- Corporate Communications

### **Associate in Science Programs**

*Require a minimum of 76 credits\**

- Communications

## **School of Nursing and Health Sciences**

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### **Mission**

The School of Nursing and Health Sciences dedicates itself to prepare future professional practitioners in fields of human services. Through innovative application of knowledge, scholarship, and hands-on education, the School of Nursing and Health Sciences strives to enhance service to dynamic individual, community, and societal needs.

### **Bachelor of Science Programs**

*Require a minimum of 124 credits\**

- Health Science
- Healthcare Management
- Nursing (RN to BSN)

### **Associate of Applied Science Programs**

*Require a minimum of 61 credits\**

- Medical Assisting
- Occupational Therapy Assistant
- Physical Therapist Assistant

## **School of Professional Studies**

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### **Mission**

The School of Professional Studies focuses on careers that prepare students to enter a wide variety of fields and professions.

### **Master of Professional Studies Program**

*Requires a minimum of 33 credits beyond a bachelor degree\**

- Organizational Leadership – *Concentrations:* Financial Analysis and Organizational Development

### **Bachelor of Science Program**

*Require a minimum of 124 credits\**

- Accounting
- Business Administration – *Concentrations:* General, Banking and Finance, Healthcare Administration, Human Resource Management, Management, Marketing
- Corporate Communications
- Criminal Justice Administration
- Homeland Security Management
- Information Technology – *Concentrations:* General, Applications Development and Networking and Security
- Legal Studies
- Organizational Leadership

## **Associate in Science Programs**

*Require a minimum of 76 credits\**

- Accounting
- Communications
- Computer Information Systems – *Concentrations: Application Development and Networking and Security*
- Criminal Justice
- Entrepreneurship and Small Business
- Marketing
- Paralegal

*\*A final degree audit will be completed by the Office of Records and Registration Office to confirm that all degree requirements have been met.*

# **DEGREE REQUIREMENTS**

At the completion of a degree from Central Penn College, graduates will have obtained a certain skill set. The skill set is a combination of educational experiences from the student's program of study; the general education core which includes humanities; math, science, and technology; social and behavioral sciences; and campus life.

It is the responsibility of the student, with guidance from his/her faculty advisor, to fulfill all degree and program requirements. Students should keep an accurate record of courses taken. Transfer students should follow the educational plan outlined in their transfer evaluation using the degree matrix or academic road map found under the student resources on Blackboard.

The following section outlines degree requirements for all undergraduate programs of study at Central Penn College.

1. All students must obtain a cumulative grade point average of 2.0 and fulfill all degree requirements to be eligible for graduation. Requirements vary by program.
2. The general education requirements comprise one-third of the curriculum in each program.
  - A. **Humanities** – Humanities courses serve to grow knowledge of human culture and experiences that shape people's understanding of society and the world.
  - B. **Math, Science, and Technology** – Math, science, and technology courses focus on generating results through problem solving and utilizing sources for data and analysis.
  - C. **Social and Behavioral Sciences** – Social and behavioral science courses explore identity, society, and relationships.
3. Degree Levels: Associate degree programs require a minimum of 61 credits. Bachelor degree programs require a minimum of 124 credits. Master degree programs require 33 credits beyond the baccalaureate.

4. Program Requirements: Most programs of study consist of field-specific courses, in addition to several elective courses. Students are strongly encouraged to declare a program of study upon acceptance. Students must declare a major prior to receiving financial aid.
5. Concentrations: Students have the option of choosing a concentration within several programs of study. Concentrations consist of specially focused courses within certain bachelor of science degree programs.
6. Internship/Capstone Experience: All students must fulfill the internship or capstone requirement for their program. Requirements vary by program.

# INSTITUTIONAL LEARNING OUTCOMES

## **Academic/Career Competencies**

Students will learn and apply concepts and methodologies of their discipline; gain expertise and specialization required for their chosen field; and demonstrate competence in their fields of study, as determined by the program's objectives.

## **Communication**

Students will be able to analyze, and to articulate ideas appropriately and effectively; identify the purpose and context for communication; adapt to various audiences; and express ideas by using proper modes and media.

## **Critical Thinking**

Students will be able to correctly identify problems by hearing, seeing or reading and to evaluate those problems; synthesize well-reasoned and defensible conclusions through research and analysis; and translate derived facts and arguments into appropriate actions to solve problems or construct plans to solve problems.

## **Global Awareness**

Students will actively and competently engage in a variety of cultural contexts; evaluate personal and social assumptions about other cultures and peoples after learning about customs and cultures; and interact with others with respect and tolerance.

## **Information Literacy**

Students will be competent in gathering, evaluating, processing, and using qualitative and quantitative information for academic, personal, and career purposes.

## **Personal Leadership**

Students will demonstrate and exhibit honesty, self-motivation, integrity, respect and service to others while serving as a role model and demonstrate an understanding of the value of communication as a tool for personal and professional growth.

## **Technology Fluency**

Students will demonstrate a broad understanding of information technology by being able to select and to apply technology productively to academic studies, work, and everyday life.



# UNDERSTANDING THE COURSE DESCRIPTIONS

## Course Descriptions

Course descriptions are organized in alphanumeric order. Information on courses can be found under appropriate headings in the following sequence.

ACC	Accounting	INT	Internships
ALH	Allied Health	LDS	Leadership
ART	Arts	LGS	Legal Studies/Paralegal
BIO	Biology	LNG	Language
BUS	Business	MTH	Mathematics
CHM	Chemistry	NUR	Nursing
COM	Communications	OTA	Occupational Therapy Assistant
CRI	Criminal Justice	ORG	Organizational Leadership
DEV	Organizational Development	PHI	Philosophy
ENG	English	PHY	Physics
FNA	Financial Analysis	POL	Political Science
GEO	Geography	PSY	Psychology
HIS	History	PTA	Physical Therapist Assistant
HON	Honors	SCI	Science
HSM	Homeland Security Management	SOC	Sociology
HUM	Humanities	STS	Student Success
IDS	Interdisciplinary Studies	TEC	Technology

## Course Numbering

- Pre-100 level courses are developmental courses that build specific skills and knowledge areas needed for college success.
- 100 level courses are introductory courses, which take the format of a survey course or a course that provides a basic overview of the key terms, theories, events, and ideas.
- 200 level courses build on the information of the introductory courses to provide more in-depth study of the basic information.
- 300 level courses are specialized courses that assume pre-existing knowledge about the foundations of the discipline.
- 400 level courses are highly specialized courses that focus on specific topics in the discipline.

## Prerequisites

A student may not enroll in a course for which a prerequisite is stated unless the prerequisite course or equivalent has been completed.\*

*\*Some courses will require a minimum grade to progress in coursework. See course descriptions for specific information.*

# CERTIFICATE PROGRAMS

## **Phlebotomy Technician Certificate**

The Phlebotomy Technician certificate prepares students to take their Phlebotomy Technician Certification (CPT) through the NHA (National Healthcare Association).

### **Program Learning Outcomes**

- Verify patient/donor identity
- Perform blood collection
- Collect, store, and process blood, urine, and other specimens for laboratory testing
- Perform CLIA-waived laboratory tests
- Develop a confident and professional image to meet the changing needs of healthcare

The Phlebotomy Certificate is a part of the Associate in Applied Science Medical Assisting degree program. This certificate provides graduates with the clinical and administrative skills necessary to be a successful allied health care professional. The Phlebotomy Technician certificate prepares students to work at a hospital, diagnostic laboratory, blood donor center, or private medical offices. Students in this allied health program will learn how to prepare CLIA-waived laboratory tests, collect and process specimens for lab testing administer injections and medications, and maintain medical records.

The NHA certification exam is designed to evaluate the knowledge and skills associated with the performance of tasks required for entry-level practice. Candidates who are successful in passing the certification examination will be awarded credentials indicating their certification status.

\*The cost for the Phlebotomy Technician Certification (CPT) is \$115.00.

The Medical Assisting Program, Associate Degree, is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB; [www.maerb.org](http://www.maerb.org)). Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 N., Suite 158 Clearwater, FL 33763 727-210-2350  
[www.caahep.org](http://www.caahep.org)

### **Admission Requirements**

Applicants for the Phlebotomy Technician must have a minimum GPA of a 2.20 from the last school attended or have a passing GED score to be considered for acceptance. Applicants must have successfully completed two sciences (C or higher) and one math course (C or higher) in high school or college. In addition applicants are required to submit two reference forms. Reference forms can be attained through the admissions office. If the student does not meet this criteria they are able to file an appeal for acceptance to the Program Director.

\*For Veteran Students Only – Central Penn College will review a student's prior credits, but does not guarantee that any will be acceptable for transfer into the Phlebotomy Technician Certificate program.

**Program Requirements**

Students are required to take a group of 6 core courses associated with the Medical Assisting program to total 18 credits.

**Phlebotomy Core Courses- 18 credits**

ALH108 Medical Terminology and Pharmacology  
ALH112 Essentials of Anatomy and Physiology I  
ALH122 Essentials of Anatomy and Physiology II  
ALH145 Allied Health Procedures  
ALH310 Medical Laboratory  
ALH255 Medical Law and Ethics

**Progression in the Phlebotomy Certificate**

All (100%) of the competencies must be passed with an 80% or higher to successfully complete all core courses and progress in the program. Failure of any competency results in unsuccessful completion of the course with the highest grade earned being a "C-."

# ASSOCIATE DEGREE

## GENERAL EDUCATION REQUIREMENTS

These general education requirements apply to the College's associate degrees. Please refer to the program page for degree-specific requirements not listed here. Normal time to completion for these programs is two years.

### **General Education Program of Study**

The following general education courses are required for all students as part of their degree requirements:

ENG101 College Composition I *or* ENG101E College Composition I Enhanced (Humanities)  
ENG102 College Composition II (Humanities)  
COM101 Introduction to Human Communication (Humanities)  
IDS101 CPC Foundations (Social and Behavioral Sciences)  
200-level or higher Humanities Elective  
Any-level Math Elective or Science Elective  
200-level or higher Math Elective or Science Elective  
Any-level Math, Science, or Technology Elective\*  
Any-level Social and Behavioral Sciences Elective  
200-level or higher Social and Behavioral Sciences Elective  
Any-level Open Elective  
Any-level Open Elective

*\*Please note that 200-level Math Electives require a 100-level Math prerequisite. If not transferring the required prerequisite, a 100-level math should be taken as this elective.*

For more information, see the requirement description sections.

### **Foundational Courses Requirements**

These general education courses are required for all students as part of their degree requirements:

ENG101 College Composition I *or*  
ENG101E College Composition I Enhanced (Humanities)  
ENG102 College Composition II (Humanities)  
COM101 Introduction to Human Communication (Humanities)  
IDS101 CPC Foundations (Social and Behavioral Sciences)

The remaining general education requirements are distributed across three knowledge domains: Humanities, Math, Science, and Technology, and Social and Behavioral Sciences.

### **Humanities Requirements**

In addition to the Foundational Courses in humanities, students will need to take 3 additional credits at the 200-level or higher. Students may choose from courses in Arts (ART), English (ENG), Humanities (HUM), Geography (GEO), Language (LNG), or Philosophy (PHI). Cross-listed courses include ALH255 Medical Law and Ethics, COM200 Technical Writing, COM215 Communications Ethics, and IDS210 Global Humanitarian Studies.

**Math, Science, and Technology Requirements**

Students will need to take 9 credits in math, science, and technology. Students must take 3 credits in math, 3 credits in science, and 3 credits in math or science at the 200-level or higher. After fulfilling these requirements, students may also take courses in Biology (BIO), Math (MTH), Science (SCI), and Technology (TEC). Cross-listed courses include ALH112 Anatomy and Physiology I and ALH122 Essentials of Anatomy and Physiology II.

**Social and Behavioral Sciences Requirements**

In addition to the Foundational Courses in social and behavioral sciences, students will need to take an additional 3 credits at any level and 3 credits at the 200-level or higher. Students may choose from courses in History (HIS), Political Science (POL), Psychology (PSY), or Sociology (SOC). Cross-listed courses include BUS210 Macroeconomics, BUS215 Microeconomics, HUM105 Cultural Anthropology, IDS210 Global Humanitarian Studies, LGS180 Historical Perspectives on the Constitution, LGS190 Family Law, and LGS220 Torts.

**Open Elective Requirements**

Students will need to take 6 additional credits as open electives. Any course not fulfilling another degree requirement may be used.

## Accounting

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### *Associate in Science Degree*

With the growing complexity and narrowing profit margins in the business community, accounting is becoming an increasingly important profession. Accountants supply vital data to management for use in decision-making and planning, as well as detailed analysis of the past performance of a company. Central Penn gives students specialized training in cost accounting, tax accounting, and computer utilization.

### **Program Learning Outcomes**

- Interpret generally accepted accounting principles and standards and apply them to a business environment.
- Use current software packages, including word processing, spreadsheet, database, and automated accounting packages on a local area network.
- Use good communication skills to be able to interface with people of all levels in an organization.
- Understand the various accounting needs of manufacturing, service, and governmental organizations and assess the career opportunities in each.
- Demonstrate a professional manner appropriate to a business environment through work performance and personal appearance.
- Demonstrate problem-solving/research abilities in a business setting.

### **Admissions Requirements**

Applicants are encouraged to have successfully completed two units of secondary math, including algebra. This adequately prepares students for learning the upper-level college math required in the programs and within specific courses. Completion of at least one accounting course in high school is strongly recommended.

### **Program Requirements**

In addition to the 36 credits of general education and elective requirements including MTH200 Statistics, students are required to take a core group of courses associated with their major to total 76 credits.

### **Accounting Core Courses – 40 credits**

ACC100	Accounting I
ACC110	Accounting II
ACC200	Managerial Accounting
ACC210	Data Management Applications
ACC220	Income Tax
ACC230	Intermediate Accounting I
ACC300	Intermediate Accounting II
ACC310	Nonprofit Accounting
ACC320	Cost Accounting
BUS200	Finance I
BUS215	Microeconomics
INT299	Associate Degree Internship
LGS250	Business Law
STS300	Job Pursuit Seminar

## Communications

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### *Associate in Science Degree*

Communications is a growing field with a variety of career opportunities for graduates. Central Penn's Communications program provides students with the skills and experiences needed to be able to communicate effectively in the world of public relations, desktop publishing, journalism, and photojournalism.

### **Program Learning Outcomes**

- Evaluate the fields of communications including corporate and nonprofit communications, public relations, print/digital media, and political communications.
- Explain the core areas of communication, including the rules, standards and practices of traditional and digital communications.
- Apply the characteristics of successful organizational communication strategies and create, implement, and evaluate such strategies
- Appraise the impact communications technology has on the distribution and consumption of media within societies and cultures globally.
- Communicate effectively—in speech, writing, and visual arts—in a variety of interpersonal and mass media settings.

### **Program Requirements**

In addition to the 36 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 76 credits.

### **Communications Core Courses – 40 credits**

BUS 250 Advertising  
COM100 Survey of Mass Communications  
COM112 Digital Photography  
COM115 Digital Image Editing  
COM130 Public Relations  
COM140 Media Writing  
COM220 Journalism I  
COM225 Writing for Public Relations  
COM230 Desktop Publishing I  
COM245 Opinion Writing  
COM320 Feature Writing  
COM340 Communications Law  
INT299 Associate Degree Internship  
STS300 Job Pursuit Seminar

# Computer Information Systems

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## *Associate in Science Degree*

The rapidly changing world of information technology offers many great career opportunities. The associate degree program offered by Central Penn College provides specialized instruction to help students keep pace with these changes. Students will receive a solid technological foundation in data modeling, operating systems, programming, and networking fundamentals. To fully complement degree requirements, students choose to specialize in Applications Development or Networking and Security.

### **Program Learning Outcomes**

- Describe the standards and practices within the information technology industry, defining a set of knowledge, skills and tools for understanding how to solve a technological problem.
- Explain the application of technology and the role of the user in identifying and defining the computing requirements appropriate to its solution.
- Demonstrate the ability to illustrate user needs and apply an IT-based solution in order to solve a technical problem and enhance the user environment.
- Analyze the IT professional's legal and ethical responsibilities of computing, taking into account the risks and security, on a local and global scale.
- Evaluate a computer-based system, process, component, or program to meet needs of individuals, organizations and society.

### **Admission Requirements**

Admission to the Bachelor of Science Information Technology (BSIT) program suggests that a student has completed two units of secondary math with a "C" or better, to include Algebra II. Admission to the CIS program encourages that students have completed two units of secondary math with a "C" or better, to include Algebra. It is strongly recommended that students enrolling in the BSIT program have successfully completed one networking or programming course; those who do not meet this requirement are encouraged to enroll in the CIS program until they have completed two terms.

### **Program Requirements**

In addition to 36 credits of general education and elective requirements, CIS majors are required to take 40 credits of program-specific coursework comprised of 22 core credits and 18 program electives.

### **Computer Information Systems Core Courses – 22 credits**

INT299	Associates Degree Internship
STS300	Job Pursuit Seminar
TEC120	Structured Programming
TEC135	Networking I
TEC140	Microcomputer Systems
TEC200	Data Modeling Foundations
TEC252	SQL Fundamentals
TEC320	Systems Analysis and Design



### **Applications Development Concentration – 18 credits**

Graduates are prepared to collaborate with management and lead project teams in developing applications to solve business problems. In addition to hands-on technical skills, graduates will understand the standards and principles of applications development and apply them to new and challenging situations. Students choosing this concentration must take 18 credits labeled TEC including the following 9 credits:

TEC235 Object-Oriented Programming I  
TEC245 Internet Programming I  
TEC335 Object-Oriented Programming II

### **Networking and Security Concentration – 18 credits**

Graduates are prepared to lead project development teams in the design, installation, and maintenance of complex networks. Additionally, graduates will have developed the management and professional skills to promote and justify technology projects to meet business objectives.

Students choosing this concentration must take 18 credits labeled TEC including the following 9 credits:

TEC222 Networking II  
TEC310 Virtualization  
TEC350 Firewalls and Intrusion Detection

## **Criminal Justice**

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### *Associate in Science Degree*

The Associate in Science in Criminal Justice provides students with knowledge of the criminal justice system (law enforcement, court system, and corrections) and stages of the criminal justice process. The curriculum includes coursework in criminal justice, criminology, law enforcement, criminal justice ethics, criminal and constitutional law, as well as written, verbal, and non-verbal communications. This degree prepares students either for immediate employment or for transfer to a bachelor's degree program. The Associate Criminal Justice Degree program combines technical courses required for job preparation and college-level general education courses. This degree is designed for immediate employment or preparation for a bachelor of science degree program.

### **Program Learning Outcomes**

- Translate classroom theory into applying basic investigative techniques for developing solutions to crime problems.
- Use critical thinking skills to understand and analyze verbal, non-verbal and cultural communications in the field of criminal justice.
- Explain and analyze different social, legal and political responses to criminal behavior.
- Define and explain the major reform movements which have substantially impacted the policing profession in America.
- Define and explain the ethics and ethical paradoxes that face criminal justice professionals.

## **Admission Requirements**

A personal and professional background investigation is a required component of virtually all federal, state, and local agencies offering internships or employment to graduates of Criminal Justice degree programs.

Only those persons who are capable of passing a governmental background investigation and would otherwise be eligible for a governmental security clearance should consider enrolling in a Criminal Justice, Criminal Justice Administration, or Homeland Security Management degree program.

Individuals who enter these degree programs with a disqualifying personal or professional history or for those who engage in a disqualifying activity while attending Central Penn may be precluded from obtaining an internship or employment in the career field after graduation.

## **Program Requirements**

In addition to the 36 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 76 credits.

### **Criminal Justice Core Courses – 40 credits**

BUS220	Principles of Management
CRI100	Criminal Justice
CRI135	Introduction to Corrections
CRI225	Juvenile Justice: Alternatives to Incarceration
CRI245	Criminal Investigation
CRI321	Police Operations
CRI380	Psychology of the Criminal
CRI395	Essential Criminal Justice Research
HSM205	Fundamentals of Intelligence Analysis
INT299	Associate Degree Internship
LGS170	Criminal Procedure
LGS210	Evidence
LGS265	Criminal Law
STS300	Job Pursuit Seminar

## **Entrepreneurship and Small Business**

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### *Associate in Science Degree*

America's economy has been and will continue to be driven by the successful management of small businesses. This program helps prepare students for the competitive small business environment by providing a background in marketing, finance, computer applications, accounting, sales and promotion, and management. This program is ideal for students who have aspirations of opening their own business or who will eventually operate a family business.

### **Program Learning Outcomes**

- Plan, prepare, and deliver written and oral individual reports and group presentations.
- Plan, organize, and execute a supervisory-level management assignment.
- Analyze information through research.

- Prepare and successfully execute a small business plan and marketing campaign.
- Demonstrate fundamental accounting, financial, and computer skills for a small business, and implement key small business decisions.
- Understand all elements of small business marketing.
- Demonstrate appropriate professional manner with the highest ethical standards and good time management.
- Demonstrate interpersonal skills.
- Demonstrate ability to use necessary basic math skills.

### **Program Requirements**

In addition to the 36 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 76 credits.

### **Entrepreneurship and Small Business Core Courses – 40 credits**

ACC100	Accounting I
ACC110	Accounting II
ACC200	Managerial Accounting
ACC220	Income Tax
BUS100	Introduction to Business
BUS120	Spreadsheet Applications
BUS200	Finance I
BUS215	Microeconomics
BUS220	Principles of Management
BUS230	Principles of Marketing
BUS245	Human Resources
BUS270	Entrepreneurship and Small Business Management
INT299	Associate Degree Internship
STS300	Job Pursuit Seminar

## **Marketing**

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### *Associate in Science Degree*

Creative and effective methods of marketing are invaluable for companies in today's competitive environment. Marketing decisions are some of the most important decisions made in the business world. The Marketing program is designed to teach students how to effectively manage the process of product development, pricing, promotion, and distribution. Students also learn aspects of consumer and business marketing while at Central Penn. All students develop an effective integrated marketing communications project.

### **Program Learning Outcomes**

- Plan, prepare, and deliver written and oral individual reports and group presentations.
- Demonstrate interpersonal skills.
- Plan, implement, and manage a project within budget.
- Identify and evaluate potential marketing careers.
- Develop and implement an effective marketing communications campaign.
- Research, design, and test a marketing strategy for both consumer and business products.
- Implement an effective pricing strategy.

- Understand demographics for creating a market plan.
- Demonstrate appropriate professional manner with the highest ethical standards and good time management.
- Exhibit social responsibility through community service.
- Demonstrate ability to use necessary basic math skills.
- Exhibit computer skills necessary for normal business decisions applicable for the major.
- Analyze information through research.

### **Program Requirements**

Students will complete 36 credits of general education and elective requirements, which must include MTH200 Statistics to total 76 credits.

### **Marketing Core Courses – 40 credits**

ACC100 Accounting I  
 BUS100 Introduction to Business  
 BUS105 Fundamentals of Selling  
 BUS215 Microeconomics  
 BUS220 Principles of Management  
 BUS230 Principles of Marketing  
 BUS235 Consumer Behavior  
 BUS245 Human Resources  
 BUS250 Advertising  
 BUS304 Strategic Planning and Marketing Communications  
 BUS330 Nonprofit Organizations  
 BUS360 Marketing Research  
 INT299 Associate Degree Internship  
 STS300 Job Pursuit Seminar

### **Medical Assisting**

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*Associate in Applied Science Degree*

#### **Phlebotomy Technician Certificate**

Certificate within the Associate in Applied Science Medical Assisting Program  
 The Phlebotomy Technician Certificate is part of the Medical Assisting Program, Associate Degree. As a Phlebotomy Technician, you could work at a hospital, diagnostic laboratory and blood donor center, or private medical offices.

#### **Program Learning Outcomes**

- Verify patient/donor identity
- Perform blood collection
- Collect, store, and process blood, urine, and other specimens for laboratory testing
- Perform CLIA-waived laboratory tests
- Develop a confident and professional image to meet the changing needs of healthcare

Central Penn prepares students for the NHA Certification Examination  
 Central Penn College prepares students to take their Phlebotomy Technician Certification (CPT) through the NHA (National Healthcare Association). Each NHA certification exam is designed to evaluate the knowledge and skills associated with the performance of

tasks required for entry-level practice. Candidates who are successful in challenging the certification examination will be awarded credentials indicating their certification status. The cost for the Phlebotomy Technician Certification (CPT) is \$115.00.

### **Admission Requirements**

Applicants for the Phlebotomy Technician program must have a minimum GPA of a 2.20 from the last school attended to be considered for acceptance. In addition applicants must have successfully completed two sciences (C or higher) and one math course (C or higher) in high school or college. GED scores will be accepted. Applicants are required to submit two reference forms. Reference forms can be attained through the admissions office. If the student does not meet this criteria they are able to file an appeal for acceptance to the Program Director.

### **Phlebotomy Technician Required Courses – 18 credits\***

ALH108 Medical Terminology and Pharmacology  
ALH112 Essentials of Anatomy and Physiology I  
ALH122 Essentials of Anatomy and Physiology II  
ALH145 Allied Health Procedures  
ALH310 Medical Laboratory  
ALH255 Medical Law and Ethics

\*Phlebotomy core courses must be taken at Central Penn College. There will be no transfer credits accepted for Phlebotomy core courses.

### **Medical Assisting Program Mission**

The Medical Assisting Program is dedicated to preparing competent, entry-level paraprofessionals to serve healthcare needs by engaging students in current scholarly and hands-on education.

### **Program Learning Outcomes**

- Demonstrate entry-level skills in all cognitive objectives and in all psychomotor and affective competencies as specified in the current core curriculum of the Medical Assisting Education Review Board.
- Effectively communicate with all members of the healthcare team, the patients, and their families using written, verbal, and nonverbal skills.
- Treat patients with respect, dignity, and understanding in sensitivity of disability, culture, or socioeconomic status.
- Be proficient in the use of technology applied in the healthcare settings.
- Apply research, critical thinking and problem-based learning skills to resolve healthcare issues.
- Develop a confident and ethical professional image to meet the constant challenges and changing needs of the classroom, the profession, and the community.

The Associate in Applied Science degree program in Medical Assisting provides graduates with the clinical and administrative skills necessary to be a successful allied health care professional. Medical assistants work primarily in physicians' offices and medical clinics. Students in this allied health program will learn how to prepare patients for various examinations, assist physicians with minor office surgeries, draw blood, perform tests and treatments, administer injections and medications, and maintain medical records.

The Certified Medical Assistant (CMA) exam is required as part of the Medical Assistant Internship. At Central Penn, those matriculated in the Medical Assisting program may sit for the Certified Phlebotomy Technician (CPT) exam.

The Medical Assisting Program, Associate Degree, is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB; [www.maerb.org](http://www.maerb.org)).

Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19 N., Suite 158  
Clearwater, FL 33763  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

### **Admission Requirements**

Applicants for the Medical Assisting program must have a minimum GPA of a 2.20 from the last school attended to be considered for acceptance. In addition applicants must have successfully completed two sciences (C or higher) and one math course (C or higher) in high school or college. GED scores will be accepted. Applicants are required to submit two reference forms. Reference forms can be attained through the admissions office. If the student does not meet this criteria they are able to file an appeal for acceptance to the Program Director.

### **General Education Requirements**

#### **Humanities – 9 credits**

Students must fulfill 9 credits within the humanities. These requirements are comprised of ENG101 and ENG102 (required) and 3 additional credits taken at the 200 level or higher.

Students may choose from courses labeled ART, ENG, HUM, GEO, LNG, or PHI, as well as from the list below:

ALH255 Medical Law and Ethics  
COM200 Technical Writing  
COM215 Communications Ethics  
GEO100 Cultural Geography  
IDS210 Global Humanitarian Studies

#### **Math and Science – 6 credits**

Students must fulfill 6 credits within math and science. These requirements are comprised of 3 credits in math and 3 credits in science. Students may choose from courses labeled BIO, MTH, or SCI.

#### **Social and Behavioral Science – 6 credits**

Students must fulfill 6 credits within the social and behavioral sciences. These requirements include IDS101 CPC Foundations and 3 additional credits. Students may choose from courses labeled HIS, POL, PSY, or SOC, as well as, from the list below:

BUS210 Macroeconomics  
BUS215 Microeconomics  
BUS235 Consumer Behavior  
HUM105 Cultural Anthropology  
IDS200 Consumer Protection  
IDS210 Global Humanitarian Studies  
LGS180 Historical Perspectives of the Constitution  
LGS190 Family Law  
LGS220 Torts

### **Open Electives – 3 credits**

Students must take 3 additional credits. Any course not fulfilling another degree requirement may be used.

### **Program Requirements**

In addition to the 24 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 61 credits. To be eligible for internship, the student must have on file documented proof of liability insurance. The MAERB requires Medical Assisting internships to be unpaid.

### **Medical Assisting Core Courses – 37 credits**

ALH108 Medical Terminology and Pharmacology  
ALH112 Essentials of Anatomy & Physiology I  
ALH115 Medical Insurance  
ALH122 Essentials of Anatomy & Physiology II  
ALH145 Allied Health Procedures  
ALH180 Medical Administrative Procedures  
ALH208 Clinical Procedures  
ALH210 Clinical Techniques  
ALH230 Diseases and Diagnostic Methods  
ALH299 Medical Assisting Internship  
ALH310 Medical Laboratory  
ALH350 Medical Seminar  
STS300 Job Pursuit Seminar

### **Progression in the Medical Assisting Program**

All (100%) of the competencies must be passed with an 80% or higher to successfully complete all core courses and progress in the program. Failure of any competency results in unsuccessful completion of the course with the highest grade earned being a "C-."

## **Occupational Therapy Assistant**

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*Associate in Applied Science Degree*

### **Occupational Therapy Assistant Program Mission**

The occupational therapy assistant program is dedicated to providing holistic active learning experiences to graduate competent, entry-level, generalist occupational therapy assistants by instilling the values of evidence-based, ethical practice, professionalism, service and life-long learning.

## **Program Learning Outcomes**

- Understand the structure and function of the human body, the sensorimotor, psychosocial and cognitive components and their development throughout the lifespan
- Apply knowledge of OT theory, principles and philosophies across all stages of the OT process
- Demonstrate clinical reasoning skills, solve problems, and offer innovative occupation-based treatments through ethical, evidence-based practice
- Distinguish between the distinct roles and responsibilities of the OT & OTA in the supervisory process
- Understand the necessity of life-long learning to support competence, service-minded behaviors and professional development.
- Demonstrate professional behaviors within the classroom, clinic and community settings.
- Achieve entry-level competence by successfully completing academic and fieldwork education requirements.

The Associate in Applied Science degree in Occupational Therapy Assistant (OTA) prepares students for entry level general practice as an occupational therapy assistant in a variety of clinical settings. Graduates may find jobs in physical rehabilitation, mental health, pediatrics and with children/adults with developmental disabilities. The program is based on a sequential curriculum design and developmental model. Early coursework builds a foundation of knowledge in structure and function of the human body, human development and behavior, sociocultural influences, socioeconomic influences, and diverse lifestyles. Upon this foundation, occupational therapy principles and clinical practices in pediatrics, geriatrics, mental health, and physical rehabilitation are introduced and mastered through integrated laboratory and observational (Level I) Fieldwork Experiences. Coursework is layered with threads of evidence-based practice, professional behaviors and lifelong learning practices necessary for achieving and maintaining professional competence.

The OTA program culminates in 16 weeks of Level II Fieldwork Experiences, (internship), which must be completed within 12 months after completing all other required coursework. Due to the academic rigor of the program, students will be dismissed if they receive a 77% or below in three core courses. A passing final grade of C+ (2.5 GPA) in all OTA core courses is required in addition to achieving the necessary credit hours in order to graduate from the OTA program.

The OTA program at Central Penn College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, Inc., located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. Graduates are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. Any student having a criminal record will need to contact NBCOT directly to discuss eligibility for the examination: NBCOT, 12 South Summit Ave., Suite 100, Gaithersburg, MD 20877-4150, phone: (301) 990-7979.



## **Admissions Requirements**

The occupational therapy assistant program must limit enrollment due to classroom space and available clinical facilities. The OTA program accepts students based on the scores given for admissions criteria listed below. Admissions criteria include:

- Students are required to have earned a cumulative GPA of 2.5 or higher. GPA is calculated off of all schools attended. Cumulative GPA is based off of school transcripts and pending all course completion.
- Two letters of professional reference
- Professional admissions interview
- On-site written essay
- Eight observation hours in the occupational therapy field
- SAT or ACT scores are not required, but are preferred for transfer students
- OTA core courses must be taken at Central Penn College. There will be no transfer credits accepted for OTA courses.

Students should take into consideration that the OTA program, to meet legal standards, will require the PA State Police and Federal Bureau of Investigations Criminal Background Checks and PA Child Abuse History Clearance prior to beginning fieldwork (internship) experiences. Additionally, a felony criminal record may prohibit eligibility to sit for the Certified Occupational Therapy Assistant Certification Examination by the National Board for Certification in Occupational Therapy (NBCOT) and to obtain licensure to practice as an occupational therapy assistant. Students with a criminal record will need to contact NBCOT directly to discuss eligibility for the exam (NBCOT, 12 South Summit Ave., Suite 100, Gaithersburg, MD 20877-4150, phone: 301-990-7979).

***OTA Application Deadline:*** The OTA program has a rolling deadline and acceptance is on a first come first served basis for those who meet the criteria.

## **Clinical Fieldwork Considerations**

Students enrolling in the OTA program will be required to participate in Level I Fieldwork Experiences in conjunction with coursework, and Level II Fieldwork Experiences at the conclusion of the program. These Fieldwork Experiences involve travel to locations off campus to observe and participate in occupational therapy practice in a variety of service delivery models working with clients from a variety of demographics. Students should expect to provide their own transportation to and from clinical fieldwork sites. While every effort will be made to place students in fieldwork sites close to where they reside, this is not always possible. Students will need to consider that the maximum for traveling to fieldwork is 90 miles.

## **Readmission to the OTA Program**

1. If a student voluntarily withdraws from the college, the student will be granted the opportunity to re-apply for readmission into the OTA program with acceptance of credits already completed, if the time frame is more than one term, but less than one year. However, this is not a guarantee that the student will be re-accepted.

a. The student must submit a written readmission request to the Program Director. The request must include a statement showing how the student will successfully complete the program upon readmission. The decision to readmit the student will be determined by the full time OTA faculty, Program Director and the Dean of Nursing and Health Sciences.

- b. Prior to readmission, the student will be required to take a comprehensive examination covering the material of the previously completed OTA core courses. The student must score a 77% or higher in order for previously taken core course credits to be accepted/transferred. The purpose of this exam is to ensure that all students have the essential knowledge and skill level prior to participating in Level I and II Fieldwork Experiences.
- c. If a student scores 77% or better on the comprehensive examination, yet would like to review material from previously taken courses, the student may audit any previously taken OTA courses as long as the instructor has available space to accommodate all students.

2. After a period of one year, students electing to reapply for readmission to the OTA program will be required to retake the program in its entirety from the beginning. No credits will be accepted for previously taken OTA program core courses. Credits will be accepted for general education coursework that were successfully completed.

3. If a student does not pass one of the OTA core classes (OTA and ALH), they will have one opportunity to re-take that class. If on the second attempt of taking a core class the student receives a final grade of "C+" or below (76%), the student will be dismissed from the OTA program and asked to change their major. If the failed course is a prerequisite for another core course, he/she may be unable to take classes the following term.

4. If a student is academically dismissed from the program or has been withdrawn due to any reason other than stated in item #1 above, the student may re-apply for admission to the program. However, this is not a guarantee that the student will be re-accepted. The student must re-apply to the College for either the spring or fall term and proceed through the entire application process again. The student will then be required to begin the program under the current college catalog and no transfer credits will apply for core OTA courses. Under this condition, the student will not be eligible to take the comprehensive examination and must start the program from the beginning of the course rotation.

### **Program Requirements**

In addition to the 36 credits of general education and elective requirements, students are required to take a core group of 43 course credits associated with the OTA major, to total 79 credits. To be eligible for internship, the student must have on file documented proof of required immunizations, liability insurance, and current CPR certification. Criminal background check, child abuse clearance and FBI fingerprinting will be required for all fieldwork placements.

### **Occupational Therapy Assistant Core Courses – 43 credits**

- ALH120 Anatomy and Physiology I + *(offered spring and fall terms)*
- ALH120L Anatomy and Physiology I Lab + *(offered spring and fall terms)*
- ALH130 Anatomy and Physiology II + *(offered summer and winter terms)*
- ALH130L Anatomy and Physiology II Lab + *(offered summer and winter terms)*
- OTA100 Fundamentals of Occupational Therapy + *(offered spring and fall terms)*
- OTA108 Therapeutic Techniques I + *(offered summer and winter terms)*
- OTA110 Therapeutic Techniques II + *(offered spring and fall terms)*
- OTA200 Developmental Occupational Therapy + *(offered spring and fall terms)*
- OTA205 Occupational Therapy in Mental Health + *(offered summer and winter terms)*
- OTA210 Occupational Therapy in Physical Rehabilitation + *(offered spring and fall terms)*

- OTA215 Developing Professional Behaviors in Occupational Therapy + (*offered summer and winter terms*)
- OTA220 Occupational Therapy in Geriatrics + (*offered spring and fall terms*)
- OTA230 Pathology and Function (C+ to progress) (*offered summer and winter terms*)
- OTA299 Level II Fieldwork Experience

(+) - C+ to progress

*Beginning in Winter 2020, general education credits will decrease to 30 credits and core credits will increase to 49 credits in order to accommodate for the increased credit offering for OTA299 internship.*

### **Progression Through the OTA Program**

The overall goal of the Occupational Therapy Assistant (OTA) Program is to prepare graduates for clinical practice as generalist occupational therapy assistants in a variety of practice settings and to achieve success on the Certified Occupational Therapy Assistant Examination offered by the National Board for Certification in Occupational Therapy. The core curriculum of the OTA program is sequentially designed to provide students with the fundamental knowledge and skills needed to be successful in the field of OT. In order to ensure that students are graduating from the OTA program with the appropriate knowledge base, the following guidelines will be implemented:

1. All OTA core courses must be passed with a final grade C+. If a student does not pass one of the OTA core courses with a final grade of C+ or better, the student will have one opportunity to retake that class.
2. If on the second attempt to take the class, the student receives a final grade below a C+, the student will be automatically dismissed from the OTA Program and asked to change their major.
3. If a student in the OTA program scores a final grade of less than a C+ in any three total core courses, the student will be dismissed from the OTA Program and asked to change their major.
4. OTA students must maintain a GPA of 2.50 in their core courses. Failure to maintain this GPA for two consecutive terms will result in the student being dismissed from the OTA program and asked to change their major.
5. All (100%) of the competencies must be passed with an 80% or higher to successfully complete all core courses and progress in the program. Failure of any competency results in unsuccessful completion of the course with the highest grade earned being a "C-."

## **Paralegal**

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### *Associate in Science Degree*

The Associate of Science degree program in Paralegal prepares students to meet the growing demand for degreed paralegals in both the public and private sectors. A paralegal is a person qualified by education or work experience who assists lawyers in rendering legal services and performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals may not provide legal services directly to the public except as permitted by law. This academically rigorous program is designed to

provide graduates with a comprehensive understanding of the judicial system, relative bodies of law, legal research, briefs, pleadings, and related official documents. This program is approved by the American Bar Association (ABA) and this approval process requires that ten (10) hours of legal specialty courses are taken in a traditional (face-to-face) format.

The Central Penn Paralegal program is known for its academic rigor and enjoys a reputation of excellence within the legal community. With all substantive legal courses being taught by licensed attorneys, graduates of this program study law from those who are most academically and experientially qualified. Students matriculated in Central Penn's Paralegal program participate in field trips, mock trials, interactive discussions with guest lecturers, special projects, and a 360 hour internship prior to graduation.

### **Program Learning Outcomes**

- Use the resources of a law library and online information sources to solve legal research problems and draft memoranda, briefs, and pleadings using proper legal format, grammar, and spelling.
- Operate and maintain computer equipment and systems found in a law office.
- Demonstrate knowledge of legal terminology, principles, and procedures, and possess the skills necessary to apply that knowledge to fact patterns in a logical and coherent manner.
- Comply with the ethical guidelines required of paralegals.
- Use communication skills appropriate to the legal setting that demonstrate a firm knowledge of the mechanics of written and oral language.
- Prepare a case for trial from filing the initial lawsuit through and including preparing oral arguments, client and witness testimony, and appellate documents.
- Use the Internet to gather factual and legal information.
- Relate a knowledge of professional behavior necessary to carrying out the tasks of a paralegal under the supervision of a lawyer.

### **Program Requirements**

In addition to the 36 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 76 credits. NOTE: LGS180, LGS220, and LGS310 are suggested prerequisite knowledge for this program of study.

### **Paralegal Core Courses – 40 credits**

LGS110	Foundations in Law
LGS130	Principles of Legal Research
LGS135	Legal Research and Writing I
LGS140	Civil Litigation I
LGS170	Criminal Procedure
LGS200	Contracts
LGS210	Evidence
LGS230	Civil Litigation II
LGS260	Administrative Law
LGS265	Criminal Law
LGS280	Legal Research and Writing II
LGS285	Legal Seminar
LGS299	Internship for Paralegals
STS300	Job Pursuit Seminar

## **Physical Therapist Assistant**

*Associate in Applied Science Degree*

### **Physical Therapist Assistant Program Mission**

The Physical Therapist Assistant program strives to develop competent paraprofessionals in their given field through education that stresses problem-solving, critical thinking, and independent skill performance such that our graduates will provide quality care to the public in a positive and professional manner. Our mission is consistent with that of Central Penn College.

### **Program Learning Outcomes**

- Demonstrate knowledge of the theoretical concepts that are foundational to the practice of physical therapy.
- Deliver physical therapy services as described in a plan of care under the direct supervision of a physical therapist in a competent, safe, and effective manner.
- Communicate verbally, non-verbally, and in writing with those involved in patient care, in an appropriate and professional manner.
- Demonstrates sound clinical judgment when implementing the plan of care established by the physical therapist.
- Perform appropriate therapeutic interventions, including tests and measures, to assist the supervising physical therapist in monitoring and modifying the patient's plan of care.
- Practice with a high ethical standard and sensitivity consistent with cultural and societal needs for physical therapy services.
- Exhibit a professional attitude and demonstrate a commitment to life-long learning, scholarship and research.

The Associate in Applied Science degree program in Physical Therapist Assistant (PTA) provides graduates with a thorough background in the rehabilitation of musculoskeletal and neuromuscular disorders while incorporating an understanding of the psychosocial aspects of disability. Physical therapist assistants work with physical therapists in treating people with a wide range of physical disorders. At Central Penn, the incorporation of hands-on laboratory classes and clinical internships at physical therapy facilities enable students to practice what is learned in the classroom. The Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE/APTA) accredits this program. Graduates of Central Penn's PTA program will be eligible to sit for the state physical therapist assistant licensing examination. Due to the academic rigor of the program, students must earn a final grade of C+ (77%) or higher in all PTA core courses in order to progress through the program.

### **Admissions Requirements**

The Physical Therapist Assistant program must limit enrollment due to classroom space and available clinical facilities. Minimum academic standards may be set. Students will be ranked according to the following admissions criteria:

1. To enter the PTA program an applicant must have completed math and science courses as outlined below:
  - Students who have been out of high school five or less years and have not attended college must have completed one unit of biology, chemistry, or physics, and two units of math—one being algebra with a GPA of a 2.5 or higher.
  - Students who have not attended school within the last five years must complete two prerequisite courses at the college level earning a 2.5 GPA or better within 12 months of starting the program. Prerequisite courses must include one unit of math

(college algebra or higher) and one unit of science (biology, chemistry, physics, or anatomy and physiology) at an accredited college or university.

- Students are required to have earned a cumulative GPA of 2.5 or higher. GPA is calculated off of all schools attended. Cumulative GPA is based off of school transcripts and pending all course completion.

2. **Observation Hours:** all applicants are required to complete a minimum of 20 non-paid observation hours in at least two different physical therapy facilities. A minimum of 10 hours must be completed at each facility. A physical therapist or physical therapist assistant working in each facility must validate all observation hours and document the candidate's performance via the form provided by Central Penn College's Admissions Department. Observation hours are to be completed within 12 months of the application and submitted prior to the application deadline.

3. **References:** all applicants are required to submit two professional references obtained within 12 months of the application deadline.

4. **Interview:** Students desiring to enter the field of physical therapy are expected to have effective communication skills in order to be able to work with clients and other professionals. Each applicant will be rated on communication skills, professionalism, knowledge and enthusiasm for the profession, and their personal attributes as related to their compatibility to the physical therapy profession. Students will also be required to conduct an interview with a member of the PTA faculty.

5. Due to the academic rigor and specificity of the PTA program, submission of SAT or ACT scores is highly recommended. All students are required to have earned a cumulative GPA of a 2.5 or higher. GPA will be calculated from all schools attended.

6. PTA core courses must be taken at Central Penn College. There will be no transfer credits accepted for PTA core courses.

7. Students should be advised that the PTA Program, to meet legal standards, will require a personal and professional criminal background investigation including child abuse, FBI fingerprinting, and PA State Police PATCH report prior to clinical internship placement. Students will be responsible for paying additional fees associated with these clearances. A felony criminal record may prohibit eligibility to sit for the National Physical Therapy Examination (NPTE) and obtain licensure to practice as a physical therapist assistant. Students with any criminal record will need to contact the Pennsylvania State Board of Physical Therapy (State Board of Physical Therapy, P.O. Box 2649, Harrisburg, PA 17105-2649). Most internship sites will also require criminal background clearances as well as proof of health screenings and immunizations. Students will also be required to purchase professional liability insurance in order to participate in clinical internships. All students will also be required to show proof of CPR certification prior to internship placement.

8. Students should be advised that some internship experiences will take place during the breaks between terms.

The program accepts the top students based on the scores given for the above-mentioned criteria.

All PTA students are required to pass ALH120 Anatomy and Physiology I and ALH120L Anatomy and Physiology I Lab with a final grade of C+ (77%) or higher during their first term in order to progress through the PTA program. Any student who does not pass ALH120 with a final grade of C+ or better will be dismissed from the PTA program. If it is the student's intent to reapply to the PTA program, the student will withdraw from the college and reapply to the program the next year, and complete the entire application process. If the student would like to change their major, they will fill out the change of major form found on mycentralpenn.edu. The student's faculty advisor will assist with this process.

### **Application Deadlines**

There are two separate application deadlines during the calendar year for enrollment into the program. The application deadline to begin during the summer term is April 1. The application deadline to begin during the winter term is October 1. Up to 30 students will be accepted each summer and winter term in Summerdale and up to 30 students will be accepted each winter in Lancaster. Only complete applications, including most recent transcripts will be reviewed.

### **Readmission to the PTA Program**

1. If a student voluntarily withdraws from the college, he/she will be granted the opportunity to re-apply for admission into the program. However, this is not a guarantee that the student will be re-accepted. Students who have voluntarily withdrawn for more than one term but less than one year will have the opportunity to take the comprehensive examination.
  - a. The student must submit a written readmission request to the Program Director. The request must include a statement showing how the student will successfully complete the program upon readmission. The decision to readmit the student will be determined by the full-time PTA faculty, Program Chair and the Dean of the School of Health Science.
  - b. Prior to readmission, the student will be required to take a comprehensive exam covering the material of the previously completed PTA core courses. The student must score a 75% or higher in order to transfer the previously taken core courses. The purpose of this exam is to ensure that all students have the proper knowledge and skill level prior to participating in clinical experiences. If the student does not pass the exam, the student must re-apply to the College for either the winter or summer term and go through the entire application process. If accepted, the student will follow the current college catalog's academic requirements for the PTA program.
  - c. If a student scores a 75% or better, yet would like to review material from previously taken courses, the student may audit any previously taken PTA courses. This means a student may "sit" in the requested course/courses for no credit, no tuition fee as long as space is available in that particular course.
2. If a student fails a core course that is a prerequisite for another core course, he/she may be unable to take any classes the following term. The student must then apply for a schedule gap status. Students approved for a schedule gap must register for the next term or they will be withdrawn from the college. If a schedule gap is granted, the student will continue their PTA coursework the following term without having to take the comprehensive examination.

3. If a student is academically dismissed from the program or has been withdrawn due to any reason other than stated in item #1 or #2, he/she may re-apply for admission to the program. However, this is not a guarantee that the student will be re-accepted. The student must re-apply to the College for either the winter or summer term, and go through the entire application process again. The student will then be required to begin the program under the current college catalog.

### **General Education Requirements**

Students should see general education requirements on page 70 - Associate Degree Programs. The following general education requirements are specific to this program.

- **Math, Science, and Technology** – Students are required to take BIO105 Human Development (*offered winter and summer terms*).
- **Social and Behavioral Science** – Students are required to take ALH280 Professional Behaviors for the Allied Health Professional (*offered spring and fall terms*).

### **Program Requirements**

In addition to the 36 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 79 credits. Students are required to complete three internships prior to graduation; one two-week and two seven-week clinicals. To be eligible for internship, the student must have on file-documented proof of required immunizations and liability insurance, as well as current CPR certification. An extensive criminal and child abuse background clearance are required for clinical placements. Students are responsible for all costs associated with clearances, immunizations, liability and health insurances and physical exams.

### **Physical Therapist Assistant Core Courses – 43 credits**

ALH120	Anatomy and Physiology I ( <i>offered winter and summer terms</i> )
ALH120L	Anatomy and Physiology I Lab ( <i>offered winter and summer terms</i> )
ALH130	Anatomy and Physiology II ( <i>offered spring and fall terms</i> )
ALH130L	Anatomy and Physiology II Lab
PTA100	Fundamentals of Physical Therapy ( <i>offered winter and summer terms</i> )
PTA155	Physical Therapist Assistant Procedures ( <i>offered spring and fall terms</i> )
PTA160	Pathophysiology for the PTA I ( <i>offered spring and fall terms</i> )
PTA235	Modalities ( <i>offered winter and summer terms</i> )
PTA245	Applied Kinesiology ( <i>offered winter and summer terms</i> )
PTA255	Therapeutic Exercise ( <i>offered spring and fall terms</i> )
PTA260	Pathophysiology for the PTA II ( <i>offered winter and summer terms</i> )
PTA265	Neurological Rehabilitation ( <i>offered spring and fall terms</i> )
PTA298	PTA Clinical Practice (2 weeks) ( <i>offered winter and summer terms</i> )
PTA299	Internship for Physical Therapist Assistant (Two 7-week rotations = 14 weeks) ( <i>offered spring and fall terms</i> )
STS300	Job Pursuit Seminar ( <i>offered spring and fall terms</i> )

*Note: Students taking PTA courses at the Lancaster location will follow a unique schedule in order to meet the needs of the students enrolled in that program.*

*Beginning in Winter 2020, PTA299 will increase in credits, bringing the total credits of core classes to 46. This will reduce the number of general education credits to 33.*



### **Progression Through PTA Classes**

It is the ultimate goal of the Physical Therapist Assistant (PTA) Program to prepare its graduates for the National Licensure Examination. The core classes of the PTA program are designed to give the students the background knowledge that they will need to be successful in the field of physical therapy. In order to ensure that students are graduating from the PTA Program with the appropriate knowledge base, all PTA core classes have been designated as C+-to-Progress. This means that a final grade of C+ (77%) or higher must be obtained in all core classes in order to move on to subsequent classes.

1. If a student scores below a C+ (77%) one of the PTA core classes (PTA or ALH), they will have one opportunity to retake that class.
2. If on the second attempt of taking a core class the student receives a final grade of less than a C+ (77%), the student will be dismissed from the PTA program and asked to change their major.
3. If a student in the PTA program accumulates a total of three final grades of "C" or below (less than 77%) in any of their core courses (PTA or ALH), they will be dismissed from the PTA program and asked to change their major.
4. PTA students must maintain a GPA of 2.5 in their core courses. Failure to maintain this GPA for two consecutive terms will result in the student being dismissed from the PTA program and asked to change their major.
5. All (100%) of the competencies must be passed with an 80% or higher to successfully complete all core courses and progress in the program. Failure of any competency results in unsuccessful completion of the course with the highest grade earned being a "C-."

# BACHELOR DEGREE

## GENERAL EDUCATION REQUIREMENTS

These general education requirements apply to the College's bachelor degrees. Please refer to the program page for degree-specific requirements not listed here. Normal time to completion for these programs is four years.

### **General Education Program of Study**

The following general education courses are required for all students as part of their degree requirements:

ENG101 College Composition I or ENG101E College Composition I Enhanced (Humanities)  
ENG102 College Composition II (Humanities)  
COM101 Introduction to Human Communication (Humanities)  
IDS101 CPC Foundations (Social and Behavioral Sciences)  
Any-level Humanities Elective  
300-level or higher Humanities Elective  
300-level or higher Humanities Elective  
200-level or higher Math Elective  
200-level or higher Science Elective  
Any-level Math, Science, or Technology Elective\*  
Any-level Math, Science, or Technology Elective  
Any-level Math, Science, or Technology Elective  
Any-level Social and Behavioral Sciences Elective  
200-level or higher Social and Behavioral Sciences Elective  
200-level or higher Social and Behavioral Sciences Elective  
Any-level Open Elective  
300-level or higher Open Elective  
300-level or higher Open Elective  
300-level or higher Open Elective  
300-level or higher Open Elective

*\*Please note that 200-level Math Electives require a 100-level Math prerequisite. If not transferring the required prerequisite, a 100-level math should be taken as this elective.*

For more information, see the requirement description sections.

### **Foundational Courses Requirements**

These general education courses are required for all students as part of their degree requirements:

ENG101 College Composition I or ENG101E College Composition I Enhanced (Humanities)  
ENG102 College Composition II (Humanities)  
COM101 Introduction to Human Communication (Humanities)  
IDS101 CPC Foundations (Social and Behavioral Sciences)

The remaining general education requirements are distributed across three knowledge domains: Humanities, Math, Science, and Technology, and Social and Behavioral Sciences.

### **Humanities Requirements**

In addition to the Foundational Courses in humanities, students will need to take 3 additional credits at any level and 6 credits at the 300-level or higher. Students may choose from courses in Arts (ART), English (ENG), Humanities (HUM), Geography (GEO), Language (LNG), or Philosophy (PHI). Cross-listed courses include ALH255 Medical Law and Ethics, COM200 Technical Writing, COM215 Communications Ethics, IDS210 Global Humanitarian Studies, IDS305 Selected Topics in Film, IDS315 Global Cultural Study, IDS330 Global Conflict, IDS335 Fashion, Media, and Culture, IDS400 Topics in Multiculturalism, HON Honors Studies, and LGS310 Legal Communications.

### **Math, Science, and Technology Requirements**

Students will need to take 15 credits in math, science, and technology.

- Math (MTH): Students must take at least 3 credits in the math at the 200-level or higher.
- Science (SCI, BIO): Students must take at least 3 credits in science at the 200-level or higher.
- Technology (TEC): Student may take a technology course at any level.

After fulfilling these requirements, students may also take courses in Biology (BIO), Math (MTH), Science (SCI), and Technology (TEC). Cross-listed courses include ALH112 Anatomy and Physiology I and ALH122 Essentials of Anatomy and Physiology II.

### **Social and Behavioral Sciences Requirements**

In addition to the Foundational Courses in social and behavioral sciences, students will need to take an additional 3 credits at any level and 6 credits at the 200-level or higher. Students may choose from courses in History (HIS), Political Science (POL), Psychology (PSY), or Sociology (SOC). Cross-listed courses include BUS210 Macroeconomics, BUS215 Microeconomics, BUS235 Consumer Behavior, BUS365 Organizational Behavior, CRI380 Psychology of the Criminal, HUM105 Cultural Anthropology, IDS 315 Global Cultural Study, IDS325 Nature of Leadership, LGS180 Historical Perspectives on the Constitution, LGS190 Family Law, and LGS220 Torts, LGS370 Alternative Dispute Resolution, and LGS415 Advanced Alternative Dispute Resolution.

### **Open Elective Requirements**

Students will need to take 3 additional credits as open electives at any level and 12 credits at the 300-level or higher. Any course not fulfilling another degree requirement may be used.

## **Bachelor of Science Degree Program in Accounting**

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The Bachelor of Science degree program in Accounting prepares students to be successful in the accounting profession. Students majoring in accounting will have the opportunity to obtain knowledge in the core subjects, such as, intermediate accounting, auditing, cost accounting, individual income tax and various accounting, business and taxation courses. The objective of the Accounting program is to provide students with the knowledge and skills to enhance their success in the field of accountancy.

On January 1, 2012, a 150 college-hour requirement became mandatory in Pennsylvania for CPA certificate applicants. In a traditional college, students usually will not meet the state requirement within four years. With our accelerated class schedule, Central Penn accounting majors can complete the 150 college-hour requirement within four years or less. Our accounting majors can obtain the additional 26 credit hours by concentrating on courses that match their interests and complement their accounting degree. Examples of complementary courses are: business administration, criminal justice, homeland security management, information technology, and legal studies. Accounting students are encouraged to consult with their College Advisor and review the state CPA requirements so they can qualify to sit for the exam and become a CPA in their home state.

### **Program Learning Outcomes**

- Interpret and apply Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) and apply them to the business environment.
- Apply problem solving and research skills to summarize financial data and communicate the results of operations to the user of the financial information.
- Identify the various accounting needs of manufacturing, service, nonprofit, and governmental organizations.
- Demonstrate proficiency in the use of software applications, including internet research, spreadsheet administration, online data base research and proprietary accounting programs.
- Interpret, analyze, prepare, and communicate financial data to enhance other business disciplines and promote global awareness.
- Demonstrate knowledge of other business functions such as management, leadership, marketing and business in the legal environment.
- Demonstrate written and oral communication skills consistent with standards for college graduates.

### **Admissions Requirements**

Applicants are encouraged to have successfully completed two units of secondary math, including algebra. This adequately prepares students for learning the upper-level college math required in the programs and within specific courses. Completion of at least one accounting course in high school is strongly recommended.

### **Program Requirements**

Students will complete 60 credits of general education and elective requirements, which must include MTH200 Statistics. Students are required to take a core group of courses and choice classes associated with their major to total 124 credits.

**Accounting Core Courses – 52 credits**

ACC100	Accounting I
ACC110	Accounting II
ACC200	Managerial Accounting
ACC220	Income Tax
ACC230	Intermediate Accounting I
ACC300	Intermediate Accounting II
ACC320	Cost Accounting
ACC335	Intermediate Accounting III
ACC405	Auditing
BUS200	Finance I
BUS215	Microeconomics
BUS220	Principles of Management
BUS230	Principles of Marketing
BUS260	International Business
BUS365	Organizational Behavior
INT499	Bachelor Degree Internship
LGS250	Business Law
STS300	Job Pursuit Seminar

**Choice Classes – 12 credits (9 credits must be at the 300 level or higher)**

Students must complete an additional 12 choice credits with 9 credits at the 300 level or higher, from the following list of options:

ACC210	Data Management Applications
ACC310	Nonprofit Accounting
ACC325	Accounting Information System
ACC330	Advanced Income Tax
ACC400	Advanced Accounting
ACC425	Advanced Auditing
BUS300	Finance II
BUS305	Investments
BUS320	Money and Banking
BUS435	Personal Finance Management

**Bachelor of Science Degree Program in Business Administration**

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The Bachelor of Science degree program in Business Administration prepares students to become ethical, competent, and innovative graduates in order to meet the demands of the competitive 21st century global business environment. The curriculum examines key functional areas of business to include accounting, finance, human resources, marketing, leadership, and technology. This program provides extensive knowledge in the areas of management, human resources, finance, accounting and ethical conduct in business and society. In addition, this program allows students to select the following concentrations: Banking & Finance, Healthcare Administration, Human Resource Management, Management, or Marketing.

**Program Learning Outcomes**

- Demonstrate effective communication skills, both written and orally, in a manner reflective of the business profession.
- Identify appropriate resources and apply analytical reasoning/critical thinking skills in order to make informed business decisions, utilizing both quantitative and qualitative data.

- Choose and apply relevant business technologies in order to analyze and present information.
- Demonstrate competency in and across business disciplines.
- Understand the implications of a global economy, appreciate cross-cultural diversity, and differentiate between business cultures.
- Successfully work in teams to accomplish academic tasks.
- Understand the role of effective leadership in driving organizational performance and change.

### **Program Requirements**

In addition to the 60 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 124 credits. While students can take a general approach to their degree, they can opt to choose a specific concentration. The core requirements and the concentrations are listed below.

#### **Business Administration Core Courses – 43 credits**

ACC100	Accounting I
ACC110	Accounting II
BUS100	Introduction to Business
BUS200	Finance I
BUS215	Microeconomics
BUS220	Principles of Management
BUS230	Principles of Marketing
BUS245	Human Resources
BUS260	International Business
BUS325	Electronic Business
BUS365	Organizational Behavior
BUS470	Business Seminar
INT499	Bachelor Degree Internship
LGS250	Business Law
STS300	Job Pursuit Seminar

#### **General Business Administration Concentration**

##### **Choice Classes – 21 credits (15 credits must be at the 300 level or higher)**

Students choosing a more general approach to their education are not required to choose a concentration. They do, however, have to complete the same number and level of requirements choosing from a wider spectrum of courses. Students must complete 21 choice credits from any courses labeled ACC or BUS, or choose a concentration listed below. Of the 21 choice credits, 15 credits must be taken at the 300 level or higher.

#### **Banking & Finance Concentration**

Central Penn's Banking & Finance concentration prepares students to meet the demands of the banking and financial services industries, providing them with the skills and knowledge to function in both sectors. The concentration prepares the student with the understanding of banking definitions, concepts, relationships, and strategies involving individuals, banking and financial institutions and related business activities. This Banking & Financial Services concentration will prepare students for banking and financial services related positions, such as loan officer, credit analyst, financial manager, planner or analyst, mortgage loan officer, branch manager, bank examiner, operations manager, compliance officer, commercial loan officer or commercial lender.

Students choosing the Banking & Finance concentration must complete 21 credits with 15 credits at the 300 level or higher, from the following list of options:

ACC200 Managerial Accounting  
BUS275 Credit Analysis  
BUS300 Finance II  
BUS305 Investments  
BUS320 Money and Banking  
BUS335 Insurance  
BUS410 Options, Futures, and Other Derivatives  
BUS435 Personal Financial Management  
BUS440 International Finance

### **Healthcare Administration Concentration**

Central Penn's Healthcare Administration concentration provides the student with an understanding of the role of public policies and politics in the healthcare industry, the various component sectors of the industry, and the planning methods used within the healthcare field. The Healthcare Administration concentration will prepare students for administrative and strategic planning positions within all branches of the healthcare industry.

Students choosing the Healthcare Administration concentration must complete 21 credits with 15 credits at the 300 level or higher, from the following list of options:

ALH115 Medical Insurance  
ALH255 Medical Law and Ethics  
ALH320 Health Services Organization and Management  
ALH330 Healthcare Policies and Politics  
ALH400 Hospital and Health Services Administration  
ALH410 Health Economics and Financing Strategies  
ALH420 Healthcare Planning and Marketing  
BUS302 Health, Safety, and Security  
BUS303 Recruitment, Selection, and Placement  
BUS335 Insurance

### **Human Resource Management Concentration**

Central Penn's concentration in Human Resource Management (HRM) provides the student with an understanding of this increasingly expanding career field that encompasses the complex roles and practices of human resource professionals. Research demonstrates that proper HRM can be a competitive advantage to an organization; and, therefore, is a critical component of an organization's strategic planning.

For the domestic and global environments, the student will gain the knowledge and skills related to workforce training and development, effective recruitment and retention strategies, current ethical and regulatory issues in employment, techniques for evaluating and improving performance, methods to construct compensation and benefit programs, and labor and management relations.

Students choosing the concentration in Human Resource Management must complete 21 credits with 15 credits at the 300 level or higher, from the following list of options:

LGS217 Employment Law  
BUS265 Business Ethics  
BUS302 Health, Safety and Security

- BUS303 Recruitment, Selection and Placement
- BUS371 International Human Resource Management
- BUS402 Organizational Change Management
- BUS450 Labor Relations
- BUS455 Compensation and Benefits
- BUS460 Evaluation and Assessment
- BUS465 Training and Development

### **Management Concentration**

Central Penn's Management concentration provides the student with the understanding of the various management theories, the relationships required between departments in business, and the planning and information packages used in today's business world. The Management concentration will prepare students for careers in both the public and private sectors of the economy.

Students choosing the Management concentration must complete 21 credits with 15 credits at the 300 level or higher, from the following list of options:

- ACC200 Managerial Accounting
- BUS265 Business Ethics
- BUS270 Entrepreneurship and Small Business Management
- BUS301 Retail Management
- BUS330 Nonprofit Organizations
- BUS345 Operations Management
- BUS355 Project Management
- BUS380 Business Policy Formulation
- BUS450 Labor Relations
- BUS460 Evaluation and Assessment

### **Marketing Concentration**

Central Penn's Marketing concentration provides the student with the understanding of the application of marketing concepts to business models, the development of a marketing strategy, and the effective use of an advertising campaign. The Marketing concentration will prepare students for careers as sales representative, marketing research analyst, advertising coordinator, public relations specialist, marketing manager, and marketing communications specialist.

Students choosing the Marketing concentration must complete 21 credits with 15 credits at the 300 level or higher, from the following list of options:

- BUS105 Fundamentals of Selling
- BUS235 Consumer Behavior
- BUS250 Advertising
- BUS301 Retail Management
- BUS304 Strategic Planning and Marketing Communications
- BUS310 Fashion Analysis
- BUS360 Marketing Research
- BUS380 Business Policy Formulation
- BUS405 Business Marketing
- BUS430 Marketing Management



## **Bachelor of Science Degree in Corporate Communications**

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The mission of the programs in Communications is to provide students with learning experiences that encompass a range of skills that prepare them to be effective communicators in a variety of settings and modalities.

The curriculum develops skilled communicators who utilize critical thinking, and who are prepared to act in socially responsible and ethical ways while communicating through a variety of channels to a wide spectrum of diverse audiences.

Our curriculum emphasizes the foundational components of communication, including the interpersonal and team-building skills that promote collaboration and cooperation in an increasingly diverse workplace and marketplace. Students will also develop practical skills along with a comprehensive understanding of the theoretical bases from which these skills are developed. Students will be prepared to adapt to frequent changes in communications technology.

Students will demonstrate a command of various aspects of professional communication, including writing and presentation skills for interpersonal interaction, and broadcast performance in digital and traditional formats.

Students completing the program are prepared to pursue positions in many areas of professional communication, including public relations, digital/print media, and broadcasting.

### **Program Learning Outcomes**

- Evaluate the fields of communications including corporate and nonprofit communications, public relations, print/digital media, and political communications.
- Explain the core areas of communication, including the rules, standards and practices of traditional and digital communications.
- Apply the characteristics of successful organizational communication strategies and create, implement, and evaluate such strategies
- Appraise the impact communications technology has on the distribution and consumption of media within societies and cultures globally.
- Communicate effectively—in speech, writing, and visual arts—in a variety of interpersonal and mass media settings.

### **Program Requirements**

In addition to the 60 credits of general education and elective requirements, students must take a core group of courses and choice classes associated with their major to total 124 credit hours.

### **Corporate Communications Core Courses – 43 credits**

COM100 Survey of Mass Communications  
COM130 Public Relations  
COM140 Media Writing  
COM215 Communications Ethics  
COM220 Journalism I  
COM225 Writing for Public Relations  
COM230 Desktop Publishing I  
COM265 Organizational Communications and Leadership

COM270 Writing for Broadcast Media  
COM320 Feature Writing  
COM340 Communications Law  
COM390 Public Affairs Reporting  
COM395 Photojournalism  
INT499 Bachelor Degree Internship  
STS300 Job Pursuit Seminar

**Choice Classes – 21 credits (15 credits must be at the 300 level or higher)**

Students must take 15 credits of communications choice courses at the 300 level or higher. Students can choose the remaining six credits from any level communications choice course. Communications choice courses include any course code starting with COM as well as BUS250 and ENG425.

**Bachelor of Science Degree Program  
in Criminal Justice Administration**

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The Bachelor of Science degree program in Criminal Justice Administration will prepare students to meet the growing demand for college educated criminal justice practitioners in the public or private sector. This academically rigorous program is designed to provide graduates with a comprehensive understanding of the criminal justice system, relative bodies of law, and specialty subject matter consistent with each student's unique career ambitions. With due appreciation for the individual interests of program graduates, this degree program allows students to select choice classes most consistently aligned with their personal interests and professional goals. This eclectic approach enables students to design a customized educational experience. Empowered with ability to either focus or diversify choice classes, students enjoy the opportunity to either generalize or specialize their studies.

**Program Learning Outcomes**

- Analyze and apply key management concepts, appropriate professional manner, and ethical conduct to all aspects of the federal, state, local, or tribal agencies within the criminal justice system.
- Demonstrate written, interpersonal communication, organizational, and technological skills that apply to problem-solving ability in the work environment.
- Demonstrate the appropriate human resource and employment practices and correlate these concepts with the learned criminal justice techniques applicable to diversified work environments.
- Develop, organize, and manage various projects concentrating on crime prevention, asset protection, loss avoidance, investigative strategies, offender rehabilitation, and crisis management.
- Demonstrate competence in devising policies and procedures for the director of a criminal justice organization or the director of security in a large organization.
- Exhibit knowledge of relevant bodies of criminal and civil law, crime prevention strategies, critical incident response protocols, police-community relations, and professional ethics.

**Admission Requirements**

A personal and professional background investigation is a required component of virtually all federal, state, and local agencies offering internships or employment to graduates of Criminal Justice degree programs.

Only those persons who are capable of passing a governmental background investigation and would otherwise be eligible for a governmental security clearance should consider enrolling in a Criminal Justice, Criminal Justice Administration, or Homeland Security Management degree program.

Individuals who enter these degree programs with a disqualifying personal or professional history or for those who engage in a disqualifying activity while attending Central Penn may be precluded from obtaining an internship or employment in the career field after graduation.

### **Program Requirements**

In addition to the 60 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 124 credits. It is strongly recommended that CRI380 Psychology of the Criminal and LGS220 Torts are part of the electives that Criminal Justice students take.

### **Criminal Justice Administration Core Courses – 52 credits**

BUS220	Principles of Management
BUS365	Organizational Behavior
CRI100	Criminal Justice
CRI135	Introduction to Corrections
CRI225	Juvenile Justice: Alternatives to Incarceration
CRI245	Criminal Investigation
CRI285	Societal Changes in Victimology
CRI312	Investigative Report Writing
CRI321	Police Operations
CRI365	Cyber Investigations
CRI395	Essential Criminal Justice Research
HSM205	Fundamentals of Intelligence Analysis
INT499	Bachelor Degree Internship
LGS170	Criminal Procedure
LGS180	Historical Perspectives of the Constitution
LGS210	Evidence
LGS265	Criminal Law
STS300	Job Pursuit Seminar

### **Choice Classes – 12 credits (6 credits must be at the 300 level or higher)**

Students choose from a wide spectrum of courses to tailor their degree to their individual interests. Students must complete 12 choice credits from any courses labeled CRI, HSM, or LGS. Of the 12 choice credits, 6 credits must be taken at the 300 level or higher.

## **Bachelor of Science Degree Program in Health Science**

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### **Health Science Program Mission**

The Bachelor of Science in the Health Sciences prepares students for entry into graduate school in a variety of healthcare disciplines. This program is designed to provide career and academic advancement through innovative application of knowledge, scholarship and hands on education to prepare students to serve individuals, communities, and societal needs.

### **Program Learning Outcomes**

- Evaluate and utilize techniques and skills for problem solving and decision making while practicing with a high standard of ethical behavior and sensitivity for cultural and socioeconomic differences among individuals.
- Demonstrate an understanding of the psychosocial effects of disability and be able to provide appropriate support and respect for individual differences in coping with disability.
- Demonstrate effective communication skills, both written and oral, in a manner reflective of healthcare professionals.
- Enhance and develop leadership and knowledge through academic inquiry utilizing best current resources.
- Value and formulate plans for continuing personal and professional growth and development.
- Integrate current technology trends into didactic education, research, and laboratory experiences.
- Demonstrate knowledge of the theoretical concepts that are foundational to health science.

### **Overview**

The Bachelor of Science in the Health Science (BSHS) degree program is for individuals who are currently or soon will be certified, licensed, or registered in a health care profession, or for students who are preparing for entry into professional and graduate schools in a variety of allied health fields. The program's curriculum encompasses courses that are relevant to almost all healthcare careers including physical and life sciences, medical ethics, and basic patient care. This program is designed to provide career and academic advancement for current practitioners as well as to deliver a well-rounded generalist curriculum to those who are preparing for graduate school in several healthcare disciplines. This program is offered in two formats: Traditional day format and Hybrid format. The Hybrid format provides didactic portions on-line and labs are provided one evening per week per lab course. Enrollments for both formats are accepted in fall term. Traditional transfer students accepted in spring term provided they meet all admission criteria.

### **Admission Requirements**

The Bachelor of Science in Health Science program has the following criteria:

#### *Traditional Program*

- High school graduates without college experience must have a high school GPA of 3.0 or higher, and submit SAT or ACT scores. Due to the academic rigor and specificity of the BSHS program, a GPA of 3.0 is preferred. If the student does not meet the above stated requirements at the end of their first term, they will be required to change their major.
- Transfer students are required to have earned a cumulative GPA of a 2.5 or higher. GPA is calculated off of all schools attended. They are required to transfer in MTH 105 (College Algebra) and ALH155, ALH155L, ALH165, ALH165L (Anatomy and Physiology I and II with labs).
- Submit two professional reference letters.
- Program is capped at 25 students. Students will be admitted based on the criteria above on a first come, first served basis.

### *Hybrid*

- Healthcare professional who has earned an associate's degree from an accredited institution with a GPA of 2.5 or higher at the institution awarding the degree.
- Students must transfer the following courses: MTH105 (College Algebra); ALH155, ALH155L, ALH165, ALH165L or equivalent (Anatomy and Physiology I and II with labs); and SCI100 (Basic Nutrition)\*
- Must hold an unencumbered professional healthcare provider license in PA
- Submit two professional reference letters
- Program is capped at 20 students. Students will be admitted based on the criteria above on a first come, first served basis.

\*Students wishing to begin the Bachelor of Science in Health Science Hybrid Program are required to transfer in the required pre-requisites to be enrolled in the introductory chemistry during the first term. Those students who do not have transfer credits for MTH105 (College Algebra), or SCI100 Basic Nutrition can be admitted to the Hybrid program for summer term in order to take these courses and begin the core sciences during fall term. This acceptance to the BSHS Hybrid program is contingent on students' ability to pass the required courses with C and maintain a GPA of 2.5. Students who do not meet these requirements will not be allowed to continue in the program.

### **Curriculum**

The BS in health sciences is designed to prepare students for graduate work that will lead to careers in allied health care fields. The degree's core is composed of science courses that are the common prerequisites for admission into allied health care graduate programs and social science and health science courses that equip all students with a multidisciplinary understanding of health and health care in today's world.

### **Program Requirements**

In addition to the 60 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 125 credits.

### **Progression Policy for the Health Science Program**

Graduates of the Healthcare Management Program are expected to be prepared for advancement into graduate study. Grade standards are set to support acquisition of knowledge to prepare students for continued education. CORE courses are designated as "C to progress" courses, meaning that students must obtain a minimum grade of C in these courses to progress through the coursework. Students are also required to maintain an overall GPA of 2.5 for all courses taken at Central Penn College to complete requirements for the Bachelor's degree.

1. If a student scores below a C (73%) in one of the CORE courses they will have one opportunity to retake the course.
2. If on the second attempt the final grade falls below a C (73%) the student will not be able to continue in the program.
3. Maintenance of a 2.5 GPA is also required to remain in the program. Academic warning occurs when a student falls below 2.5 at the end of any academic term. Academic dismissal occurs when a student's GPA falls below a 2.5 and the student fails to demonstrate achievement of a 2.5 GPA in the following term.

4. Midterm warnings are issued when the course grade at midterm falls below a C (73%). Students are advised to seek guidance immediately from the course faculty to develop remediation strategies that can support successful course completion.
5. The student has a right to appeal the dismissal decision. The Academic Grievance Policy can be accessed online in the Central Penn College Catalog.

### **Health Science Core Courses – 51 credits**

ALH155	Anatomy and Physiology I
ALH155L	Anatomy and Physiology I Lab
ALH165	Anatomy and Physiology II (ALH155, ALH155L)
ALH165L	Anatomy and Physiology II Lab (ALH155, ALH155L)
ALH255	Medical Law and Ethics
ALH330	Healthcare Policies & Politics (BUS220 – waived for BSHS students)
BIO105	Human Development
BIO230	Advanced Biology I (ALH165 and ALH165L)
BIO230L	Advanced Biology I Lab (ALH165 and ALH165L)
BIO330	Advanced Biology II (BIO230 and BIO230L)
BIO330L	Advanced Biology II Lab (BIO 230 and BIO230L)
BIO430	Advanced Microbiology (BIO230, BIO230L, CHM200, CHM200L)
BIO430L	Advanced Microbiology Lab (BIO230, BIO230L, CHM200, CHM200L)
CHM200	Introduction to Chemistry (MTH105)
CHM200L	Introduction to Chemistry Lab (MTH105)
CHM310	Organic Chemistry (CHM200, CHM200L)
CHM310L	Organic Chemistry Lab (CHM200, CHM200L)
CHM400	Biochemistry (CHM310, CHM310L)
CHM400L	Biochemistry Lab (CHM310, CHM310L)
SCI300	Genetics (ALH165, ALH165L, BIO230, BIO230L, MTH105)
SCI320	Advanced Nutrition for Healthcare Providers (SCI100)
SCI330	Advanced Pharmacology (ALH165)
PHY200	General Physics I (MTH105)
PHY200L	General Physics I Lab (MTH105)
PHY300	General Physics II (PHY200, PHY200L)
PHY300L	General Physics II Lab (PHY200, PHY200L)
PSY100	Psychology
IDS499	Capstone in Health Sciences

*The courses in parenthesis are prerequisites within the specialty track and must be fulfilled. If not fulfilled, they must be completed prior to completion of the core courses.*

### **Program Requirements Hybrid Program**

Students may transfer in up to 60 credits from their associate's degree program based upon the transfer evaluation. Students are required to transfer MTH105 (College Algebra); ALH155, ALH155L, ALH165, ALH165L (Anatomy and Physiology I and II with labs); and SCI100 (Basic Nutrition). In addition to the 60 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 125 credits. This table is based on a student receiving 60 transfer credits so additional courses may be required based upon the individual transfer evaluation.

## **Bachelor of Science Degree Program in Healthcare Management**

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### **Healthcare Management Program Mission**

Through the use of innovative online educational strategies, the Bachelor of Science in Healthcare Management (BSHM) degree offers associate's degree level healthcare professionals the opportunity for career advancement through a curriculum that encompasses critical thinking, problem solving and evidence based research.

### **Program Learning Outcomes**

- Demonstrate effective communication skills, both written and oral in a manner reflective of business and healthcare professionals
- Apply business concepts to business models in general and how these models and concepts can be used to respond to the clinical, organizational, and fiscal demands facing the ever-changing health care industry
- Evaluate business and healthcare organizations as complex systems and the implications of workplace diversity, organizational change, and corporate culture
- Examine appropriate resources and apply analytical reasoning/critical thinking skills in order to make informed business decisions
- Analyze the role of effective leadership in driving organizational performance and change
- Integrate current technology trends into didactic education and research
- Differentiate effective healthcare management strategies utilizing evidence based research

### **Overview**

The Bachelor of Science in Healthcare Management (BSHM) degree program is a 124 credit major directed toward healthcare professionals who possess an associate degree, and are, or soon will be, credentialed in a healthcare profession (e.g., Respiratory Therapist, Medical Information Technicians, Cardiovascular Technologist, Paramedic, Dental Hygienist, Medical Assistant). In addition to business and management coursework, the program's curriculum also includes key courses in healthcare management, policy, and health care delivery strategies.

This degree can offer healthcare professionals opportunities within healthcare systems to expand clinical roles, support career advancement into supervisory, management, or educational positions.

### **Admission Requirements**

The Bachelor of Science in Healthcare Management program has the following criteria:

- Students must have completed a minimum of 60 credits from an accredited institution and was awarded an Associate's Degree in a health related field at the accredited institution.
- Transfer students must have a 2.5 GPA or higher at the institution awarding the Associate's Degree.
- Submit two professional reference letters.

### **Professional Credentials**

Students who are enrolled in the BSHM will be awarded up to 60 credits for their Associate Degree and 15 credits for Professional Credentials based on their transfer evaluation.

## **Program Requirements**

In addition to the 60 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 124 credits. Students will be awarded up to 60 credits for their Associate Degree and 15 credits for Professional Credentials towards the 124-credit total, based on their transfer evaluation.

*The courses in parenthesis are prerequisites within the specialty track and must be fulfilled.*

### **Healthcare Management Core Courses – 34 credits**

- ALH255 Medical Law & Ethics (*offered spring and fall terms*)
- ALH320 Health Services Organization & Management (BUS220) (*offered summer and winter terms*)
- ALH330 Healthcare Policies & Politics (BUS220) (*offered summer and winter terms*)
- ALH388 Healthcare Quality Management (ALH320) (*offered summer and winter terms*)
- ALH410 Health Economics & Financial Strategies (BUS100 and BUS365) (*offered summer and winter terms*)
- BUS100 Introduction to Business
- BUS220 Principles of Management
- BUS245 Human Resources (BUS100 or BUS220)
- BUS365 Organizational Behavior (BUS220)
- ENG220 Business Communications (ENG102)
- IDS499 CE Capstone Course for the Bachelor Degree

### **Choice Courses – 15 credits (12 credits must be at 300 level or higher)**

Students applying to the program who do not possess professional credentials will be required to take a total of 30 healthcare management choice credits, 24 at the 300 or higher level.

Students choose from a range of courses to tailor their degree to their individual interests.

Student must complete 30 credits with 24 credits at the 300 level or higher from a list of options listed below:

- ALH365 Issues and Trends in Healthcare (ALH320 or ALH330) (*offered spring and summer terms*)
- ALH370 Healthcare Informatics (ALH330) (*offered summer and winter term*)
- ALH375 The Interprofessional Healthcare Team (ENG220) (*offered spring and fall terms*)
- ALH400 Hospital & Health Services Administration (BUS365 and ALH410) (*offered spring and fall term*)
- ALH405 Healthcare Leadership (ALH255 and BUS365) (*offered spring and fall term*)
- ALH420 Healthcare Planning & Marketing (BUS220 and BUS230) (*offered summer term*)
- BUS215 Microeconomics
- BUS230 Principles of Marketing [pre for ALH420] (BUS100 or BUS220)
- BUS302 Health, Safety and Security (BUS245)
- BUS345 Operations Management (BUS100 or BUS220 and TEC103 or another computer class)
- BUS355 Project Management (BUS100 or BUS220)
- BUS401 Organizational Process Improvement (BUS365)



BUS402	Organizational Change Management (BUS365)
BUS450	Labor Relations (BUS220 and BUS245)
BUS460	Evaluation & Assessment (BUS245)
BUS465	Training & Development (BUS245)
IDS400	Topics in Multiculturalism (HUM105, SOC100 or PSY100)
PHI310	Death and Dying (ALH255 or ALH280 or PHI105 or NUR330)
SOC400	Leadership in Society (ENG102 and one social science course)
SOC410	Race & Gender (HUM105 or SOC105)

## **Bachelor of Science Degree Program in Homeland Security Management**

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The Bachelor of Science degree program in Homeland Security Management (HSM) will prepare students for a growing demand for qualified homeland security personnel at the local, state, and federal level. This program is designed to mirror the integrated nature of the myriad of disciplines falling under the auspices of Homeland Security while providing an in-depth education, which draws these disciplines together. The HSM program incorporates elements of law enforcement, infrastructure security, emergency management, and intelligence gathering to provide students with a broad understanding, while preparing them for a plethora of careers in these growing fields.

### **Program Learning Outcomes**

- A comprehension of relevant bodies of law, international relations, political, social, and cultural environments. Understanding of intelligence gathering capabilities.
- Analytical approach to a problem solving and understanding of related emergency and crisis management. Incident Command Structure (ICS) and National Incident Management Structure (NIMS) will be featured.
- A heightened appreciation for principles of management, leadership, supervision, and organizational behavior.
- Superior interpersonal communication skills and writing abilities that are important when working with large groups under adverse situations.
- Technical skills in the researching, writing, analyzing, and management of large-scale incidents.
- The ability to collect, collate, and organize large amounts of information from multiple sources.
- Develop the skill sets needed to be professional and function effectively in adverse situations.

### **Admission Requirements**

A personal and professional background investigation is a required component of virtually all federal, state, and local agencies offering internships or employment to graduates of Criminal Justice degree programs.

Only those persons who are capable of passing a governmental background investigation and would otherwise be eligible for a governmental security clearance should consider enrolling in a Criminal Justice, Criminal Justice Administration, or Homeland Security Management degree program.

Individuals who enter these degree programs with a disqualifying personal or professional history or for those who engage in a disqualifying activity while attending Central Penn may be precluded from obtaining an internship or employment in the career field after graduation.

## **Program Requirements**

In addition to the 60 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 124 credits.

### **Homeland Security Management Core Courses – 52 credits**

BUS220	Principles of Management
BUS365	Organizational Behavior
CRI245	Criminal Investigation
CRI310	Criminal Profiling: Policy and Practice
CRI312	Investigative Report Writing
CRI375	Terrorism
CRI436	Security Management
HSM110	Principles of Private Security
HSM115	Homeland Security Management
HSM205	Fundamentals of Intelligence Analysis
HSM215	Emergency Management
HSM350	Environmental Security
HSM415	Threats to Homeland Security
HSM430	Data Mining and Predictive Analysis
IDS330	Global Conflict
INT499	Bachelor Degree Internship
LGS180	Historical Perspectives of the Constitution
STS300	Job Pursuit Seminar

### **Choice Classes – 12 credits (6 credits must be at 300 level or higher)**

Students choose from a wide spectrum of courses to tailor their degree to their individual interests. Students must complete 12 choice credits from any course labeled CRI, HSM, or POL. Of the 12 choice credits, 6 of these credits must be at the 300 level or higher.

## **Bachelor of Science Degree Program in Information Technology**

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The rapidly changing world of technology offers many outstanding and exciting career opportunities. Central Penn College offers specialized instruction to help students keep pace with these changes and challenges. The Bachelor of Science degree program in Information Technology (IT) provides students with a solid IT foundation that prepares them for the technical and professional demands of today's employers. Students will begin their education with core courses that offer a solid technological foundation. Students will then be able to choose from a variety of information technology electives, in fields such as social media, project management, and security. The core courses and electives will help prepare each graduate to become a focused, highly-qualified IT professional.

### **Program Learning Outcomes**

- Describe the standards and practices within the information technology industry, defining a set of knowledge, skills and tools for understanding how to solve a technological problem.
- Explain the application of technology and the role of the user in identifying and defining the computing requirements appropriate to its solution.

- Demonstrate the ability to illustrate user needs and apply an IT-based solution in order to solve a technical problem and enhance the user environment.
- Analyze the IT professional's legal and ethical responsibilities of computing, taking into account the risks and security, on a local and global scale.
- Evaluate a computer-based system, process, component, or program to meet needs of individuals, organizations and society.
- Demonstrate the ability to function effectively on teams to accomplish a common goal such as the creation of an effective project plan.

### **Admission Requirements**

Admission to the BSIT program suggests that a student has completed two units of secondary math with a "C" or better, to include Algebra II. Admission to the CIS program encourages that students have completed two units of secondary math with a "C" or better, to include Algebra. It is strongly recommended that students enrolling in the BSIT program have successfully completed one networking or programming course; those who do not meet this requirement are encouraged to enroll in the CIS program until they have completed two terms.

### **Program Requirements**

In addition to 60 credits of general education and elective requirements, Information Technology majors are required to take 64 credits of program-specific coursework comprised of 43 core credits and 21 credits of program electives that allow for a general approach to the degree or elective specialize within several areas of focus.

### **Information Technology Core Courses – 43 credits**

INT499	Bachelor Degree Internship
STS300	Job Pursuit Seminar
TEC120	Structured Programming
TEC135	Networking I
TEC140	Microcomputer Systems
TEC200	Data Modeling Foundations
TEC210	Discrete Logic
TEC235	Object-Oriented Programming I
TEC245	Internet Programming I
TEC252	SQL Fundamentals
TEC310	Virtualization
TEC320	Systems Analysis and Design
TEC325	Operating Systems
TEC370	Human Computer Interaction
TEC411	Cyber Ethics

### **General IT Concentration**

#### **Choice Classes – 21 credits (15 credits must be at the 300 level or higher)**

Students choosing a more general approach to their education are not required to choose a concentration. They do, however, have to complete the same number and level of requirements choosing from a wider spectrum of courses. Of the 21 choice credits, 15 credits must be taken at the 300 level or higher.

### **Applications Development Concentration**

Graduates are prepared to collaborate with management and lead project teams in developing applications to solve business problems. In addition to hands-on technical skills, graduates will understand the standards and principles of applications development and be able to apply them to new and challenging situations.

In order to receive a concentration in Applications Development, a student must select the following courses as five of their seven program electives and two choice classes – 21 credits:

TEC225 Visual Programming  
TEC335 Object-Oriented Programming II  
TEC345 Internet Programming II  
TEC410 Advanced Data Structures and Algorithm Analysis  
TEC445 Software Engineering

### **Networking and Security Concentration**

Graduates are prepared to lead project development teams in the design, installation, and maintenance of complex networks. Further, they are prepared to discover malicious hacker and virus attacks and understand how to defeat them.

In order to receive a concentration in Networking and Security, a student must select the following courses as five of their seven program electives and two choice classes – 21 credits:

TEC222 Networking II  
TEC330 Network Management  
TEC350 Firewalls and Intrusion Detection  
TEC420 Advanced Routing  
TEC425 Advanced Switching

## **Bachelor of Science Degree Program in Legal Studies**

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The Bachelor of Science degree program in Legal Studies prepares students to be successful in the legal profession. Students majoring in legal studies have the opportunity to obtain knowledge on a wide variety of topics, including, but not limited to, constitutional law, legal research and writing, litigation, and criminal law. Students will also complete a 360-hour internship. The objective of the Legal Studies Bachelor of Science degree program is to provide students with a baccalaureate education to facilitate and enhance their employability within their respective field of study, as well as prepare for graduate study including law school. With all substantive legal courses being taught by licensed attorneys, graduates of this program study law from those who are most academically and experientially qualified. The program is approved by the American Bar Association (ABA) and this approval process requires that ten (10) hours of legal specialty courses are taken in a traditional (face-to-face) format. Non attorneys may not provide legal services directly to the public except as permitted by law.

### **Program Learning Outcomes**

- A thorough comprehension of relevant bodies of law, the legal system, judicial processes, and prevailing legal theory.
- Problem solving and research ability relative to legal issues, principles, and procedures.
- Development of computer literacy skills.

- Strong written and oral communication skills.
- Technical skills in legal research, writing and analysis, substantive case evaluation, legal communication, law office and courtroom procedures, and case preparation and management. Proficiency in the use of computer-assisted legal research.
- The ability to perform and manage procedural and substantive legal tasks in an ethical manner.
- Professional maturity and preparedness to function effectively and professionally in a legal environment.

### **Program Requirements**

In addition to the 60 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 124 credits.

### **Legal Studies Core Courses – 52 credits**

LGS110	Foundations in Law
LGS130	Principles of Legal Research
LGS135	Legal Research and Writing I
LGS140	Civil Litigation I
LGS170	Criminal Procedure
LGS180	Historical Perspectives of the Constitution
LGS200	Contracts
LGS210	Evidence
LGS220	Torts
LGS230	Civil Litigation II
LGS260	Administrative Law
LGS265	Criminal Law
LGS280	Legal Research and Writing II
LGS285	Legal Seminar
LGS310	Legal Communications
LGS340	Advanced Legal Research and Writing
LGS499	Internship for Legal Studies
	or
IDS499	CE Capstone Course for the Bachelor Degree
STS300	Job Pursuit Seminar

### **Choice Classes (12 credits must be at the 300 level or higher)**

Students choose 12 credits from the following courses according to their individual interests:

COM340	Communications Law
CRI315	Advanced Issues in Evidence
CRI365	Cyber Investigation
LGS370	Alternative Dispute Resolution
LGS400	Advanced Criminal Procedure
LGS410	Advanced Constitutional Law
LGS415	Advanced Alternative Dispute Resolution
LGS420	Advanced Criminal Law

## **Bachelor of Science Degree Program in Organizational Leadership**

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The Bachelor of Science degree program in Organizational Leadership is an interdisciplinary integrative approach that will prepare students to gain a solid theoretical and practical education in the principles of effective leadership. The program objective is to provide students with an education to facilitate and enhance their professional employability within their respective field of study or continue on to graduate study. The program emphasizes understanding leadership issues and applying the exercise of ethical leadership in complex social, culturally diverse, team, and organizational settings.

### **Program Learning Outcomes**

- Compare and justify the need for leadership and management concepts by analyzing and reviewing a variety of processes.
- Explore and examine leadership roles within their chosen career field through the demonstration of professional competence and confidence.
- Discuss the knowledge, methods, and techniques needed to develop and motivate followers, resolve conflict and disputes.
- Examine and distinguish organizations as complex systems and the implications of workplace diversity, organizational change, and corporate culture.
- Select and apply techniques to continually improve an organization by using critical thinking, problem solving, and various research methods to support decisions.
- Through service learning, students will synthesize and interpret the impact social responsibility plays on significant political and social issues such as poverty, welfare, single parenting, and homelessness.
- Differentiate and compare principles of management, leadership, administration, and supervision.
- Illustrate strong written and oral communication skills consistent with or surpassing generally accepted standards for college graduates.
- Identify, compare, and research varied social, cultural, ethical, and aesthetic values while comparing perceptions of followers and leaders based on those followership styles.

### **Program Requirements**

In addition to the 60 credits of general education and elective requirements (SOC100 is a required general elective), students are required to take a concentration group of courses to total 124 credits. Each concentration listed below consists of 64 credits including 43 core credits and 21 credits specific to the concentration.

#### **Organizational Leadership Core Courses – 43 credits**

BUS220	Principles of Management
BUS245	Human Resources
BUS365	Organizational Behavior
BUS401	Organizational Process Improvement
BUS402	Organizational Change Management
COM235	Management Proposal Writing
COM265	Organizational Communications and Leadership
IDS325	Nature of Leadership
IDS400	Topics in Multiculturalism
INT499	Bachelors Degree Internship
LGS370	Alternative Dispute Resolution
PHI105	Ethics

SOC350 Social Responsibility  
SOC400 Leadership in Society  
STS300 Job Pursuit Seminar

**Choice Courses**

Students must complete 21 credits with 15 credits at the 300 level or higher from the following list:

ALH320 Health Services Organization and Management  
BUS330 Non-Profit Organizations  
BUS355 Project Management  
COM405 Crisis Communications  
CRI416 Crisis Management  
HSM215 Emergency Management  
HSM420 Emergency Management: Disaster Policy and Politics  
LGS217 Employment Law  
POL225 Congress and American Presidency  
POL310 Public Policy  
POL320 State and Local Government  
POL325 Conflicts in American Government

# COURSE DESCRIPTIONS

## Accounting

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An asterisk (\*) denotes a C is required to progress.

A plus (+) denotes a C+ is required to progress.

### **ACC100 Accounting I\***

**3 Credits**

This course is an introduction to Generally Accepted Accounting Principles (GAAP) as they pertain to external financial reports. The accounting cycle, accounting systems, theories, and policies relative to asset valuation, liability measurement, and income determination are presented. Emphasis is placed on accounting for a sole proprietorship.

*Prerequisites: MTH010 with a grade of C or higher or math placement exam score of 75 or higher or advanced placement*

### **ACC110 Accounting II**

**3 Credits**

This course is a study of corporate accounting including the issue of stock and payment of dividends. Other topics include accounting for partnerships, plant assets, intangible assets, investments, inventories and payroll, and liabilities.

*Prerequisite: ACC100*

### **ACC200 Managerial Accounting**

**3 Credits**

This course is a study of financial data to be used by internal management. Areas of study include statements of cash flow, financial statement analysis to predict solvency and profitability, departmental accounting for a manufacturing business, costs systems for a manufacturer, cost-volume-profit analysis, and budgets.

*Prerequisite: ACC110*

### **ACC210 Data Management Applications**

**3 Credits**

This course is designed to introduce the students to Peachtree and QuickBooks Pro computer application systems. Student will use accounting software to process business transactions, prepare and understand the financial reports related to the business process, and analyze the financial statements.

*Prerequisite: ACC110*

### **ACC220 Income Tax**

**3 Credits**

This course provides a comprehensive explanation of various parts of the federal individual income tax code. The student will apply the tax code by completing commonly used income tax forms through the use of tax software.

*Prerequisite: ACC110*

### **ACC230 Intermediate Accounting I**

**3 Credits**

A study of contemporary financial statements, practices, and forms. Emphasis is placed on cash, temporary investments, receivables, inventories, and current liabilities.

*Prerequisite: ACC110*

### **ACC300 Intermediate Accounting II**

**3 Credits**

This course includes the study of liabilities, investments, paid-in capital, retained earnings, and analytical processes. Also included is the preparation of journal entries pertaining to noncurrent assets.

*Prerequisite: ACC230*



**ACC310 Nonprofit Accounting****3 Credits**

A study of fund accounting reporting principles, procedures, and standards. This will be accomplished through analyzing, recording, summarizing, evaluating, and interpreting accounting data for government units and other nonprofit organizations.

*Prerequisite: ACC110*

**ACC320 Cost Accounting****3 Credits**

This course is a study of manufacturing cost accounts, documents and reports, job order costing, process costing and standard costing reporting. Other topics discussed will be direct and variable costing, fixed and variable overhead recording and distribution process, ABC costing, joint cost allocation and cost analysis for management decision making.

*Prerequisite: ACC200*

**ACC325 Accounting Information System****3 Credits**

This course is designed to introduce computer technology and literacy as it relates to design, implementation, and operation of accounting information systems. A major portion of the course is devoted to internal control procedures. Generally Accepted Auditing Standards require a complete understanding of a company's internal controls to assess the risk of material misstatement of financial statements prepared in accordance with Generally Accepted Accounting Principles.

The objective of the course is to familiarize students with (1) accounting information systems (AIS) and their components; (2) the transformation of raw financial data into financial information by AIS; (3) the use of internal controls to assure the accuracy and reliability of accounting data and information; (4) the systems analysis, design, and implementation cycle; and (5) the completion of a case study analyzing financial information.

*Prerequisite: ACC300*

**ACC330 Advanced Income Tax****3 Credits**

This course continues the study of the Internal Revenue Code as it affects partnerships, corporations, and estates and trusts. Basic competence in tax terminology, research, and tax calculations are emphasized. State taxes on business organizations using the tax structure of the Commonwealth of Pennsylvania as the basis, are also examined.

*Prerequisite: ACC220*

**ACC335 Intermediate Accounting III****3 Credits**

This course is the analysis and evaluation of Generally Accepted Accounting Principles (GAAP) relating to advanced topics in long-term liabilities and stockholders' equity. Special emphasis will include the study of pensions, leases, income tax, earnings per share, revenue recognition, investments and accounting changes and error analysis.

*Prerequisite: ACC300*

**ACC400 Advanced Accounting****3 Credits**

This course deals with the study of advanced accounting concepts. Topics covered include the preparation, communication, interpretation, and analysis of financial data with regard to consolidations, international transactions, and business combinations. Foreign currency and partnership transactions are also examined.

*Prerequisite: ACC335*

**ACC405 Auditing****3 Credits**

This course is a study of Generally Accepted Standards and Statements of Auditing Standards as the foundation for the audit process. Topics covered include the demand for audit services, the audit process, applications of the audit process to normal business cycles, understanding financial statement assertions, audit reports for financial statements, legal liability and the professional ethical responsibility of the auditor.

*Prerequisite: ACC300*

**ACC425 Advanced Auditing****3 Credits**

This course is a continuation of the study of the auditing process. The course is designed to broaden and deepen student's conceptual and technical understanding of the attest function. It will provide the student with a framework for analyzing contemporary auditing and assurance issues.

*Prerequisite: ACC405 or successful completion of ACC405 final exam*

**Allied Health**

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*An asterisk (\*) denotes a C is required to progress.*

*A plus (+) denotes a C+ is required to progress.*

**ALH108 Medical Terminology and Pharmacology\*****3 Credits**

This course provides the student with the ability to recognize, analyze, define, spell, and correctly utilize the medical language used to convey information about anatomy, physiology, disease control, and treatment of alteration in one's state of health. Medical Terminology applies in describing normal as well as abnormal; study begins with the normal as a base and adds to this the terms that describe pathological changes. The student specifically becomes aware of the medical prefixes, roots, and suffixes in forming a medical vocabulary. Students will develop appropriate communication skills within the healthcare field. The classification of medications by action will be studied.

*Terms Offered: WI & SU (online)*

**ALH112 Essentials of Anatomy and Physiology I\*****3 Credits**

This course examines the structural organization and the functioning of the human body. The human cell is described in detail as it is the basic building block of the body. Body planes, directional terms, quadrants, and cavities are illustrated and located. The components and normal processes of the integumentary, skeletal, muscular, nervous, endocrine, and lymphatic systems are discussed. Common pathology and aging are related to structure and function.

*Terms Offered: FL (on ground); WI & SU (online)*

**ALH115 Medical Insurance\*****3 Credits**

In this course the student is introduced to the major nationwide medical insurance plans. An overview of eligibility and benefits of Blue Cross/Blue Shield, Medicare, Medicaid, TRICARE, Workers' Compensation, Health Maintenance Organizations (HMO), and Preferred Provider Organizations (PPO) will be discussed. This course will also familiarize the student with the purpose and use of ICD-10 diagnostic and CPT procedural coding. Other procedural/diagnostic coding systems currently in use are presented. The student will learn to prepare medical insurance claim forms for reimbursement.

Medical Assisting students must successfully complete ALH145 prior to this courses as required by MAERB Standard for CAAHEP accreditation.

*Terms Offered: WI & SU (online)*

**ALH120 Anatomy and Physiology I+****3 Credits**

This course is a study of the normal structure and function of the human body. The course covers the basic cell, body chemistry, and then provides and in-depth investigation into the integumentary system. The skeletal system, and the muscular system. The lab will consist of demonstration and hands-on learning in the following areas: cell structure, planes of movement, axis of rotation, wound care, sterile techniques, isolation precautions, joint system bone structure and landmarks, and the musculoskeletal system of the body. Emphasis will be placed on the practical application, skill development, and effective communication techniques. Successful completion of competency examinations in an ethical, safe and effective manner is required for this course. Through the competency examinations, students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Co-requisite: ALH120L*

**ALH120L Anatomy and Physiology I Lab+****1 Credit**

This course is the practical laboratory application of the concepts learned in ALH120 which is a study of the normal structure and function of the human body. The course covers the basic cell, body chemistry, and then provide an in-depth investigation into the integumentary system, the skeletal system, and the muscular system. The lab will consist of demonstration and hands-on learning in the following areas: cell structure, planes of movement, axis of rotation, wound care, sterile techniques, isolation precautions, joint system, bone structure and landmarks, and the musculoskeletal system of the body. Emphasis will be placed on practical application, skill development, and effective communication techniques. Successful completion of competency examinations, student will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Co-requisite: ALH120*

**ALH122 Essentials of Anatomy and Physiology II\*****3 Credits**

This course builds on knowledge obtained in Essentials of Anatomy and Physiology I by investigating the anatomical structure, organization, general physiology, and changes across the life span of the digestive, reproductive, urinary, cardiovascular, and the respiratory systems. Fluid/electrolyte and acid/base balance in the human body are presented.

*Prerequisite: ALH112*

*Terms Offered: SP & FL (on ground); WI (online)*

**ALH130 Anatomy and Physiology II+****3 Credits**

This course builds on knowledge obtained in Anatomy and Physiology I by investigating the anatomical structure, organization and general physiology of the digestive, lymphatic, urinary, and endocrine systems. This course emphasizes the anatomy and physiology of the nervous system, cardiovascular system and the respiratory system. Medical terminology will be incorporated into the weekly topics. The lab component will consist of hands-on learning in the following areas: Nervous system, cardiovascular system, respiratory system, and vital sign assessment. Emphasis will be placed on practical application, skill development, and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective manner is required for this course. Through the competency examinations, students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Co-requisite: ALH130L*

*Prerequisites: ALH120 and ALH120L*

**ALH130L Anatomy and Physiology II Lab+****1 Credit**

This course is the practical laboratory application of the concepts learned in ALH130 which builds on knowledge obtained in Anatomy and Physiology I by investigating the anatomical structure, organization and general physiology of the digestive, lymphatic, urinary, and endocrine systems. This course emphasizes the anatomy and physiology of the nervous system, cardiovascular system, and the respiratory system. Medical terminology will be incorporated into the weekly topics. The lab component will consist of hands-or learning in the following areas: Nervous system, cardiovascular system, respiratory system, and vital sign assessment. Emphasis will be placed on practical application, skill development, and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective matter is required for this course. Through the competency examinations, student will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Co-requisite: ALH130*

*Prerequisites: ALH120 and ALH120L*

**ALH145 Allied Health Procedures\*****3 Credits**

This course provides the student with an overview of basic health procedures. Emphasis is placed on developing therapeutic communication in the clinical setting. Students will learn the components of a medical record and principles of medical documentation. Application of HIPAA, principles of Standard Precautions, vital sign assessment, and monofilament testing will be presented.

*Prerequisite:* ALH112 or ALH120

*Terms Offered:* SP & FL (on ground)

**ALH155 Advanced Anatomy and Physiology I+****3 Credits**

This course is a study of the normal structure and function of the human body. The course covers the basic cell, body chemistry and then provides an in-depth investigation into the integumentary system, the skeletal system, the muscular system, the nervous system, and the special senses.

*Co-requisite:* ALH155L

*Terms Offered:* FL

**ALH155L Advanced Anatomy and Physiology I+****1 Credit**

This course is the practical laboratory application of the concepts learned in ALH155, Advanced Anatomy and Physiology I. The focus of this course is the normal of the human body including the integumentary system, the skeletal system, the muscular system, the nervous system, and the special senses.

*Co-requisite:* ALH155

*Terms Offered:* FL

**ALH165 Advanced Anatomy and Physiology II+****3 Credits**

This course builds on knowledge obtained in Anatomy and Physiology I by investigating the normal anatomical structure, function, organization, and physiology of the cardiovascular, respiratory, digestive, lymphatic, urinary, endocrine and reproductive systems.

*Prerequisite:* ALH155 and ALH155L

*Co-requisite:* ALH165L

*Terms Offered:* WI

**ALH165L Advanced Anatomy and Physiology II+****1 Credit**

This course is the practical laboratory application of the concepts learned in ALH165, Advanced Anatomy and Physiology II. The focus of this course is the normal of the human body including the cardiovascular, respiratory, digestive, lymphatic, urinary, endocrine and reproductive systems.

*Prerequisites:* ALH155 and ALH155L

*Co-requisite:* ALH165

*Terms Offered:* WI

**ALH180 Medical Administrative Procedures\*****3 Credits**

In this course, the allied health student is trained in the most up-to-date administrative functions in physicians' offices. Important aspects of office procedures include communicating and interacting with patients, the role of the receptionist, effective telephone usage, administrative planning, supply and task organization, and time management. Scheduling appointments, processing mail, filing, treatment of clinical and financial records, accounts payable, accounts receivable, billing, and credit and collection procedures are studied as well. This course will also expose the student to the operation of a computerized medical office management program. Applications of medical practice software will be explored.

*Prerequisites:* ALH108, ALH145 and ENG101

*Terms Offered:* SP & FL (online)

**ALH208 Clinical Procedures\*****3 Credits**

This course emphasizes the information on the medication label and the physician's order. Identification of the classifications of medications including indications for use, desired effects, side effects, and adverse reactions will be studied. Students will learn the concepts used to calculate medication dosages. A comprehensive review of basic math theory is given. Wound care and dressings will be discussed. Additional topics include surgical asepsis, assisting with minor surgeries, and theory of IV therapy.

*Prerequisites: ALH108 and ALH145*

*Terms Offered: WI & SU (on ground)*

**ALH210 Clinical Techniques\*****3 Credits**

This course will outline the principles and procedures of complete physical, gynecological, obstetrical, and pediatric examinations. The student is given the opportunity to gain basic knowledge and understanding of the purposes, techniques, and the procedures of electrocardiography, radiology, pulmonary function testing, and medication administration that are commonly associated with the physician's office.

*Prerequisites: ALH122, ALH145, and ALH208.*

*\*ALH122 can be taken concurrently with ALH210.*

*Terms Offered: SP & FL (on ground)*

**ALH230 Disease and Diagnostic Methods\*****3 Credits**

This course introduces pathology and disease by investigating the etiology, pathophysiology, and clinical manifestation of a wide variety of diseases affecting the various body systems of the human body. Diagnostic procedures and treatments for various disorders will be discussed. Students will develop sensitivity for persons with various disabilities. Communication skills between patient, family, and healthcare personnel will be addressed through student presentations.

*Prerequisites: ALH122 or ALH130 or ALH165*

*Terms Offered: WI & SU (online)*

**ALH255 Medical Law and Ethics\*****3 Credits**

This course is an in-depth study of law and ethics as they pertain to health care and related fields. There are extensive discussions of legal, ethical, and bio-ethical issues which affect all aspects of medical office personnel. An emphasis on Pennsylvania laws affecting liability, licensure, and health care directives is presented. Students will discuss and develop sensitivity for persons with disability, cultural, and socioeconomic differences.

*Terms Offered: SP, FL*

**ALH280 Professional Behaviors for the Allied Health Professional+ 3 Credits**

This course teaches the concepts and scope of physical therapy and its relationship to other health care professions. The role the physical therapist, physical therapist assistant, and physical therapy aide are discussed with emphasis on supervisory relationship, professionalism, and communication. Students will be able to analyze the societal, professional and personal belief systems, as they discover the relationships of psychology, ethics and the law. Cultural diversity, and socioeconomic differences will also be discussed. Student will develop appropriate communications skills within the healthcare field.

*Prerequisites: ALH108 or PTA100*

*Terms Offered: SP & FL*

**ALH299 Medical Assisting Internship\*****3 Credits**

The Medical Assisting Internship experience at Central Penn includes an on-the-job educational experience. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment. The student will complete a formal program review and sit for the certification exam.

*Prerequisites: Completion of all core courses with a "C" or higher and passing grades in all general education courses and STS300.*

**ALH310 Medical Laboratory\*****3 Credits**

This is a clinical laboratory course designed especially for the medical assistant student and/or other medical personnel employed in physicians' offices. Emphasis is placed on quality assurance and safety requirements following OSHA guidelines. Instruction and practice will be provided in specimen collection and in CLIA Waived testing in urinalysis, hematology, clinical chemistry, immunology, and microbiology. While being observed by the instructor, the student will perform 25 successful venipunctures. The CPT exam is offered at the completion of this course. Electronic medical records will also be presented.

*Prerequisites: ALH108, ALH145 and ALH122 or ALH130*

*Terms Offered: WI & SU (on ground)*

**ALH320 Health Services Organization and Management\*****3 Credits**

This course involves the organization of the U.S. healthcare delivery system, and the basic management strategies and practices, which are implemented to administer its component parts. Dynamics of the interrelated components of the system are considered in terms of the impacts of social, political and economic change, and evolving system components to effectively accommodate and manage these changes.

*Prerequisite: BUS220*

*Terms Offered: WI, SU*

**ALH330 Healthcare Policies and Politics\*****3 Credits**

This course is the study of conflict resolution and resource allocation (or reallocation) by legislatures, courts, and "public" opinion. Healthcare policies include statutes and court decisions that define principles of legal liability in health, healthcare, and health insurance. It also involves consideration of accepted norms of conduct that influence the law and are influenced by the law, but do not have the traditional attributes of legal structures. Legal aspects include common law court decisions, as well as statutory law and administrative regulations that impact the healthcare system.

*Prerequisite: BUS220 (for Healthcare Management and Business Administration Students Only)*

*Terms Offered: WI, SU*

**ALH350 Medical Seminar\*****3 Credits**

In this upper level course, the students will practice administrative and clinical skills from the program in the Medical Assisting Laboratory. The course is designed to illustrate and explore the role of medical personnel within the framework of the health care profession and to assist the student in the transition from student to health care team member. The student becomes aware of the role the MA plays in promoting a professional image for the practice and of health care resources. Nutrition and diet therapy are studied. The law and ethics of healthcare are discussed. CPR, first aid training, emergency management, and emergency preparedness are presented.

*Prerequisite: ALH210 or concurrent registration*

*Terms Offered: SP & FL (on ground)*

**ALH365 Issues and Trends in Healthcare\*****3 Credits**

This course examines the challenges that have shaped the healthcare delivery system in the United States. The course will focus on key issues facing healthcare such as cost, access and quality and their impact on the issues and trends within the current environment of healthcare systems. In addition, this course will explore how the changing dynamics of healthcare directly impact patient care.

*Prerequisite: ALH320 or ALH330*

*Terms Offered: SP, FL*

**ALH370 Healthcare Informatics\*****3 Credits**

Medical information is an important part of healthcare delivery. Healthcare professionals must have an understanding of how computers are used to deliver healthcare. This course will provide students from across a range of healthcare professions an exploration of information technology as it applies to healthcare, the knowledge and skills to manage health information technology to improve patient care, comply with accreditation and government regulations, and achieve efficiencies.

*Prerequisite: ALH330*

*Terms Offered: WI, SU*

**ALH375 Interprofessional Healthcare Team\*****3 Credits**

This course explores theoretical concepts of leadership in an interdisciplinary health care environment and provides practical examples of these concepts from the perspective of health care scholars, scientists, faculty, and health administration professionals. It will introduce multidisciplinary collaboration in three modules: Teamwork and Group Development, Leadership in Interdisciplinary Groups and Building Sustainable, Collaborative Cultures.

*Prerequisite: ENG220 or NUR330*

*Terms Offered: SP, FL*

**ALH388 Healthcare Quality Management\*****3 Credits**

Efficient organizational processes, product and service quality, and customer satisfaction are consistently moving targets. This course will explain the basic principles and techniques of quality management (QM) in healthcare and how healthcare organizations can create a cycle of continuous process improvement. A range of topics will be covered including measuring performance to creating high-quality services that satisfy customer expectations, use of QM to aid in identification and quality problem-solving, and compliance with government and accreditation standards. This course will prepare Allied Health students to understand their role in the QM process and how QM can be applied in their respective areas within the organization.

*Prerequisite: ALH320*

*Terms Offered: WI, SU*

**ALH400 Hospital and Health Services Administration\*****3 Credits**

This course prepares the student to carry out the day-to-day responsibilities of a hospital or healthcare facility administrator. Issues of cash flow, personnel policy, staff interactions, record keeping, reporting requirements, inventory and supplies, security, organizational and management practices are examined. There is a project requiring the student to interview administrators in each of three different types of healthcare facilities, to compare the similarities and differences. The student will arrange their internship project as an outcome of this course.

*Prerequisites: ALH410 and BUS365*

*Terms Offered: SP, FL*

**ALH405 Healthcare Leadership\*****3 Credits**

The rate of change in healthcare organizations requires development of leadership competencies. To meet these challenges, skilled leadership is needed that understands emerging best practices in relation to relevant leadership theories. This course is designed for students to understand and apply leadership theory including transformational and servant leadership, and address the specific issues related to healthcare leadership. Particular emphasis is placed on the leadership process, strategy development and conflict management.

*Pre-requisite: ALH255 and BUS365*

*Terms Offered: SP, FL*

**ALH410 Health Economics and Financing Strategies\* 3 Credits**

This course includes analysis of financial flows, third-party payment programs, and reimbursement practices in the health sector. An economic analysis of the U.S. healthcare system regarding organization and financing policy issues will also be considered.

*Prerequisites: BUS100 and BUS365*

*Terms offered: WI, SU*

**ALH420 Healthcare Planning and Marketing\* 3 Credits**

This course considers planning and marketing from the perspective of an administrator with responsibility for delivery of a particular healthcare service to the public. The product may be a general hospital, a specialized clinic, or a residence and long-term care facility. Consideration is given to differences of approach to each of these various services, and also to the planning and marketing strategies, which are common to all. Public policy and government planning functions are also considered, as well as direct and indirect inputs from professional organizations, insurance providers, and other relevant parties. The student will estimate public utility and benefits provided vs. actuarial cost incurred, means of financing and costing long-term facilities, staffing needs, major equipment, supplies, indirect costs in the planning process, cost recovery strategies and marketing plans, and philosophical policy ideas.

*Prerequisites: BUS220 and BUS230*

*Term Offered: SU*

## Arts

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**ART100 Drawing and Illustration 3 Credits**

This course is designed to introduce students to drawing and illustration techniques that focus on proportion, light, and perspective. Using media such as pencil, charcoal, pen, and pastels, students translate abstract concepts into visual design.

**ART105 Arts and Humanities 3 Credits**

A course designed to introduce students to the arts — specifically, painting, literature, drama, and music as distinguished from the sciences and from history, philosophy, and theology. Through a variety of experiences, including lectures, guest speakers, field trips, and projects, students develop the ability to critically appreciate “the arts.”

**ART115 Theater and the Performing Arts 3 Credits**

This is an introductory course in which students will learn both the tradition and the mechanics of theater: its history, purpose, and meaning. The course will focus on questions of theatre and society, global traditions and similarities, and multicultural representations. Students will learn theatre concepts and specific historical traditions through study, analysis, and performance.

**ART120 Art Appreciation 3 Credits**

Why do we make art? This course is an introduction to the artistic techniques, styles, periods, and production of art from pre-history to present. Particular emphasis is placed on the origins and historical development of art as well as the design principles of art forms such as architecture, sculpture, painting, and photography. Students will ask questions about the status of art, its relationship to identity formation, and its sociocultural function.

**ART205 Art History 3 Credits**

This introduction to the history of art provides a critical analysis of artistic forms from prehistory to the present. Periods such as prehistoric art, ancient Greek and Roman art, medieval art, Renaissance art, Baroque and Rococo art, and contemporary art are covered. The scope of the course is global in nature with particular emphasis on Africa, Asia and the Americas.



## Biology

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An asterisk (\*) denotes a C is required to progress.

### **BIO100 Human Biology**

**3 Credits**

This course provides an introduction to the study of living organisms. Emphasis is placed on the structure and function of the cell as the basis of life. Each body system is studied. Additional topics will include human evolution, genetics, genetic engineering, and biotechnology.

*Terms Offered: WI, SU*

### **BIO105 Human Development**

**3 Credits**

This course studies human growth and development throughout the lifespan from the prenatal period through aging. Special emphasis is placed on normal physical, cognitive, social, and psychological growth so the student can recognize normal development as well as deviations from the normal.

### **BIO230 Advanced Biology I\***

**3 Credits**

This course is an introduction to the biological sciences. The focus of this course is the study of living organisms with an emphasis on the structure and function of the cell as the basis of life. Topics include elements of biochemistry, cell structure and function, reproduction, genetics, and elements of physiology.

*Co-requisite: BIO230L*

*Terms Offered: SP, FL*

### **BIO230L Advanced Biology Lab I\***

**1 Credit**

This course is the practical laboratory application of the concepts learned in BIO230, Advanced Biology I. The focus of this course is the study of living organisms with an emphasis on the structure and function of the cell as the basis of life.

*Co-requisite: BIO230*

*Terms Offered: SP, FL*

### **BIO330 Advanced Biology II\***

**3 Credits**

This course provides an overview of cell biology, both at the structural and functional level highlighting medical implications and builds on the concepts introduced in BIO230. Topics of study include biomolecular structure and function, fundamental molecular biology of the cell, genetics, genetic engineering, and biotechnology.

*Co-requisite: BIO330L*

*Prerequisites: BIO230 and BIO230L*

*Terms Offered: WI, SU*

### **BIO330L Advanced Biology Lab II\***

**1 Credit**

This course is the practical laboratory application of the concepts learned in BIO330. Topics of student include biomolecular structure and function, fundamental molecular biology of the cell, genetics, genetic engineering, and biotechnology.

*Co-requisite: BIO330*

*Prerequisites: BIO230 and BIO230L*

*Terms Offered: WI, SU*

### **BIO430 Advanced Microbiology\***

**3 Credits**

This course covers principles of microbiology with an emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity.

*Co-requisite: BIO430L*

*Prerequisites: BIO230, BIO230L, CHM200, and CHM200L*

*Terms Offered: SP, FL*

**BIO430L Advanced Microbiology Lab\*****1 Credit**

This course is the practical laboratory application of the concepts learned in BIO430. Emphasis is on the relationship between microorganisms and human disease, identification and control of pathogens, disease transmission, host resistance, and immunity.

*Co-requisite: BIO430*

*Prerequisites: BIO230, BIO230L, CHM200, and CHM200L*

*Terms Offered: SP, FL*

**Business**

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**BUS100 Introduction to Business****3 Credits**

This is a fundamental survey course in Business Administration offering a basic understanding of the nature and scope of business in the modern world. Consideration of business practices, such as management, organization, production, human resources, information technology, marketing, and ethics, is an integral part of the course. Students use a variety of external resources.

**BUS105 Fundamentals of Selling****3 Credits**

This is a fundamental course for students to learn about the selling environment and successful selling techniques, including presentation and closing skills. The course emphasizes the desirable qualities of a successful salesperson with a special emphasis on building relationships, customer relationship management and product knowledge. Students participate in role-playing and sales presentations to develop selling ability and self-confidence.

**BUS120 Spreadsheet Applications****3 Credits**

This course is designed to expose the students to the advanced capabilities of spreadsheet software. The use of current spreadsheet software is integral to creating spreadsheet projects based on real business situations.

**BUS200 Finance I****3 Credits**

This course is a study of the financial problems associated with the life cycle of a business. Topics covered include the sources and use of business funds, cost of capital, risk, asset management, and capital investments and valuation. Students are trained in the programming and use of the widely-accepted financial calculators for the solution of practical business applications.

*Prerequisite: ACC110 or concurrent registration*

**BUS210 Macroeconomics****3 Credits**

This course is an introduction to the concepts, principles, and problems of economics. Emphasis is placed on the role of monetary and fiscal policy in pursuing macroeconomic objectives.

**BUS215 Microeconomics****3 Credits**

This course will examine the factors that affect the economic choices of consumers or producers when purchasing or selling goods and services.

**BUS220 Principles of Management****3 Credits**

This course provides a conceptual framework for fundamental knowledge of management. Primary consideration is given to the areas of planning, organizing, leading, and controlling. Emphasizing both the art and science of management through a variety of approaches to learning that may include lecture formats, case studies, outside readings and interviews.

**BUS230 Principles of Marketing****3 Credits**

This course studies current concepts and strategies of marketing activities. The marketing environment including ethics and social responsibility are brought out. The major divisions in marketing and their relationship to target markets, products, strategies, and distribution are discussed. Studies of current practices of specific companies are reviewed and analyzed.

*Prerequisite: BUS100 or BUS220*

**BUS235 Consumer Behavior****3 Credits**

This course concentrates on the theories of consumer behavior and research findings as they apply to the sales effort. The course includes concepts such as factors affecting buying decisions, media selection and effectiveness, and consumer response measurements.

**BUS240 Survey of Sports Management****3 Credits**

This is an overview of the general areas of sports management with emphasis on the relationship of developing and using a marketing strategy. Included in the study is the relationship of management with the customer and participants from the planning stage through the execution stage.

**BUS245 Human Resources****3 Credits**

This course provides guideposts for effective performance in recruiting, selecting and placing people in the right jobs, training and development, performance appraisals, benefits and compensation, health and safety in the workplace, and labor relations.

*Prerequisite: BUS100 or BUS220*

**BUS250 Advertising****3 Credits**

This course is a study of the principles involved in the planning, creation, and use of advertising through the use of newspaper, magazine, radio, television, outdoor, and direct mail. This course includes the economics, methods, and psychology of advertising, with an introduction to marketing research, consumer analysis, and market analysis. Work is done in creation of original copy and layout.

**BUS260 International Business****3 Credits**

This is a fundamental course addressing international business and management. The course focuses on international business with a study of how the political, social, and economic environment of foreign cultures affect business attitudes and operations. The impact of cultural, economical, and political forces on business practices in a global organization is studied.

*Prerequisite: BUS100 or BUS220*

**BUS265 Business Ethics****3 Credits**

This course prepares future managers to understand ethical issues specific to business. Topics include the significance of ethics as a core component of business growth; ethical challenges related to management conduct, judgment and decision-making; the source of ethical problems in business and how to prevent them; ethical issues specific to the functional areas of business including leadership, marketing, and finance; ethical considerations relative to -corporate stakeholders, the global business environment and environmental sustainability; and ethical management in a world of fast-paced technological change.

*Prerequisite: BUS100 or chair approval*

**BUS270 Entrepreneurship and Small Business Management****3 Credits**

This course provides an overview of the responsibility and importance of "small businesses" as they relate to the current business community and the entrepreneur. It provides an understanding of the complexities and problems associated with ownership, management, administration, and finances.

*Prerequisites: COM101 and BUS230*

**BUS300 Finance II****3 Credits**

Emphasis in this course is placed on the decision-making process with regard to liabilities and capital. Students analyze problems related to short- and intermediate-term financing, long-term financing, and capital structure and dividend policy faced by management. Students are trained in the programming and use of the widely-accepted financial calculators for the solution of practical business applications.

*Prerequisite: BUS200*

**BUS301 Retail Management****3 Credits**

This course studies the strategic retail management process, including the retail mix and retail environment. The primary focuses are targeting customers, information gathering, location analysis, merchandise and operations management, pricing strategy, promotional strategy, and integrating and controlling the retail strategy.

*Prerequisites: BUS220 and BUS230*

**BUS302 Health, Safety, and Security****3 Credits**

This course is designed to identify key occupational health, safety, workplace security theories and concepts. The course covers legal and regulatory requirements affecting health related programs, policies, and employment liabilities.

*Prerequisite: BUS245*

**BUS303 Recruitment, Selection, and Placement****3 Credits**

This course studies the successful person/organization match. The course discusses the external influences such as economic conditions, labor markets, unions, and laws and regulations. It also covers the staffing support systems such as staffing strategy and planning, job analysis, measurement, and major staffing activities.

*Prerequisite: BUS245*

**BUS304 Strategic Planning and Marketing Communications****3 Credits**

This course is a comprehensive and integrated study of strategic planning and marketing communications. Advertising, sales promotion, direct marketing, Internet marketing, personal selling, and public relations/publicity are discussed and related to strategic planning. Students will evaluate the relationship between marketing management and marketing communications.

*Prerequisite: BUS230*

**BUS305 Investments****3 Credits**

This course analyzes the varying degrees of risk and return from different types of investments. Topics include securities and securities markets, portfolio policies, institutional investment policies, and management of investment funds. Students are trained in the programming and use of the widely accepted financial calculators for the solution of practical business applications.

*Prerequisite: BUS200 or BUS215 or MTH010*

**BUS320 Money and Banking****3 Credits**

This course is a study of the American banking system, monetary theories, and monetary policy. Topics include the relationship of money and the banking system to the functioning of the monetary policy implementation.

*Prerequisite: BUS215*

**BUS325 Electronic Business****3 Credits**

This course is an intense study of the business implications of the automation technologies and telecommunication systems that have driven the field of electronic commerce to the modern era of electronic business. This demonstrates the utilization of electronic business tools based on electronic data interchange, the Internet, the World Wide Web, and other sources. It not only covers the marketing and selling of products electronically, but explores the major electronic aspects of business operations.

*Prerequisite: BUS100 or BUS220*

**BUS330 Nonprofit Organizations****3 Credits**

This course provides the basic framework for management of nonprofit organizations, including the managing of volunteers. The focus is on business strategies taken by nonprofit organizations.

*Prerequisite: BUS220*

**BUS335 Insurance****3 Credits**

Most individuals, families, and businesses have a strong desire for financial security and protection against those events that threaten their financial security. For most people and companies, insurance is the major technique for handling risk. This course covers vehicles of risk management through insurance concepts including personal property, commercial property, and life and health.

*Prerequisite: BUS100*

**BUS345 Operations Management****3 Credits**

This course is a study of the management of operations, incorporating decision-making techniques used in operations management. Topics include the practical applications to product design and process selection, design of facilities and jobs, and supply chain management. Methods for developing and analyzing standards, measures, and processes are also discussed. Other topics incorporate an overview of inventory concepts, Total Quality Management including an ISO9000 overview, and business operations re-engineering.

*Prerequisites: BUS100 or BUS220 and TEC103 or another college-level computer course*

**BUS355 Project Management****3 Credits**

This course is for those who seek a hands-on approach to project management. It is an application-oriented approach which provides a road map for managing various types of technical or non-technical projects including manufacturing scheduling, construction, research and development projects, and special events through the use of computer applications and short-term hands-on projects.

*Prerequisite: BUS100 or BUS220*

**BUS360 Marketing Research****3 Credits**

This course deals with the tools of marketing, sampling, analysis of internal data, locating data, observation, and experimentation in marketing research. It also examines defining the problem, developing and executing the research plan, preparing research reports, and exploring major areas of research application. Students apply marketing research techniques to a hands-on project.

*Prerequisites: BUS230 and MTH200*

**BUS365 Organizational Behavior****3 Credits**

This course is a study of multi-disciplinary approaches to the organization as a complex system. Emphasis is placed on the importance of managing, leading, and understanding the ethical implications of managerial decisions, workplace diversity, organizational change, and organizational culture. In addition, this course focuses on employee attitudes, perceptions, emotions, and motivational influences, with the intent of gaining a better understanding of workplace behaviors.

*Prerequisites: BUS220*

**BUS371 International Human Resource Management 3 Credits**  
This course provides an in-depth study of global human resource management. The student will develop a global perspective on policies and procedures related to management strategies, expatriate and global employment, leadership roles and development, the impact of joint ventures and acquisitions, knowledge sharing, facilitating change and the redesign of traditional processes including talent acquisition, training and development, and performance evaluation in a multi-national organization.  
*Prerequisite: BUS245*

**BUS380 Business Policy Formulation 3 Credits**  
This course is designed from the case problems approach that presents a cross-section of the decision-making situations faced by management. In addition to the traditional policy and control, emphasis is given to situations involving leadership, organization, communications, career counseling, and social responsibility.  
*Prerequisite: BUS220*

**BUS401 Organizational Process Improvement 3 Credits**  
Efficient organizational processes, product and service quality, and customer satisfaction are consistently moving targets. Therefore, an organization that aspires to be the best must create a cycle of continuous process improvement within. This course examines organizational process improvement related to the hard and soft system approaches of decision-making including assessing expectations of internal and external constituents, identifying the difference between the current state and the desired state, and empowering organizational teams to close the identified gaps between the current and desired states.  
*Prerequisite: BUS365*

**BUS402 Organizational Change Management 3 Credits**  
This course covers the current proven techniques for the management of change in organizations. Effecting change is an absolute necessity for upper management of private companies, educational institutions, and government entities, small, large, for profit, or nonprofit. Emphasis is on leading change at all levels of an organization and the culture and political environments in which change occurs. Course includes an exploration of designing, planning and implementing change using soft and hard organizational systems. The course will evaluate leadership at all levels, customer satisfaction, employee satisfaction, business process integration, and quantifiable results related to organizational change.  
*Prerequisite: BUS365*

**BUS405 Business Marketing 3 Credits**  
This course examines the marketing of goods and services between businesses, with a special emphasis on organizational buying. Special focuses are on relationship marketing and integrated marketing communications for business-to-business marketing.  
*Prerequisite: BUS230*

**BUS430 Marketing Management 3 Credits**  
This course integrates marketing concepts for strategic planning, implementation, and control. The primary focuses are analyzing marketing opportunities, developing marketing strategies, managing the total marketing effort, and understanding future marketing trends.  
*Prerequisite: BUS230*

**BUS435 Personal Financial Management 3 Credits**  
This course is an investigation of obtaining the maximum benefits from limited financial resources on a personal basis. Financial goals form the basis for financial planning. Without these goals, planning is extremely difficult. Many people prefer to avoid financial problems or turn them over to someone else such as a financial planner. We will cover various topics of personal finance to prepare the student for personal financial planning.  
*Prerequisite: BUS200*

**BUS440 International Finance****3 Credits**

This course is an investigation of the challenges of doing business in an increasingly global environment. Special emphasis is placed on the cultural, political, financial, and social diversities of international financial institutions. It examines the financial strategies of global firms and the challenges of international financial decisions.

*Prerequisites: BUS200 or concurrent registration and BUS260 or concurrent registration*

**BUS450 Labor Relations****3 Credits**

This course studies the evolving labor-management relationship and the collective bargaining process in public and private sector organizations. The course includes the historical, legal, and structural environments of the labor-management relationship in the U.S. today.

*Prerequisites: BUS220 and BUS245*

**BUS455 Compensation and Benefits****3 Credits**

This course is an examination of financial reward systems in organizations and the study of relevant theoretical and legal perspectives. Topics include job evaluation wage surveys, incentives, pay equity, benefits, and compensation strategy.

*Prerequisite: BUS245*

**BUS460 Evaluation and Assessment****3 Credits**

This course prepares the student to understand effective performance management in a quality context. The use of multi-source feedback for employee development and evaluation of current legal issues in performance appraisals will be discussed.

*Prerequisite: BUS245*

**BUS465 Training and Development****3 Credits**

This course covers the field of training and development from orientation and skills training to career and organization development.

*Prerequisite: BUS245*

**BUS470 Business Seminar****3 Credits**

This course is a capstone that synthesizes all business concepts including marketing, human resources, quantitative methods, global strategies, accounting, finance, production, service, and policy issues. Through case studies and participation in a real-world strategy simulation game, students will be able to apply all previously learned business concepts.

*Prerequisites: BUS200 (or concurrently) and BUS230 and BUS260*

**BUS490 Applied Business Research Methods****3 Credits**

This course is an introduction to quantitative methods utilized in organizational research, including measurement, experimental control, validity, and the fundamentals of research design. In addition, topics stressed will be the scientific method, data distributions, probability, and statistical inference. Working in groups, students will be required to complete a research problem addressing a real-world business dilemma.

*Prerequisites: MTH200 and BUS365*

## Chemistry

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*An asterisk (\*) denotes a C is required to progress.*

**CHM200 Introduction to Chemistry\*****3 Credits**

This general chemistry course is designed to serve as a foundation for the student about to enter the study of allied health sciences. Topics covered include chemistry and measurement, energy and matter, atoms and elements, nuclear chemistry, compounds and bonding, chemical reactions, gases and solutions, chemical equilibrium, acids and bases.

*Co-requisite: CHM200L*

*Prerequisite: MTH105*

*Terms Offered: SP, FL*

**CHM200L Introduction to Chemistry Lab\*****1 Credit**

This course is the practical laboratory application of the concepts learned in CHM200, Introduction to Chemistry. Topics applied in this course include chemistry and measurement, energy and matter, atoms and elements, nuclear chemistry, compounds and bonding, chemical reactions, gases and solutions, chemical equilibrium, acids and bases.

*Co-requisite: CHM200*

*Prerequisite: MTH105*

*Terms Offered: SP, FL*

**CHM310 Organic Chemistry\*****3 Credits**

This course is a one-term organic chemistry course in which students are introduced to the fundamentals of organic chemistry. Emphasis is placed on the structure, properties, synthesis, reactions and simple mechanisms of aliphatic and aromatic hydrocarbons, alcohols, ethers, aldehydes, ketones, amines, carboxylic acids and their derivatives, and biologically important molecules.

*Co-requisite: CHM310L*

*Prerequisites: CHM200 and CHM200L*

*Terms Offered: WI, SU*

**CHM310L Organic Chemistry Lab\*****1 Credit**

This course is the practical laboratory application of the concepts learned in CHM310, Organic Chemistry. Emphasis is placed on the structure, properties, synthesis, reactions and simple mechanisms of aliphatic and aromatic hydrocarbons, alcohols, ethers, aldehydes, ketones, amines, carboxylic acids and their derivatives, and biologically important molecules.

*Co-requisite: CHM310*

*Prerequisites: CHM200 and CHM200L*

*Terms Offered: WI, SU*

**CHM400 Biochemistry\*****3 Credits**

Biochemistry involves the study of the molecular composition of living cells, the organization of biological molecules within the cell, and the structure and function of the biological molecules. The biological macromolecules which are included in this course are proteins, polysaccharides, and polynucleic acids (DNA and RNA), including monomeric units of these macromolecules. We will also examine the structure and function of lipids, a fourth important type of biological molecules and a major component of cell membranes. We will also study the biological transport in membranes.

*Co-requisite: CHM400L*

*Prerequisites: CHM310 and CHM310L*

*Terms Offered: SP, FL*

**CHM400L Biochemistry Lab\*****1 Credit**

This course is the practical laboratory application of the concepts learned in CHM400, Biochemistry. Biochemistry involves the study of the molecular composition of living cells, the organization of biological molecules and the structure and function of the biological molecules. The macromolecules utilized in this course are protein, polysaccharides, polynucleic acids (DNA and RNA), lipids, and biological transport mechanisms in membranes.

*Co-requisite: CHM400*

*Prerequisites: CHM310 and CHM310L*

*Terms Offered: SP, FL*



## Communications

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*An asterisk (\*) denotes a C is required to progress.*

### **COM100 Survey of Mass Communications**

**3 Credits**

This course introduces students to mass communications as a field of study, focusing particularly on historical, social, and political intersections of media and culture. Various forms of media and their intersections with journalism, advertising, public relations, ethics, and government will be considered from both a national as well as a global perspective. Seminal theories of mass communication will be introduced as well.

*Terms Offered: FL*

### **COM101 Introduction to Human Communication**

**3 Credits**

This course is a study of the basic principles of human communication contexts such as intrapersonal, small group, and public speaking. It provides an introduction to human communication and addresses the role of communication in the student's professional and personal life.

### **COM105 Foundations of Corporate Communications**

**3 Credits**

A foundation course for the communications Bachelor's concentration in corporate communications, this course gives students an understanding of the interrelationship between communications practitioners and the corporate environment. Emphasis is placed on different types of organizations that need communications specialists, functions of communications specialists within specific organizations, and how those roles differ from those of communications practitioners outside of the corporate environment.

### **COM112 Digital Photography**

**3 Credits**

This course introduces students to the basic concepts of digital photography. Emphasis is placed on capture and composition, digital editing and manipulation, and framing. Students will gain knowledge about digital technology and its relationship to traditional photography. *Students must provide their own digital camera to participate in this course.*

### **COM115 Digital Image Editing**

**3 Credits**

This course is an introduction to digital photography and the manipulation of images. The use of a digital camera and the importation of images into the computer is covered. Techniques for the combination of graphics and images, as well as photo manipulation and correction are demonstrated. Other topics covered include practices of photo repair, distortion, and collage. The removal of backgrounds through use of alpha channels and the preparation of images for output to print and web are also covered. The class utilizes the industry-standard application for pre- and post-processing of images. Additional time outside of class is needed to complete projects.

### **COM125 Digital Photography and Image Editing**

**3 Credits**

This course is an introduction to digital photography and the manipulation so images. Students will gain knowledge about digital technology and its relationship to traditional photography. The use of a digital camera and the importation of images into the computer is covered. Techniques for the combination of graphics and images, as well as photo manipulation and correction are demonstrated. Students must provide their own digital cameras or use highquality smartphones.

### **COM130 Public Relations**

**3 Credits**

This course introduces students to the field of public relations. Its history and social significance, including ethical considerations, are surveyed. Various types as well as core practices of public relations are defined and contextualized. Key phases of planning and executing public relations are defined and analyzed. Common careers in public relations are examined as well.

*Terms Offered: SU, FL*

**COM140 Media Writing\*****3 Credits**

Introduces the variety of mass communication mediums students may encounter in their professional careers. The course focuses on preparation and presentation of various mass communication formats. It examines message construction, framing, and interpretation from the perspective of print and electronic media, public relations, and advertising. Study of grammar, spelling, and Associated Press (AP) news style is also a focus. A proficiency exam will be given during the semester. Students must earn a course grade of "C" or better to progress in the program.

*Terms Offered: SU, FL*

**COM200 Technical Writing****3 Credits**

This is a writing course designed to develop writing skills specifically for technical documents, such as instructions and process analysis, and for written and oral business reports.

*Prerequisite: COM140*

**COM205 Cases in Public Relations****3 Credits**

This is an advanced public relations course that focuses on how organizations, both private and government, deal with public relations issues. The course will examine real-life public relations issues that face organizations and how those organizations dealt with the particular public relations issues.

*Prerequisite: COM130*

**COM210 Contemporary Media Issues****3 Credits**

This course continues the in-depth study of mass media and its effects upon audiences. Students will discover the importance of communications research, the news process, and international mass communications, as well as the political, ethical, and legal issues of mass media.

*Prerequisites: COM100 and COM140*

**COM215 Communications Ethics****3 Credits**

This course provides an in-depth analysis of the principles and concepts involved in the ethics of communications practitioners. Emphasis is placed on the development of decision-making skills as they apply to practical ethical issues in the communications field. Topics covered include truth and objectivity, ethical responsibility to the public and ethical boundaries in media coverage.

*Prerequisite: COM140*

**COM220 Journalism I****3 Credits**

This course is an introduction to journalism, including the elements of news, the style and structure of news stories, news-gathering methods, copyrighting and editing, and reporting.

*Prerequisite: COM140*

**COM225 Writing for Public Relations****3 Credits**

This is an intermediate public relations course that focuses on the actual preparation and writing involved in public relations practices rather than the general theory of public relations. The course is writing-intensive and is designed to give the student hands-on experience in the various types of writing required of public relations practitioners, plus give students a portfolio of sample writings. Students will additionally participate in mock exercises testing their writing skills under deadline.

*Prerequisite: COM130*

**COM230 Desktop Publishing I****3 Credits**

This course introduces the basic graphic design skills needed for students to achieve organizational and/or client publishing goals. Modern, open-source programs will be discussed and used to create professional caliber design for posters, social media graphics, event flyers, and other types of graphical business communication.

*Prerequisite: COM140*

**COM235 Management Proposal Writing****3 Credits**

This course is a comprehensive approach to the development of business proposal and persuasive writing. The course develops strategies for collecting business and situational information, visualizing complex situations, and identifying the proper boundaries for identifying solutions. Case study examples help illustrate the proposal writing process, including budget development, proposal composition, editing, and revisions.

*Prerequisite: ENG102*

**COM240 News Editing and Design****3 Credits**

This course introduces students to the fundamentals of editing print and electronic news writing. Topics covered include an overview of grammar, journalistic style, basic proofreading techniques, editing for content, and editing for design. Responsibilities of editors in news organizations are also discussed. Students in this course are required to contribute to campus publications or community newspapers.

*Prerequisite: COM220*

**COM245 Opinion Writing****3 Credits**

This course profiles for students the methods of writing opinion for print. Topics discussed include the ethics and responsibilities of opinion writers, specific types of editorials, AP style, and how to submit columns for publication. Students will write a variety of opinion pieces, including a personal opinion column, a critical review, and a humor column. Students are required to submit one writing assignment for publication in a professional periodical.

*Prerequisite: COM220*

**COM265 Organizational Communications and Leadership****3 Credits**

This is a course that examines how leaders within an organization can effectively communicate with target publics both inside their organization and outside it as well. Leadership skills—including teamwork, diversity, and empowerment—in a modern workplace will be discussed. Students will examine case studies as well as create their own vehicles of communication in various delivery methods.

*Prerequisite: ENG101 and COM101*

**COM270 Writing for Broadcast Media****3 Credits**

This course is intended to teach students to write for radio and television, including news, commercials, public service announcements, editorials, and radio music scripts.

*Prerequisite: COM140*

**COM275 Web Design I****3 Credits**

This course emphasizes the importance of WEB sites in communicating information to a wide range of publics in the corporate and other settings. Course content will include but not be limited to discussion of Internet and intranet site use. Comparison and contrast of successful and unsuccessful web sites is incorporated. Students will learn how to write, edit and place (emphasis on placement) written and graphic content on websites to most effectively communicate mission-critical and other information to a variety of publics, within and outside a range of organizations. Additional time outside class will be needed to complete projects.

*Prerequisites: COM130 and COM225*

**COM290 Video Production****3 Credits**

This course is designed to introduce students to the basics of video production, both behind and in front of the camera. Students will be expected to create storyboards, scout locations, conduct interviews, produce informative video and edit that video into a final product. Students will also develop an appreciation of and ability to critique video productions.

*Prerequisite: COM101*

**COM305 Media Relations****3 Credits**

This course is designed to give students an in-depth look at the interrelationship between the media and other organizations. Topics discussed include effective ways for corporate communications practitioners to interact with the media, with a focus on different social channels, and addressing problems that may arise between the media and private industry, and methods of resolving such problems. Specific case studies will be analyzed.

Prerequisite: COM140

**COM320 Feature Writing****3 Credits**

This second level journalism course builds upon basic news reporting and writing skills. The course will allow students to develop and write feature and opinion articles for print and/or online media. The course focuses on ethics and responsibilities, specific types of features and editorials, AP style, and how to submit articles and/or columns for publication.

Prerequisite: COM220

**COM330 Desktop Publishing II****3 Credits**

Students apply skills learned in Desktop Publishing I and related courses in the planning, implementation, and completion of at least one major project. Additional time outside class is needed to complete projects.

Prerequisite: COM230

**COM335 The Media and Society****3 Credits**

In this course, students will look critically at media messages and meanings for deeper understanding of values that both shape and reflect our culture and cultures abroad. Media, in its various forms, are discussed, along with cultural icons and media effects theories. Students will learn to conduct basic social science research and will study the effects of media on a specific group of people.

Prerequisite: COM140

**COM340 Communications Law****3 Credits**

This is an advanced communications course that explores legal issues, liberties, and restraints on media today. Of special concern will be restrictions and freedoms of commercial speech - advertising. Corporate speech, and everyone's access to public information, are also covered.

Prerequisite: COM140 or LGS110 or LGS250 or LGS260

**COM345 Media and Politics****3 Credits**

Students evaluate the relationship between political news coverage and audience demographics with respect to the framing of narratives/stories. Polarizing cultural issues are also examined in regards to civic engagement and political literacy.

Prerequisite: COM140 or LGS110 or LGS250 or LGS260

**COM360 Television and Screen Writing****3 Credits**

Students build upon earlier journalism skills by learning how to create a script for both television and motion picture, from the earliest stages of developing the concept to the marketing of the finished product.

Prerequisite: COM220

**COM365 Media During War****3 Credits**

Students learn about the changing relationship between the news media and the government during times of war and how each side seeks to control the news.

Prerequisite: COM220

**COM370 Public Opinion and Political Communications****3 Credits**

This course examines public opinion polling as it relates to political communications. The course will examine how polls are used in political campaigns and also later as a tool for

politicians for engineering political consensus on issues. The course will include a discussion of polling methodologies.

*Prerequisites: COM140 or LGS110 or LGS250 or LGS260 and MTH200*

**COM375 Political Speechwriting**

**3 Credits**

Students learn the role and importance of Presidential speechwriters, review the style of different Presidential speeches prepared by speechwriters, and write their own Presidential speeches during mock elections.

*Prerequisites: COM101 and COM140 or LGS110 or LGS250 or LGS260*

**COM305 Media Relations**

**3 Credits**

This course is designed to give students an in-depth look at the interrelationship between the media and other organizations. Topics discussed include effective ways for corporate communications practitioners to interact with the media, with a focus on different social channels, and addressing problems that may arise between the media and private industry, and methods of resolving such problems. Specific case studies will be analyzed.

*Prerequisite: COM140*

**COM385 Current Strategies in Electronic Media Programming**

**3 Credits**

The course provides insights into the programming of individual radio and television stations as well as those of major television and cable networks in the United States. Emphasis on issues involving program creation and development, scheduling, audience preferences, and broadcast and cable rating techniques.

*Prerequisite: COM140*

**COM390 Public Affairs Reporting**

**3 Credits**

Provides instruction in methods of gathering and reporting in the mass media information about government and politics, law enforcement agencies and the courts, labor, business and finance.

*Prerequisite: COM220*

**COM395 Photojournalism**

**3 Credits**

This is an advanced course for students who have an understanding of basic photographic equipment and photographic techniques. The course examines and explores use of visual communication techniques in print media and websites. Covers history of photojournalism, technical aspects of photojournalism, and modern visual communication production techniques in both traditional and digital formats. Assignments designed to teach how to produce and edit visual elements and combine them with text for both print and web-based publications.

*Prerequisite: COM220*

**COM405 Crisis Communications**

**3 Credits**

This course introduces students to how communications practitioners handle crisis situations in the corporate setting. Attention is given to crisis management plans, legal issues surrounding crisis communications, ethics in handling crisis situations, and a corporation's responsibility to its public.

*Prerequisite: COM140 or COM265*

**COM410 Media Events Planning**

**3 Credits**

This course is designed to provide students with the practical concepts needed to coordinate media events. Topics discussed include different types of events, the role of media at these events, and the specific functions of the communications specialist who is coordinating the event. Students will end the term with a culminating project of coordinating an actual media event for a client either internal or external to the college.

*Prerequisite: COM140*

**COM420 Projects in Corporate Communications****3 Credits**

This capstone course synthesizes the principles taught in lower-level corporate communications classes. Students will apply their knowledge to a communications project or projects for clients either internal or external to the college. This course will culminate in a campus-wide presentation of the project and the eventual implementation of the project for the client.

*Prerequisites: COM215*

**COM425 Fundraising and Grant Writing****3 Credits**

In this course, students analyze the process of raising funds for various types of non-political organizations as it relates to the responsibilities of communications practitioners. Students will analyze past capital campaigns for effectiveness and then apply their observations by designing, implementing, and evaluating their own mock capital campaign. Students also incorporate the fundamentals of writing grant proposals as a component of raising funds for organizations.

*Prerequisite: ENG102 or COM265*

**COM435 Campaign Advertising and Promotion****3 Credits**

This is an advanced course in political communications that examines the strategies, techniques, design, and impact of paid political communications. It will focus on the role of political advertising in a campaign, including radio, direct mail, and print, as well as television.

*Prerequisite: COM140 or LGS110 or LGS250 or LGS260*

**COM440 Lobbying****3 Credits**

This is an advanced course that explores the history and modern techniques of lobbying of federal and state legislatures and regulatory agencies by special interest groups and by other government agencies.

*Prerequisite: COM140 or LGS110 or LGS250 or LGS260*

**COM445 Political Fundraising and Campaign Finance Law****3 Credits**

This is an advanced studies course exploring federal and state law regarding campaign financing, the rise of political action committees, and effective methods for generating election funds.

*Prerequisite: COM140 or LGS110 or LGS250 or LGS260*

**COM450 Propaganda and Policy****3 Credits**

Students will study historical use of propaganda by the U.S. government and other governments in influencing the public and the current governmental efforts at propaganda. Students will also analyze methods and messages by non-governmental groups to influence the public.

*Prerequisite: COM220 or LGS110 or LGS250 or LGS260*

**COM455 Magazine Design****3 Credits**

This course helps students examine and analyze, discuss, and create periodical publications (magazines) in a variety of specialized formats. Develops skills in understanding and creating periodical publications by focusing on writing and design. Examines a variety of magazines to provide an understanding of content, typography, design, layout, and production. Students learn to develop promotional materials necessary to help develop an audience for a periodical publication. Students write and edit several stories for their own publication, which they create as a final project for the course. Students produce a 32-page magazine as this final project.

*Prerequisite: COM230*

**COM460 Book Publishing****3 Credits**

Student analyzes principles and laboratory practices in book design and production. -Topics include analysis of principles of design and layout; observing principles of typography; graphics; digital and traditional photography; titles and chapter headings; ethics of publishing;

history and impact on society; promotional techniques; working with book editors; specialization; market positioning and launching.

*Prerequisite: COM230*

## **Criminal Justice**

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### **CRI100 Criminal Justice 3 Credits**

This course is an introduction to the criminal justice system and its role in society. The course introduces criminal justice concepts and terms, and relates criminal justice concepts to current events and trends, with a particular focus on career paths and areas of specialization within law enforcement, the court system, and corrections. Students are also introduced to the concept of protecting and serving the public while respecting constitutional procedures and administrative priorities.

### **CRI135 Introduction to Corrections 3 Credits**

This course examines the role of corrections in the criminal justice system, focusing on historical developments, punishment, rehabilitation, sentencing, deterrence, and the operation of prisons, and including a study of intermediate punishment, parole, and community corrections programs.

### **CRI225 Juvenile Justice: Alternatives to Incarceration 3 Credits**

This course provides an analysis of the juvenile justice system as it relates to the punishment and rehabilitation of the juvenile offender, including an in-depth study of juvenile probation and other intermediate sanctions presently utilized within the juvenile justice system.

*Prerequisite: CRI100 or CRI135 or by permission of the chair*

### **CRI245 Criminal Investigation 3 Credits**

This course is a study of the techniques and theories of criminal investigations, including interviewing witnesses, suspects, and victims, collecting and preserving evidence, and preparing cases for trial.

*Prerequisite: CRI100 or CRI135 or HSM110 or HSM115*

### **CRI285 Societal Changes in Victimology 3 Credits**

Course structure covers contemporary developments in the field of victimology, its conceptual boundaries, its basic concepts and literature, its subfields and role as a field of study within criminology and criminal justice. The historical and emerging roles of victimology as a field of study are examined and discussed in depth. Special attention is paid to applied learning objectives with respect to each student's personal experiences with the human dimensions of victimization. This course also deals with analysis of contemporary programs and trends in the criminal justice system's response to victims.

This course is a study of the social and psychological consequences of victimization. The emphasis is placed on analyzing the victim's traits that make them susceptible to particular types of crimes; the effects of victimization to include immediate and long-term patterns, and the legislative rights of victims.

Course work will consist of interdisciplinary studies that include sociology, psychology, criminology, public policy and the law. An in-depth study dissecting the psychological and sociological traits of an actual case file -victim will be the culmination of the course requirements.

*Prerequisite: CRI100 or CRI135 or by permission of the chair*

*Terms Offered: SU, FL, WI*

### **CRI295 Act 120 Police Recruit Academy 12 Credits**

The Act 120 Police Recruit Academy provides for 750 hours of theoretical and experiential education designed to provide the student with the knowledge and skills required to be certified as a municipal police officer in the Commonwealth of Pennsylvania. Curriculum

material, didactic skills, and standards of performance for successful completion of this program are prescribed by the Pennsylvania Municipal Police Officers Education and Training Commission.

*Prerequisites: Successful attainment of senior-level-academic status and must be 21 years of age prior to completing the Academy*

**CRI305 Crime Scene Examination**

**3 Credits**

This course is a study of the professional discipline used to investigate and establish facts in criminal or civil courts of law that involves the scientific analysis of crime scene evidence. Learning objectives will be primarily hands on within a collaborative environment that will include evidence identification, collection, documentation, scientific examination, court testimony and professional presentation of scientific findings.

*Prerequisite: CRI330*

*Terms Offered: WI - even years only*

**CRI310 Criminal Profiling: Policy and Practice**

**3 Credits**

This course deals with the examination of offender "profiling." The course will cut through the confusion and misunderstandings regarding the "art of profiling" by providing detailed original and scientific research methods that examine the variations in criminal behavior from which any "profile" is derived. Particular types of crimes will be studied via offender topologies and profiles derived from these topologies.

*Prerequisite: CRI245*

*Terms Offered: WI, SU*

**CRI312 Investigative Report Writing**

**3 Credits**

This course focuses on the theoretical and practical methods of written documentation in the investigative process. Specific emphasis will be placed on field note-taking, narrative report writing, and the completion of specialized reports including affidavits of probable cause and arrest and search warrants. The course will also examine investigation reports, writing concepts for probation, corrections, and other criminal related investigations in anticipation of prosecution.

*Prerequisite: CRI100 or CRI135 or HSM110 or HSM115 by permission of the chair*

**CRI315 Advanced Issues in Evidence**

**3 Credits**

This course will build on the concepts covered in LGS210 Evidence, including constitutional issues, relevance, competency, hearsay, and privilege. The course will cover issues of evidence as they relate to the role of the criminal justice professional in preparation of cases with emphasis on effective courtroom testimony through a complete knowledge of the substantive and procedural laws of evidence.

*Prerequisite: LGS210*

**CRI321 Police Operations**

**3 Credits**

This course is a study of the development, organization, and function of contemporary law enforcement agencies, police-community relations, police decision-making and other concepts in police practice and administration. This course will also examine the design and organization of police departments, with special emphasis on patrol techniques, investigations and investigative computer technology, oral and written communication with and among law enforcement officials, and the use of force in law enforcement.

*Prerequisite: CRI100*

**CRI330 Criminalistics**

**3 Credits**

This course is a study of the identification, collection, and preserving of physical criminal evidence. The course focuses on crime scene documentation, internal and external perimeter control necessary for the identification and securing of forensic evidence; such as, biological, physiological, ballistics, fire and narcotic specimens. Practical exercises and some laboratory activities will be done.

*Prerequisite: CRI245 or LGS170 or LGS210 or LGS265*

*Terms Offered: FL - even years only*



**CRI365 Cyber Investigations 3 Credits**  
The course is primarily designed as a survey of the legal issues surrounding the use of the Internet. Coverage includes origins of the Internet, criminal aspects of cyberspace, tort liability, and privacy issues. The course also includes a critical examination of intellectual property, online business concerns, and child online protection.  
*Terms Offered: WI, SP, FL*

**CRI375 Terrorism 3 Credits**  
This course will explore the continuing phenomena of organized extremism in America and around the world. The origins of modern terrorism (international as well as domestic) will be explored. The histories, philosophies, activities, and recruiting methods and tactics of such groups will be reviewed. Methods to counter terrorism and the role of the Department of Homeland Security will also be explored.  
*Terms Offered: WI, SU*

**CRI380 Psychology of the Criminal 3 Credits**  
This course is a study of the contribution of psychology to our understanding of criminals and their behavior. The course will analyze various types of criminals in regard to their early childhood backgrounds, traits, and characteristics (biological, sociological, and psychological) in context to a particular type of crime. Emphasis will be placed on psychopathy, sexual sadism, and mental disorders, and the appraisal of theoretical criminology in evaluation of known criminal offenders.  
*Prerequisite: PSY100*  
*Terms Offered: SP, FL*

**CRI395 Essential Criminal Justice Research 3 Credits**  
This course covers experimental research methods in criminal justice and related disciplines. Research design, data collection, analysis, validity, and report writing all be covered. The format of the course will be mixture of lecture and discussion, writing, and demonstrations. Primary evaluation of this course is an introduction to social science research methods generally, with an emphasis on comparing them to the field of criminology. Interpretation in the understanding of the scientific method, the terminology of research methodology and outcomes will be covered.

**CRI416 Crisis Management 3 Credits**  
This course will explore the realm of crisis intervention from the basics of defusing anger to the complex issues of hostage negotiations and hostage survival. De-escalation skills will be taught and practiced at all levels of the crisis continuum. This course will examine the many factors that lead to confrontations and the techniques and pitfalls of managing aggression.  
*Prerequisite: COM101 or ENG220*  
*Terms Offered: WI - odd years only*

**CRI420 Correctional Management 3 Credits**  
This course is an advanced study of correctional institutions and facilities focusing upon management, operations, and administration. This course will focus on recent research, programs, contemporary topics such as sex in prison, prison contraband markets, privatization, policy development, prison social structure, and the latest Supreme Court decisions pertaining to institutional corrections.  
*Prerequisite: CRI135*

**CRI431 Police Administration 3 Credits**  
This course involves a study of police management as it relates to the functions and activities of a police department. While organizational structure is examined, emphasis will be on police management and the associated contemporary theories, policy development/implementation, and community policing. This course will include an appraisal, comparison and contrast, of the management techniques and operational policies/procedures of an existing police agency.  
*Prerequisite: BUS365*  
*Terms Offered: SU - odd years only*

**CRI436 Security Management****3 Credits**

This course explores the various aspects of the corporate security profession. Specific areas to be addressed include legal theory, standards of protection, organizational management, operational administration, technology, and investigative protocols. Subjects of special study will include corporate espionage, risk management, threat assessment, crisis management, and professional development.

*Prerequisite: HSM110*

*Terms Offered: SP, FL*

**CRI450 Criminal Justice Independent Study****3 Credits**

The Independent Study course is an independent study program, which encourages students to explore aspects of their major beyond the required courses by working on a project approved by the advising instructor. Working with an advising instructor in their major, students develop a research topic and plan, carry out that research, and produce a project (thesis, multimedia presentation, video, etc.) which demonstrates academic excellence. Projects will then be presented formally to the advisor. It is the student's responsibility to plan and develop the project, report weekly to the faculty advisor, and to develop the final presentation of the individual project. Only those individuals who have shown course completion with a 3.5 GPA or higher, and deemed by the faculty advisor as a good candidate due to her/his independent working skills, will be allowed to enroll in this course.

*Prerequisites: Completion of all lower-level program courses and student is in the last three terms of study*

**CRI452 Advanced Crime Scene Investigation****4 Credits**

This course is an advanced study of crime scene investigation with an academic focus upon the core competencies associated with the identification, collection, preservation, and comparative examination of physical evidence or the results of scientific analyses conducted upon forensic specimens. Students will be required to work with complex scenario-based practical labs and demonstrate a thorough understanding of criminal investigation, relative bodies of law, crime scene investigation, and those procedures and practices germane to forensic criminalistics.

*Prerequisite: CRI330*

## English

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*An asterisk (\*) denotes a C is required to progress.*

**ENG101 College Composition I\*****3 Credits**

This course introduces students to academic writing with a specific emphasis on writing about argument and rhetoric. Students will engage in diagramming the writing situation, labeling elements of the rhetorical triangle, identifying ethos, pathos, and logos in model texts, and describing the function of persuasive writing. The course will focus on evaluating elements of argument, analyzing rhetoric, and developing and demonstrating mastery of conventions of academic writing. A minimum grade of "C" must be achieved before enrolling in ENG102 (College Composition II).

**ENG101E College Composition I Enhanced\*****3 Credits**

This course introduces students to academic writing with a specific emphasis on writing about argument and rhetoric. Students will engage in diagramming the writing situation, labeling elements of the rhetorical triangle, identifying ethos, pathos, and logos in model texts, and describing the function of persuasive writing. The course will focus on evaluating elements of argument, analyzing rhetoric, and developing and demonstrating mastery of conventions of academic writing. This course is equivalent to ENG101, but includes requirements for the use of student services to encourage student success. A minimum grade of "C" must be achieved before enrolling in ENG 102 (College Composition II).

**ENG102 College Composition II****3 Credits**

This course expands on the writing skills established in ENG101 by introducing students to the concept of academic research. Students will learn how to locate, evaluate, and document sources, and to incorporate them smoothly and ethically into their own writing. Students will study academic formatting and citation methods as they conduct primary and secondary research. The course will focus on how to employ research methods that best fit a specific rhetorical purpose and audience.

*Prerequisite: ENG101*

**ENG220 Business Communications****3 Credits**

This course introduces students to the fundamentals of communicating in a professional business environment. The course covers the planning, organizing, and writing of business communications including cover letters, resumes, proposals, memos, emails, and reports. Students will develop skills to communicate effectively in a variety of business situations by producing business documents that integrate proper conventions of grammar, format, style, and layout. In addition, the course addresses the ethics of cross-cultural and intergenerational communications.

*Prerequisite: ENG101*

**ENG225 Introduction to Contemporary World Literature****3 Credits**

This survey course introduces students to a selection of contemporary world literature from the twentieth century to the present. Students will study fiction, poetry, and drama by authors from America, Britain, South Asia, Africa, the Middle East, and the Caribbean as they define the historical, aesthetic, and social definitions of 'world literature.' Discussion will analyze issues of globalization, poverty, identity, social justice, and colonialism among others and determine the role of literature and creative work in the modern world.

*Prerequisite: ENG102*

**ENG300 Creative Writing****3 Credits**

An intensive writing course where students will read and analyze the works of published authors and then produce their own creative material. All creative material will be work shopped in class by students with the professor directing the discussion. Class size will be small to encourage the free flow of ideas and criticism regarding student work. The genres within which students will write are poetry and fiction.

*Prerequisite: ENG102*

**ENG310 Selected Topics in Literature****3 Credits**

The topic of this course is determined during the academic term that it is offered. This topic will relate to a specific area of literature and/or an intensive study of the life and works of one particular author. Students will use their writing and research skills to participate in this course.

*Prerequisite: ENG102*

**ENG330 Contemporary American Writers of Color****3 Credits**

This course will survey the literary movements that involve contemporary American writers of color, including African Americans, Native Americans, and Latino Americans. Students will engage with genres including fiction, poetry, and literary criticism written by contemporary authors of color. The course will address not only the ways that these writers have engaged with their current cultural movement, but also how their writing reflects historical, social, and cultural contexts.

*Prerequisite: ENG102*

**ENG335 Literature and Work****3 Credits**

This course will require students to read and analyze a variety of literary texts to answer questions such as: How is work defined? Who decides on this definition? How do our ideas about work rely on the cultural myth of the American Dream? How does literature portray the working-class man and woman? And how do literary texts reinforce or refute the

traditional definitions of work? This course will focus particularly on how gender, race, and class contribute to our understanding of work and how work can both uplift and dehumanize certain individuals. We will also examine the ethics of labor. This class will help students better understand how literature reflects and challenges preconceived notions of work and the working class.

*Prerequisite: ENG102*

### **ENG405 American War Literature Since 1945**

**3 Credits**

World War II helped to shape the culture, economy, art, and philosophy in contemporary American society. By examining war literature from the post-World War II era until today's modern conflicts with Iraq and Afghanistan, this course challenges students to breakdown the relationship between the destructiveness of war and the creativity of art. In this course, students will study a variety of selected war literature (poetry, drama, short story, novel, personal memoir, nonfiction, and film) to examine how writers shaped the experiences of war. They will distinguish between the different purposes of the literature, the effect it had at the time it was written, and the effect it still has on readers today.

*Prerequisite: ENG102*

### **ENG425 Writing for Digital Media**

**3 Credits**

In this course, students will learn how to put their tweeting, texting, posting, blogging, emailing and chatting abilities to use in professional, digital spaces. Through examination and analysis, students will study the creation, exchange, and reception of digital texts, how these texts impact professional reputations, and how to shape your online presence. Topics in the course will include website navigation, social media, digital literacy, and current issues. Students will be expected to create their own texts in various modes and styles including blogging, social media, websites, emails and proposals and share them in digital venues.

*Prerequisite: ENG102*

### **ENG430 Selected Topics in Rhetoric**

**3 Credits**

This course analyzes special issues within the discipline of rhetoric. Students will analyze the role, impact, and influence of rhetoric in a variety of contexts. Students will analyze the rhetorical situation, visual and digital rhetoric, and rhetorical strategies. Topics may include politics, current events, identity, and popular culture.

## **Geography**

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### **GEO100 Cultural Geography**

**3 Credits**

This fundamental course in world cultures informs students about the non-Western world, cultural differences, geographic issues, population trends, and major contributions to an interdependent global society.

### **GEO105 Global Geography**

**3 Credits**

This is a basic course providing students with a broad familiarization of those areas of study defined by one or more distinctive characteristics of features as to climate, location, typography, raw materials, language, or economic activities. This study includes the interaction of physical and human phenomena at individual places and how those interactions form patterns and organize space. It includes topics in physical geography, human geography, and cultural geography.

## **History**

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### **HIS101 The United States and the World to 1850**

**3 Credits**

The course provides an enlarged frame for U.S. history by considering world historical events and outcomes, linking and global histories within the geographical boundaries of the modern U.S., including early narratives of settlement and trade in Alaska, Hawai'i, California, and the Southwest. Based upon recent research, the course integrates the history of the western U.S.

into the larger narrative of the making of the U.S.A., connecting the region with the colonies along the East Coast and the Atlantic World. It connects the history of early encounters and relations among native Americans, Africans, and Europeans to the broader history of the development of independent nation-states elsewhere in the Americas. Finally, the course considers the transformation of racial, gendered, and political identities in the colonial and early national United States through a world historical lens.

**HIS102 The United States and the World, 1850 to Present 3 Credits**

This course examines the history of the United States between 1850 and the present and its relationship with the world. During this period, the United States came to play an increasing role on the global stage after its civil war, most notably through imperialism, the global depression, two world wars, and the Cold War. This course pays particular attention to world historical themes that marked the period, including industrialization, population growth, citizenship, science and technology, urbanization and suburbanization, and the exploitation of natural resources (most notably, the impact of the increasing reliance on petroleum after 1900). By placing America within the world, we seek to question ideas such as U.S. exceptionalism and the historical roots of U.S. hegemony, as well as more generally the utility of national histories. Finally, this course seeks to incorporate the study of culture, race, class, and gender into a new globalized U.S. history.

**HIS105 Ancient Civilizations 3 Credits**

This course provides a worldwide tour of ancient kingdoms, empires, and civilizations that influenced most of Western society today. Topics such as foundations of development, governance and political structures, trade and other economic activities, communication and interactions with others, and the collapse of the civilization will be discussed.

**HIS110 African-American History 3 Credits**

With the election and second term of President Barack Obama, many people argue that the long civil rights struggles of African American people in the United States have finally come to an end. Turn on the nightly news, however, or take a walk through any of this nation's densely populated cities of color and you may call this conclusion into question. For centuries, people of African descent in the U.S. have worked diligently to help the nation realize its ideals of freedom and democracy, particularly since these ideals have been so intimately tied to their own status as free citizens in the country. Yet as they worked, changing times and shifting meanings of freedom and democracy in the nation have forged new alliances between African American people and virtually every ethnic group in the country, as well as it has presented new struggles and raised new questions about what it means to be American in the US. Over the course of this semester, we will consider the meanings of freedom and democracy to people of African descent in the United States from before colonial times to the contemporary time.

**HIS120 U.S. History to 1865 3 Credits**

This course is a chronological survey of American history designed to introduce major events and themes from British colonization efforts to the American Civil War, focusing on the social, political, economic, intellectual, and diplomatic institutions. Topics include colonization, slavery and the slave trade, American Revolution, Civil War, and Reconstruction.

**HIS130 U.S. History Since 1865 3 Credits**

This course is a chronological survey of American history designed to introduce major events and themes from Reconstruction to the present, focusing on social, political, economic, intellectual, and diplomatic institutions. Topics include immigration, Gilded Age culture and politics, the labor movement, Populism, Progressivism, segregation, the women's movement, World War I, the Great Depression, New Deal, World War II, post-war prosperity, the Cold War, the Civil Rights movement, the Vietnam War, and the post-Cold War era.

**HIS310 Remember: A Retrospective of the Holocaust 3 Credits**  
In this course, students explore events leading to, culminating in, and existing after the Holocaust. Topics covered include racism and anti-Semitism, a history of the Jewish people, the Nazi Party's rise to power, Hitler's Final Solution, and world reaction during and after the war. Students are encouraged to discuss views, research specific areas of interest, and present findings.  
*Prerequisite: ENG102*

**HIS315 Martin Luther King 3 Credits**  
This course is designed to expose students to the life and times of Dr. Martin Luther King, Jr., as one of the great Americans in history. Students will view a snapshot of history gaining an understanding of the cultural, social, political, and historical aspects of the late 1960s.  
*Prerequisites: HIS130 or HUM105 or PSY100 or SOC100*

**HIS320 Military History 3 Credits**  
The purpose of this course is to survey and analyze military experiences from their ancient origins to present time. The primary objective is to examine the origins and nature of warfare, the ethos of the primitive and modern warrior, and the development of weapons and defenses. This course will take a close look at operational military history. This course not only takes a view of the military experience, but also examines the effect on the "ends" and "means" of warfare.  
*Prerequisite: HIS120 or HIS130*

**HIS330 Middle Eastern History 3 Credits**  
This course explores the history of the Middle East, beginning with the rise of Islam and finishing with reflection on the recent Western presence in the region. Emphasis is placed on changes in geography and government, influential leaders, the Arab struggle for independence, and the Arab-Israeli conflict.  
*Prerequisite: ENG101*

**HIS340 American Civil War 3 Credits**  
This course examines the political, economic, social, and military aspects surrounding the American Civil War from the perspectives of both the North and South. It will examine the causes of the war and the early attempts to prevent it, the role of the press during the war, the political strategies, and military campaigns. Also covered will be the role of blacks and immigrant groups during the war. The course will contrast Presidents Abraham Lincoln and Jefferson Davis as well as Generals Ulysses S. Grant and Robert E. Lee.  
*Prerequisite: Any 200-level social science course*

**HIS345 Selected Topics in Local Pennsylvania History 3 Credits**  
This course will introduce students to various topics on the history, society, and culture of South Central Pennsylvania. This topical survey of local history will include readings, lectures, and out-of-class visits to local landmarks, historical sites, and museums.  
*Prerequisite: ENG102*

## Honors

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*An asterisk (\*) denotes a C is required to progress.*

**HON400 Honors Studies\* 3 Credits**  
The Honors Studies class is an independent study program, which encourages students to explore aspects of their major beyond the required courses by working on a project approved by the advising instructor. Working with an advising instructor in their major, students develop a research topic and plan, carry out that research, and produce a project (thesis, multimedia presentation, video, etc.) which demonstrates academic excellence. Projects will then be presented formally to the campus community. It is the student's responsibility, prior to the

start of the term, to find a faculty advisor and to develop the scope of the individual project, which may span a term, or more.

## Homeland Security Management

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### **HSM110 Principles of Private Security**

**3 Credits**

This course is an introduction to the principles of private security, including the history and role of private security, threat assessment and security survey, and principles of physical security, including personnel security and functional area security systems.

*Terms Offered: WI, SU*

### **HSM115 Homeland Security Management**

**3 Credits**

This course will provide an introduction to homeland security management, the protection of U.S. territory, sovereignty, domestic population, and critical infrastructure against external threats and aggression, and its role in society. Students will receive an overview of the roles and duties of various Federal, Tribal, State and local agencies in maintaining homeland security, as well as the relationship between homeland security and private security. The course also explores threats from terrorism and weapons of mass destruction and provides an overview of emergency management.

*Terms Offered: WI, SU*

### **HSM205 Fundamentals of Intelligence Analysis**

**3 Credits**

This course is an introductory study of crime and intelligence analysis, including the roles and duties of the analyst and the collection, analysis, and dissemination of information. Several common analytic techniques will be examined. Practical analytical assignments in both crime and intelligence analysis are covered.

*Prerequisite: CRI100 or HSM110 or HSM115*

### **HSM215 Emergency Management**

**3 Credits**

This course is a study of emergency management to include the history and role of emergency management in the United States as part of homeland security. Response to natural disaster, terrorism, and other incidents will be explored, as well as the Incident Command system and interaction of all public safety organizations. The course will also cover emergency management to include the National Incident Management (NIMS) and Incident Command System (ICS) overviews and these play a large part in overall scene management.

*Prerequisite: HSM110 or HSM115 or by permission of the chair*

*Terms Offered: SP, FL*

### **HSM335 Business Intelligence**

**3 Credits**

This course provides an overview of the threat to the business community from espionage and counterintelligence operations. It also covers legal issues such as the Espionage Act and the U.S. NISPOM regulations for the protection of classified information. The development of a business counterintelligence program will also be covered.

*Prerequisite: HSM205*

*Terms Offered: SP - odd years only*

### **HSM350 Environmental Security**

**3 Credits**

Environmental security examines threats posed by environmental events and trends to individuals, communities or nations. It may focus on the impact of human conflict and international relations on the environment, or on how environmental problems cross state borders.

Environmental security is environmental viability for life support, with three sub-elements:

- Preventing or repairing military damage to the environment.
- Preventing or responding to environmentally caused conflicts, and
- Protecting the environment due to its inherent moral value.

It considers the abilities of individuals, communities or nations to cope with environmental risks, changes or conflicts, or limited natural resources. For example, climate change can be viewed a threat to environmental security. Human activity impacts CO2 emissions, impacting regional and global climatic and environmental changes and thus changes in agricultural output. This can lead to food shortages that will then cause political debate, ethnic tension, and civil unrest.

*Terms Offered: SP, FL*

**HSM405 Criminal Intelligence Analyst I**

**3 Credits**

This course is a study in crime and intelligence analysis, including the role and duties of the analyst, the collection, analysis, and dissemination of information, and the laws pertaining thereto. Emphasis will be placed on the criminal intelligence analyst, however, practical analytical assignments in crime and intelligence analysis will be covered.

*Prerequisite: HSM205*

**HSM415 Threats to Homeland Security**

**3 Credits**

This course will analyze the history and many dimensions of national security before and after 9/11. It will also provide a comprehensive and interdisciplinary critique of the concepts of threats and responses and explore the nature of various threats. The course will compare and contrast how to conduct threat assessment using the concept of threats using the included practical risk assessment tool for emergency managers. It will also look at assessing and defending against cyber-terrorism and cyber-warfare to include how information can be used as a weapon.

*Terms Offered: WI, SU*

**HSM420 Emergency Management: Disaster Policy and Politics**

**3 Credits**

Disasters and emergencies challenge people and their governments. Burned into American psyche is how government officials performed after 9/11 terror attacks of 2001 and response to the Hurricane Katrina disaster in New Orleans in 2005. Rather than look at disasters and the response to them as unexpected events, this course will attempt to show that the response to these events is determined by public policy and analysis, organizational management, and leadership. The book is thematic, intended to guide students through a wealth of material by employing a simple analytical framework and set of themes to help students in organizing details and connecting them to larger concepts. Taken together, the framework and its concepts provide students with a way to understand disaster policy and politics. NIMS, ICS, and HAZ-Mat qualities will be featured.

*Prerequisite: HSM215*

*Terms Offered: FL, WI*

**HSM430 Data Mining and Predictive Analysis**

**3 Credits**

This course is an advanced study in the field of intelligence analysis, including applications in data mining as an analytical tool to predict crime trends, emerging security threats and statistical analysis of crime trends. Specialty topics, such as foreign and domestic security threats, anti-terrorism, and counter-intelligence will be featured. Previously learned analytic techniques and skills will be applied in case studies and research projects. Analytic methods using open sources of information will be featured.

*Prerequisite: HSM415*

*Terms Offered: SP, FL*

## **Humanities**

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**HUM105 Cultural Anthropology**

**3 Credits**

The course introduces students to the concept of culture across human civilizations, past and present. Topics covered in the course include definitions of marriage and family, gender stereotypes and roles, exploring identity through the lens of gender, race, and ethnicity, dissecting religious and spiritual beliefs, identifying processes of industrialization, globalization, and sustainability. Students will be challenged to reflect on their own beliefs, engage in basic ethnography and comparison, and consider their role in a multicultural world.



**HUM205 History of Jazz****3 Credits**

This course exposes the student to the expressions of the music genre of jazz. This course traces jazz from its roots to its rise in popularity and influence on society during particular eras. Not only is the history of jazz studied, but also the birth of other types of music due to its creation. This course uses the definitive jazz history series developed by Ken Burns.

**HUM210 History of American Popular Music****3 Credits**

This course examines the history and progression of American popular music from the turn of the 20th century to present day. By interpreting musical recordings and videos as "text," we will understand how American popular music reflects American society and the economic, political, social, and cultural shifts which have occurred in the last century. Additionally, we will comprehend how popular music has helped shape a mass culture in which Americans have participated, regardless of socioeconomic, gender, race, or regional differences.

**HUM305 Comparative Religion****3 Credits**

Students take an in-depth look at the central beliefs of such major world religions as Hinduism, Buddhism, Judaism, Christianity, and Islam. The varieties of religious experience from both Eastern and Western cultural traditions are explored to determine their similarities and differences.

*Prerequisite: SOC100 or SOC205*

**HUM310 World Mythology****3 Credits**

Students engage in a cross-cultural literary exploration of the great myths of the world including creation, fertility, and hero myths. The myths will be studied as unique expressions of individual cultures and also as universal ideas. Students will gain an understanding of the importance of myth in contemporary society and the relationship between myth, religion, and culture.

*Prerequisite: ENG102*

**HUM320 Computers and Society****3 Credits**

Students will enhance their understanding of their social/professional environment as it is becoming rapidly altered by the utilization of computers. This course is designed to create and invoke ethical, sociological, and philosophical debates on the issue of the effects of computers in social settings. This is an open-ended discourse due to the novelty of the issue.

**HUM325 Feminism: Impact and Evolution****3 Credits**

This course is designed to expose students to the Feminist Movements in American history. Topics to be covered include feminist theory, the socioeconomic impact of women in American culture, and the politics of global feminism.

*Prerequisite: ENG102*

**HUM335 The Evolution of Social Media****3 Credits**

This course analyzes the impact of social media on contemporary cultural, political, economic, and/or social issues. By synthesizing the power and nature of the medium, students will understand the history and evolution of social media and evaluate their place in the social sphere.

*Prerequisites: ENG102 and HUM105 or SOC100 or PSY100 or COM130*

**Interdisciplinary Studies**

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*An asterisk (\*) denotes a C is required to progress.*

**IDS101 CPC Foundations****3 Credits**

This course provides an introduction to the college and serves as an extended orientation to college life. Topics will include college systems, managing time, and assessing goals. Students will also identify and analyze common obstacles to student success and address college resources that will support and strengthen students' academic, personal, and professional goals.

**IDS102 Introduction to Information Literacy 3 Credits**  
This course is an introduction to 21st century information literacy concepts and skills. Students will develop lifelong research skills relevant to their academic careers, professional lives, and community participation by thinking critically about information creation, access, and usage. Student will learn how to locate and evaluate sources, analyze the social factors influencing information, and understand how to responsibly use and create information.

**IDS200 Consumer Protection 3 Credits**  
This course provides students with an understanding of the various consumer protection laws and regulations created on the federal and state level. The course will cover such areas as disclosure requirements for financial documents, the state's "Lemon Law," and Landlord-Tenant Agreements. The course will also discuss the consumer protection agencies and private organizations that consumers can use in fighting for their rights.

**IDS210 Global Humanitarian Studies 3 Credits**  
This course combines short-term cultural immersion with a humanitarian project completed in a specified country. Prior to departure, students will be oriented to the project, the culture of the country, and any pertinent travel needs. Once there, students will complete the assigned project and any other requirements for the course. Upon their return, students will present their experiences to members of the College community.  
*Prerequisites: 12 earned credits.*

**IDS299 CE Capstone Course for the Associate Degree 4 Credits**  
The CE capstone course for the associate degree is designed to assess cognitive, affective, and psychomotor learning that requires the command, analysis, and synthesis of knowledge and skills. The course integrates coursework, knowledge, skills, and experiential learning to enable the student to demonstrate his/her level of achievement for entry into a new field or advancement in the current field. This is a self-directed, integrated learning opportunity that is the summation of the student's academic and hands-on learning experiences at the associate degree level.  
*Corequisite/Prerequisite: Satisfactory completion of all coursework required for the bachelor degree with the exception of the final term.*

**IDS305 Selected Topics in Film 3 Credits**  
The topic of this course is determined during the academic term that it is offered. This topic will relate to a specific area of filmmaking and/or appreciation. Students will use their writing and research skills, along with their knowledge of mass media, to participate in this course. Directorial filmographies or selected genres will be the focus of this course.  
*Prerequisite: ENG102*

**IDS315 Global Cultural Study 9 Credits**  
This course combines and in-depth study of cultural and gendered responses to economic globalization. Topics include culture and security, identity politics, clashes of and accommodations among civilizations, modernity, and post-modernity. A sociological and cultural analysis of the background and contemporary customs of the people of the country is studied on location with special attention paid to the problems of modernization and culture change.  
*Prerequisite: 21 earned credits*

**IDS325 Nature of Leadership 3 Credits**  
This course focuses on leadership development, individual and group motivation strategies, personal leadership style and adaptation, impacts of power, and effective conflict resolution. It allows the student to view leadership from a personal aspect and examine the "essence of leadership." Leadership will be illustrated as combination of leaders, followers, and their situation with emphasis on followership. Each student will demonstrate the application of evaluating leadership, ethical behavior, and organizational skills they have personally experienced from a follower standpoint.  
*Prerequisite: PHI105*

**IDS330 Global Conflict****3 Credits**

This course investigates specific conflicts around the world and the cultural, social, economic, and political forces that led to those conflicts. Students will analyze these situations and draw conclusions about the nature of conflict in both an historical and modern context.

*Prerequisites: HUM105, SOC100, or PSY100*

**IDS335 Fashion, Media, Culture****3 Credits**

This course examines the intersections between fashion, rhetoric, and identity by analyzing the representations of fashion in popular media. Students will apply rhetorical theory and social criticism to evaluate the fashion industry and consumers, including current events, scandals, and movements. Particular emphasis will be placed on the industry messaging, consumerism, means of production, and empowerment.

**IDS400 Topics in Multiculturalism****3 Credits**

This course is an interdisciplinary investigation of the multicultural experiences in a global context. This course examines the many concepts of diversity on various instructor-driven topics such as race and ethnicity, gender, sexual orientation, and religion. These are based on the topics' influence in the social sciences, humanities, fine arts, and other career and academic fields.

*Prerequisite: HUM105, SOC100, or PSY100*

**IDS405 Independent Study in Special Topics\*****3 Credits**

This course provides students an opportunity to develop an individualized study plan on a specific theme, topic or innovative area of their interest within their own program of study. With guidance from a faculty sponsor the student will develop a course outline and completion plan.

*Prerequisite: Advanced permission of the Associate Dean of General Education and Immersion Studies*

**IDS495 Capstone Course for SDTS  
(Specialized Degree Transfer Students)****4 Credits**

In order to meet the credit criteria for this course, students will be required to identify a potential employer relevant to his/her field of study. The student's responsibility is to meet with someone who oversees the day-to-day operations to discuss his/her research project and paper. A minimum of three (3) hours per week is required to complete assignments, read, research, and write the final paper. The capstone course for specialized degree transfer students is designed to assess cognitive and affective learning that requires the command, analysis, and synthesis of knowledge and skills. The course integrates coursework, knowledge, skills and experiential learning to enable the student to demonstrate his/her level of achievement for entry into a new field or advancement in the current field. This is a self-directed, integrated learning opportunity that is the summation of the student's academic and hands-on learning experiences at the bachelor degree level.

*Prerequisite: Satisfactory completion of all coursework required for the bachelor degree with the exception of the final term and status as a Continuing Education student*

**IDS499 CE Capstone Course for the Bachelor Degree****4 Credits**

The CE capstone course for the bachelor degree is designed to assess cognitive, affective, and psychomotor learning that requires the command, analysis, and synthesis of knowledge and skills. The course integrates academic and experiential learning which enables the student to demonstrate his/her level of achievement for entry into a new field or advancement in the current field. This is a self-directed, integrated learning opportunity that is the summation of the student's academic and hands-on learning experiences at the bachelor degree level.

*Co-requisite/Prerequisite: Satisfactory completion of all coursework required for the bachelor degree with the exception of the final term.*

## Internships

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### **INT299 Associate Degree Internship**

**3 Credits**

The internship experience at Central Penn includes an on-the-job educational experience. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment.

*Prerequisite: Successful completion of 45 credits for the associate degree.*

### **INT498 Washington Institute Internship**

**11 Credits**

*The Washington Institute Internship experience is offered through an articulation agreement between the Washington Institute and Central Penn College. The program is performed in Washington, D.C. where students complete an internship in a professional setting such as federal agencies, congressional offices, embassies, businesses and a variety of nonprofit and advocacy organizations. This highly competitive structured program includes an on-the-job educational experience coupled with two academic courses and seminars in theory and practice. This hands-on opportunity allows students to apply, analyze, synthesize, and evaluate the knowledge and skills learned in the classroom to the working environment of our national government.*

*Credits can be distributed amongst Internship (3), Job Pursuit Seminar (1) and/or a 200-300-level social and behavioral science (3), or open elective (3). Students must preplan their academic schedule and course load to complete this program.*

### **INT499 Bachelor Degree Internship**

**3 Credits**

The internship experience at Central Penn includes an on-the-job educational experience. This hands-on opportunity allows students to apply, analyze, synthesize, and evaluate the knowledge and skills learned in the classroom to the working environment.

*Prerequisite: Successful completion of 90 credits for the bachelor degree.*

## Immersion

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*An asterisk (\*) denotes a C is required to progress.*

### **The Immersion Program**

The Immersion Program takes place each year and is coordinated by the Office of Diversity and Global Education. Students travel abroad for one term, earning credit and expanding their capacity for intercultural understanding. The Central Penn College Immersion program seeks to foster learning experiences that develop a universal perspective in the areas of intercultural competency, citizenship, and societal interdependency. The immersion program will enhance the student learning experience by integrating intellectual and personal development outcomes. The program focuses on students' personal and social development by asking students to examine their place in the world and explore ways to positively impact our global community. While registered for IDS315 Global Cultural Study, students travel abroad, participate in cultural activities, and attend lectures. Immersion locations vary from year to year and have pre- and post-trip requirements associated with them. The Immersion Program is open to all majors and involves an application process and an interview. The program is selective, as each trip has a limited number of seats available. Questions about the Immersion Program should be directed to the Office of Diversity and Global Education.

## Leadership

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*An asterisk (\*) denotes a C is required to progress.*

### **LDS500 Leadership Power and Service: Discovering your Inner Leader 3 Credits**

What is the formula for a great leader? It depends who you ask; who you are; and the circumstances in which you find yourself. This class is designed to enable students to examine their own leadership style and behaviors, while allowing them to consider various contingencies and situational factors present in most organizations. It will provide guidance in helping students evaluate the capabilities and motivations of followers and other leaders. Since leadership is not practiced in a vacuum, it presents these matters in the context of culture, diversity, and global issues. Topics covered in this class are: differences between leadership and management, tasks and relationship orientation, strategic and tactical approaches. This course also critiques the interconnection between ethics, power, and service as well as the relationship between leaders and followers and the environment where the leadership process takes place.

### **LDS510 Decision Making – Thinking Forward and Backward 3 Credits**

Leaders spend the entirety of their days making decisions. Many decisions are routine in nature; others are unique and/or critical. Solutions to problems may require consideration of past experiences, deeper mental engagement with the present, and/or predictions of the future. This class takes a dual approach to decision making and risk aversion. This course will teach you how to make sound decisions, through evidence-based solutions, logic, best practices. It will also examine the cognitive processes involved in decision making, including intuition, association, and judgement. Other topics include information overload, biases, group decision making, ethical decision making, decision framing, and System 1/System 2 thinking.

### **LDS520 Decision Making – Thinking Forward and Backward 3 Credits**

By recognizing the importance of words, actions, and message delivery, students will learn and practice how to increase their impact, performance, and effectiveness. This course introduces key elements of professional, technical and persuasive written/oral communication and will help to build tools, improve techniques, and enhance the leader's skills to communicate persuasively and lead effectively. It includes the concepts of purpose and audience, tone and style, persuasion and influence. It also involves formal/informal communication, crisis management, information literacy, ethical communication, and oral/writing styles. Through these topics, students will get insights to communicate positively with different audiences, enhance intercultural communication, and be aware of biases, interferences, and miscommunication.

### **LDS530 The Psychology of Leadership: Excellence through People 3 Credits**

Who are you? This is not a trite question with a simple answer. Really, who are you? In order to practice effective leadership, an individual must truly understand his/her habits, beliefs, attitudes and expectations. In addition, great leaders not only understand themselves, they also understand the goals, aspirations, and motivations of followers and peers. This class will guide you through a journey of self-awareness and self-regulation. It borrows from the latest findings in cognitive and social science research and applies it to leadership studies. This class derives from the fields of psychological, sociological, and cultural anthropology and delves into topics such as personality, motivation, team development, perceptions, and goal setting.

### **LDS540 Strategic Leadership and Planning: Big Picture Thinking 3 Credits**

Leaders must view a company differently than others in the organization. Leaders are responsible for developing the direction of the company and then communicating that vision in a way that inspires and motivates. Many leaders have trouble separating themselves from "the weeds" and maintaining their big picture view of the organization. This class will teach you how to plan and visualize at the appropriate level, while staying true to the values and

purpose of the organization. Topics covered will be strategic planning, business/organizational models, vision model framework, one page strategic plan, competitive assessment, disruptive innovation, and internal / external assessment.

**LDS400 Leadership Project\***

**3 Credits**

The Leadership Project is an individual project developed and implemented by the student to show his or her understanding of leadership and ability to lead others. While the specific nature of the project is open and should meet the student's interests and goals, it must demonstrate the student's ability to lead others and to serve as example for others. The project should also embody the core values of the college. The student then makes a presentation based on his or her project to the campus community and any relevant organizations.

*Prerequisites: BUS402, IDS325, and SOC400*

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## **Legal Studies/Paralegal**

*An asterisk (\*) denotes a C is required to progress.*

**LGS110 Foundations in Law**

**3 Credits**

This course introduces the student to the legal profession, including basic legal terminology, legal ethics, the court systems, legal authorities, legal writing, and professional associations.

*Terms Offered: WI, SU*

**LGS130 Principles of Legal Research**

**3 Credits**

This course is designed to introduce students to the United States court system, legislative process and the primary sources of law. Students will learn how to use the Bluebook and will be provided with in-depth instruction on legal citation and the attribution expectations that are found in the legal profession. This is a hands-on, skills-based course that simulates real world legal citation tasks.

*Terms Offered: SP*

**LGS135 Legal Research and Writing I**

**3 Credits**

This course is designed to introduce students to the formal aspects of legal research and writing. Students will learn how to locate answers to legal questions using both primary and secondary sources. This course gives the students an opportunity to develop critical thinking and analytical skills by completing research assignments using both print and electronic resources to answer legal questions. This is a hands-on, skills-based course that simulates real world legal problem solving.

*Prerequisite: LGS130*

*Terms Offered: SU*

**LGS140 Civil Litigation I**

**3 Credits**

This course involves the study of civil procedure in the state and federal courts, with a particular emphasis on state court procedures and the function of the legal professional within the litigation process. The students learn to apply rules of procedure to fact situations by drafting pleadings and motions relating to pleadings.

*Terms Offered: SU*

**LGS160 Wills and Probate**

**3 Credits**

This course introduces the student to the basic concepts of wills and estates. Inheritance, will drafting, and estate administration are explored through the preparation of documents, including wills, inventories, applications for letters, tax returns, proposed distributions, and a first and final accounting.

*Terms Offered: WI*

**LGS170 Criminal Procedure****3 Credits**

This course explores the constitutional and practical limitations placed on criminal law enforcement and prosecutors related to arrests, stops, searches, seizures, interrogations, identification, and punishment. The course also instructs the student in the constitutional relationship between investigatory methods and the admissibility of evidence in a criminal trial.

*Terms Offered: WI, SP, FL*

**LGS180 Historical Perspectives of the Constitution****3 Credits**

This course provides students with a basic understanding of the constitutional framework and the history and evolution of the fundamental principles guaranteed to every U.S. citizen. This course includes the discussion of the articles and amendments to the U.S. Constitution. Emphasis is placed on the structure of the government and the Bill of Rights.

*Terms Offered: SP, FL*

**LGS190 Family Law****3 Credits**

This course introduces the student to the various areas of domestic relations law, including marriage, annulment, divorce, custody, support, and adoption. Emphasis is placed on the preparation of pleadings and other filings involved in these matters and the procedural rules that affect such proceedings.

*Terms Offered: WI*

**LGS200 Contracts****3 Credits**

The course introduces the student to contract law through a detailed study of the elements of a legally binding contract, rights and obligations arising from contracts, remedies for breach, and the termination of contractual agreements. The course also covers Article II of the Uniform Commercial Code as it concerns sales of goods, passage of title, and warranties in sales contracts.

*Prerequisite: CRI100 or LGS110 or by permission of the chair*

*Terms Offered: SP, FL*

**LGS210 Evidence****3 Credits**

This course introduces the student to a critical examination of the admissibility, credibility, and effectiveness of trial evidence. The rules of evidence relating to competence, authenticity, relevance, and hearsay are explored, along with chain of custody, privilege, the exclusionary rule, the examination of witnesses, and trial procedures affecting admissibility. Class discussions and written assignments will require students to use print and/or online legal resources to analyze and solve legal research problems.

*Prerequisite: CRI100 or LGS110 or by permission of the chair*

*Terms Offered: SP, FL*

**LGS217 Employment Law****3 Credits**

This course instructs the student in the law governing the employer/employee relationship, including compensation and benefits, discrimination, performance evaluations, workplace safety, privacy issues such as drug testing and immigration issues.

*Terms Offered: SU*

**LGS220 Torts****3 Credits**

This course introduces the students to the principles of tort law, including the legal elements and practical concerns involved in areas of intentional torts, negligence, strict liability, calculation of damages and product liability.

*Prerequisite: CRI100 or LGS110 or by permission of the chair*

*Terms Offered: SP, FL*

**LGS225 Political Assassinations****3 Credits**

This course will explore the precedents, purposes, and methods of political assassinations in the United States. The course will also address the social, political, and historical consequences of assassination.

**LGS230 Civil Litigation II****3 Credits**

This course provides students with an overview of the litigation process with an emphasis on the discovery, trial, and post-trial phases of state and federal civil litigation. Students will use the resources of a law library and/or online information sources to locate the rules of procedure, analyze and solve research problems, and draft legal documents. Students will also explore the use of technology within law firms and the civil litigation practice.

*Prerequisite: LGS140*

*Terms Offered: FL*

**LGS245 Organized Crime****3 Credits**

This course will trace the development of organized crime in the United States from its European origins. The course will also examine the effect of organized crime on society and efforts of law enforcement to curtail it.

**LGS250 Business Law****3 Credits**

The course is designed as a basic introduction to law and the legal system for the non-legal major. Students will learn about the federal and state court systems and various substantive areas of law including contracts, business organization, bankruptcy, wills and estates, torts, and real property. Emphasis is placed on the practical aspects of the law and its relation to personal and business transactions.

**LGS260 Administrative Law****3 Credits**

This course involves a series of lectures and problems on the interpretation and use of federal administrative and statutory material in legal problem-solving. Class discussions and written assignments will require students to use Westlaw and other internet sources to analyze and research the powers granted to agencies and controls placed upon the agencies.

*Prerequisite: CRI100 or LGS110 or by permission of the chair*

**LGS265 Criminal Law****3 Credits**

This course focuses on principles of criminal liability, including the elements of common law and statutory crimes, justifications and excuses for crimes, and methods of interpreting and applying provisions of the Pennsylvania Crimes Code. Class discussions and written assignments will require students to use print and/or online legal resources to analyze and solve legal research problems.

*Prerequisite: CRI100 or LGS110 or LGS135 or by permission of the chair*

*Terms Offered: WI, SP*

**LGS270 Business Organizations****3 Credits**

The course includes a survey of the fundamental principles of law applicable to corporations, partnerships, and other business organizations with regard to formation, operation, and dissolution. Also included is a segment on government regulation of business organizations, especially, corporations and the related regulatory agencies of the government.

**LGS275 Bankruptcy Law****3 Credits**

This course surveys bankruptcy law, including the preparation and filing of bankruptcy petitions and schedules, creditor rights and obligations, adversarial proceedings, and discharge. The course emphasizes procedure and practice and the role of the legal professional in representing both debtors and creditors in bankruptcy proceedings.



- LGS280 Legal Research and Writing II 3 Credits**  
 Building on the skills developed in Legal Research & Writing I, students will complete increasingly complex drills using both print and computerized research. An emphasis is placed on the development of critical thinking skills and legal analysis. In addition to other documents, students will learn how to draft a legal memorandum the form and content of which is expected to be of the quality found in a legal office.  
*Prerequisite: LGS135*  
*Terms Offered: FL*
- LGS285 Legal Seminar 3 Credits**  
 This course is a collection of lectures and practical skills-training that prepares legal students for finding and working at their internship sites. This course will also provide an overview of legal ethics and legislative history research. Students will work on a term ling research and writing project that will culminate in a scholarly paper on an approved topic.  
*Prerequisite: 48 credits earned*  
*Terms Offered: WI, FL*
- LGS290 Fundamentals of Real Estate Law 3 Credits**  
 This course surveys the concepts and terminology of real estate transactions, including the mechanics of title searching, conversion of survey descriptions into legal descriptions, and the preparation of deeds, mortgages, settlement sheets, and disclosure statements. The course includes instruction on property rights and the means, methods, and laws that govern the conveyance of these rights.
- LGS299 Internship for Paralegals 3 Credits**  
 The internship experience at Central Penn utilizes the vital aspects of education to ensure success in employment. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment.  
*Prerequisites: A minimum of 45 credits completed.*
- LGS310 Legal Communications 3 Credits**  
 This course involves a comprehensive study of legal writing with an emphasis on skills in writing legal correspondence, documents, and memoranda. The course is designed to develop the ability to communicate clearly and effectively with the client, the attorney, and the court.  
*Prerequisite: LGS130*  
*Terms Offered: WI, SU*
- LGS340 Advanced Legal Research and Writing 3 Credits**  
 This course provides intensive hands-on instruction in the preparation of complex, research-based legal documents. Emphasis is placed on formulating research strategies using multiple resources and the synthesis of case and statutory law to resolve legal issues and on presenting legal issues, principles, and conclusions in a coherent, clear, and professional manner.  
*Prerequisite: LGS280*  
*Terms Offered: WI, SP*
- LGS370 Alternative Dispute Resolution 3 Credits**  
 The course teaches students basic conflict principles and the various types of dispute resolution methods that are used in a wide variety of professions and industries to avoid litigation in court. The course covers the basic principles underlying conflicts, the strengths and weaknesses of various Alternative Dispute Resolution (ADR) methods, how ADR methods operate and interact, and what types of results can realistically be expected from ADR.  
*Prerequisite: LGS140 or LGS190 or BUS365 or PSY100 or SOC100 or SOC105 or SOC200 or IDS330 or POL210*  
*Terms Offered: SP, SU*

**LGS400 Advanced Criminal Procedure****3 Credits**

Students will analyze advanced Constitutional concepts affecting the criminal investigation and trial process, including interrogation, arrest, and trial procedures. Emphasis will be placed on recent legislation that affects practical due process concerns in the 21st century.

*Prerequisite: LGS170*

*Terms Offered: WI*

**LGS410 Advanced Constitutional Law****3 Credits**

The course is the forum for in-depth study of selected topics in Constitutional Law. The course is designed to build on principles learned in the Historical Perspectives of the Constitution. Topics include the origins of the Constitution, selection of the Supreme Court Justices, issues of inequality under the law, and privacy interests.

*Prerequisite: LGS180*

*Terms Offered: SP, FL*

**LGS415 Advanced Alternative Dispute Resolution****3 Credits**

This course builds upon the learning and skills developed in LGS370 Alternative Dispute Resolutions by providing focused and intensive hands-on training in the areas of mediation and adjudicative dispute resolution. Competing mediation philosophies and techniques are explored, along with various procedural options for the conduct and outcome of arbitration.

*Prerequisite: LGS370*

*Terms Offered: FL*

**LGS420 Advanced Criminal Law****3 Credits**

This course builds on legal concepts learned in LGS265 Criminal Law and offers students the chance to engage in the in-depth study of various criminal issues. Topics of study include terrorism, international law, and corporate criminality.

*Prerequisite: LGS265*

*Terms Offered: SU*

**LGS425 Widener Law School Jurist Academy****3 Credits**

This course provides eligible students with an opportunity to spend two weeks at Widener University School of Law's Harrisburg campus participating in an intensive law school preparatory program.

*Prerequisites: A minimum of 60 credits AND approval from full-time Legal Studies faculty AND acceptance by Widener Law School into the program.*

*Terms Offered: SP*

**LGS499 Internship for Legal Studies****3 Credits**

The internship experience at Central Penn utilizes the vital aspects of education to ensure success in employment. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment.

*Prerequisites: A minimum of 90 credits completed.*

## Language

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*An asterisk (\*) denotes a C is required to progress.*

**LNG100 Conversational Spanish****3 Credits**

This course teaches students how to understand others and to make themselves understood using the Spanish language. Practical exercises and activities specifically geared toward "real life" scenarios are used.

## Mathematics

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An asterisk (\*) denotes a C is required to progress.

### **MTH010 Basic Algebra\***

**3 Credits**

This is a remedial course in algebra using basic algebraic operations and problem solving. It is offered to students who did not place into a 100 level math class by taking the placement test. It does not earn any credits and is a "C" to progress class (a grade of "C" or higher is needed to register for a 100 level class). Topics such as algebraic operations, exponents, expressions, linear equations and graphing are covered.

### **MTH101 College Business Mathematics**

**3 Credits**

This course is designed to give the student an understanding and application of mathematic concepts used in business activities such as: banking, payroll, buying and selling, interest computations, taxes, depreciation, financial statements, and statistics. The student will review basic math skills as well as gain an understanding of the mathematical knowledge and skills needed for business.

*Prerequisite: MTH010 or passing placement exam scores*

### **MTH105 College Algebra**

**3 Credits**

This course provides a solid foundation of algebraic functions, including the following topics: equations, inequalities and problem solving, functions, and solving systems of equations.

*Prerequisite: MTH010 or passing placement exam scores*

### **MTH125 Quantitative Literacy**

**3 Credits**

This course is designed to help students develop basic quantitative literacy skills that will be helpful in future college classes and in life as an informed citizen and consumer. Students will learn to critically evaluate quantitative claims and arguments using fundamental arithmetic and algebraic methods.

This course is ideal for the associate degree seeking student. It will not act as a prerequisite for any 200 level math class.

### **MTH135 Selected Topics in Math I**

**3 Credits**

This course provides students an opportunity to develop an individualized study plan on a specific theme, topic, or innovative area of their interest within the content area of math. With guidance from a faculty sponsor, the student will develop a course outline and completion plan.

*Prerequisite: Chair approval*

### **MTH200 Statistics**

**3 Credits**

This course is designed to develop a familiarity with the use of statistics for making business decisions. Topics covered include frequency distributions, measures of central tendency, probability, various distributions, statistical decision-making, testing hypotheses.

*Prerequisite: MTH101 or MTH105*

### **MTH235 Selected Topics in Math II**

**3 Credits**

This course provides students an opportunity to develop an individualized study plan on a specific theme, topic, or innovative area of their interest within the content area of math at a more advanced level than MTH135. With guidance from a faculty sponsor, the student will develop a course outline and completion plan.

*Prerequisite: Chair approval*

**MTH245 Pre-Calculus with Trigonometry****3 Credits**

This course is a conceptual course with problem-solving rather than mathematical theory with emphasis on the meaningful development toward the application of mathematics to the solutions of realistic problems. Topics include graphs and functions, exponential and logarithmic systems, trigonometric functions, trigonometric identities and conditional equations, systems of equations and inequalities, matrices and determinants, sequences and series, and basic analytic geometry.

*Prerequisite: MTH105*

**MTH315 Calculus for Business and Social Sciences****3 Credits**

This course introduces the concept of the derivative, the integral and the notion of limit. Basic properties of exponential and logarithmic functions are reviewed as we apply the derivative to study population growth, radioactive decay and other real world applications.

*Prerequisite: MTH245*

**MTH330 Statistics II****3 Credits**

This course will continue the study of statistics with one and two sample tests of hypothesis. It will focus on tests of independence, analysis of variance, simple and multiple regression, correlation analysis and non-parametric statistics.

*Prerequisites: MTH200*

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**Occupational Therapy Assistant**

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*An asterisk (\*) denotes a C is required to progress.*

*A plus (+) denotes a C+ is required to progress.*

**OTA100 Fundamentals of Occupational Therapy+****3 Credits**

This course provides an introduction to the occupational therapy profession and the guiding principles, history, theories, philosophy, and general safety considerations of occupational therapy. Fundamental concepts will be introduced including occupation, values, goals, ethics, frames of reference and models of practice. With a new understanding of occupational therapy, the different service delivery models and practice settings will be examined. Through lecture, discussion, group work and assignments, students will explore the *Occupational Therapy Practice Framework: Domain and Process and the Standards of Practice* to learn fundamental concepts including the collaborative occupational therapy process (assessment to discontinuation of services), role delineations of occupational therapy practitioners, and therapeutic use of self.

*Terms Offered: SP, FL*

**OTA108 Therapeutic Techniques I+****4 Credits**

This course is the first of two courses that will provide foundational skills for the applied occupational therapy treatment courses. Therapeutic Techniques I will provide an in-depth analysis of human occupation in all aspects of daily living from birth through death, guided by the Occupational Therapy Practice Framework: Domain and Process, 3rd Ed. Through lecture, lab activities, discussion and assignments students will learn the essential skills for activity analysis, observation and activity modification. The teaching and learning process will also be addressed in detail with an opportunity to demonstrate competency by the end of the term. Within the course, students will acquire the knowledge and skills to access and appraise all levels of professional literature as well as goal writing and modification techniques.

*Prerequisites: ALH120 and OTA100*

*Terms Offered: WI, SU*

**OTA110 Therapeutic Techniques II+****4 Credits**

This course is the second of two courses that will provide foundational skills for the applied treatment courses. The course focus will be on the knowledge and application of biomechanics, movement-related function, kinesiology and assessment. It will also include instruction on the continuum of treatment from preparatory methods through occupation-based treatment. Assessment (including measurement) of movement, thermal modalities and strength will be addressed. Initial instruction in documentation will be expanded to include documenting the treatment session as well as taking and recording data. Students will also examine billing and reimbursement structures as well as further their analysis of professional literature and applied evidence-based practice strategies.

*Prerequisites: OTA108 and ALH130*

*Terms Offered: SP, FL*

**OTA200 Developmental Occupational Therapy+****4 Credits**

This is a comprehensive course that provides the Occupational Therapy Assistant with an understanding of the basic and advanced principles of pediatric habilitation and rehabilitation. It explores common conditions that impede normal development and threaten occupational performance. The course emphasizes developmental knowledge and skills for current occupational therapy screenings, assessments and intervention used with pediatric populations in a variety of service delivery systems. It includes 20 hours of required Level I Fieldwork experience outside of scheduled class time, which provides opportunities for students to observe and begin to apply the concepts learned in the classroom in actual pediatric and developmental therapy settings. The laboratory component of the Pediatric Occupational Therapy course provides structured opportunity for students to develop hands on skills for implementing developmental Occupational Therapy services in a variety of settings. Students practice skills aimed to enhance development, remedial function and promote adaptation.

*Prerequisites: BIO105 and OTA108*

*Terms Offered: SP, FL*

**OTA205 Occupational Therapy in Mental Health+****4 Credits**

This course explores the impact of mental illness on occupation. Theories and models of practice used in occupational therapy evaluation and intervention for adolescents and adults will be discussed. Observation skills, problem solving, critical thinking, treatment techniques will be learned and applied to different treatment settings. Case studies, laboratory activities, and competency examinations will be utilized to gain awareness and insight for practitioners working in mental health. Group dynamics and group interactions skills will be explored. This course includes 20 hours of Level I Fieldwork experience outside of the scheduled class time, which provides opportunities for students to observe and apply concepts learned in the classroom in actual mental health practice settings. The laboratory component provides structured opportunities for students to develop hands-on skills for implementing occupational therapy services with individuals who have psychosocial dysfunction. Students practice skills for conduction various therapeutic groups and use a variety of therapeutic media.

*Prerequisites: OTA110, OTA200 and PSY420*

*Terms Offered: WI, SU*

**OTA210 Occupational Therapy in Physical Rehabilitation+****4 Credits**

This course explores the impact of physical disability and illness on human occupation. It analyzes the occupational therapy process with individuals who have physical dysfunction including assessment procedures and current occupational therapy interventions. A variety of physical conditions commonly encountered in physical rehabilitation practice settings are addressed including central nervous system disorders, cardiovascular system disorders, neuromuscular disorders, and orthopedic conditions. The course includes an additional 20 hours of required Level I Fieldwork Experience outside of scheduled class time which provides opportunities for students to observe and apply the concepts learned in the classroom in actual physical rehabilitation practice settings.

*Prerequisites: OTA200 and OTA205*

*Terms Offered: SP, FL*

**OTA215 Developing Professional Behaviors in Occupational Therapy+ 2 Credits**

The course provides a basis for developing essential professional skills needed to practice as an Occupational Therapy Assistant in a variety of service delivery systems. Emphasis will be placed on ethics, practice standards, and related legislation. Healthcare reimbursement systems, quality improvement, and its impact on Occupational Therapy services delivery will be studied. Regulatory board requirements for certification, licensure, and on-going professional development are addressed. Students will understand the importance of promotion of health literacy and occupational therapy services for all populations.

*Prerequisite: OTA200*

*Terms Offered: WI, SU*

**OTA220 Occupational Therapy in Geriatrics+ 3 Credits**

This course explores the health and well being of the older adult while examining common conditions that occur later in life. This course will focus on the integration of knowledge gained in previous courses regarding anatomy, physiology, biomechanics, activity analysis, and occupation, applying it directly to the older adult. Students will learn how to interpret the plan of care from an occupational therapist and apply it by devising appropriate treatment interventions for this population. Students will utilize the Occupational Therapy Practice Framework: Domain and Process to guide evaluation, intervention and outcomes assessment with emphasis being placed on the rehabilitation/habilitation of the older adult using evidence-based practice. Health literacy and advocacy within the geriatric population will be examined and students will apply ethical decision making in all professional interactions.

*Prerequisite: OTA205*

*Terms Offered: SP, FL*

**OTA230 Pathology and Function+ 3 credits**

This course is the study of the pathology of diagnoses, diseases, and conditions commonly encountered by occupational therapy practitioners. Fundamental characteristics of the diagnoses including diagnostic techniques and medical interventions will be explored as well as the impact of the conditions on occupational performance. Through lecture, discussion, group work and assignments, students will apply the learned concepts in this course to common occupational therapy models of practice and the occupational therapy practice framework III (OTPF 3) to understand the holistic impact of the diagnosis. Emphasis is placed on the patient's illness experience as it relates to quality of life and degree they are able to engage in desired occupations. The role of OT in health promotion, health literacy, and risk factor reduction will be addressed. By the end of the course, students will also understand the global impact of diseases.

*Prerequisites: OTA108, ALH120, ALH130*

*Terms Offered: WI, SU*

**OTA299 Level II Fieldwork Experience+ 3 Credits**

Upon successful completion of all required coursework, students will complete 16 weeks of Fieldwork in traditional and emerging occupational therapy practice settings to apply knowledge to practice. This experience is the capstone for all OTA classes and will enable the student to further develop clinical reasoning and hands-on skills for assessment and implementation of occupational therapy services under the supervision of a registered occupational therapist or certified occupational therapy assistant. The goal of Fieldwork is to develop professionalism and competence in career responsibilities as a generalist entry-level occupational therapy assistant and to achieve client-centered, meaningful, occupation based outcomes. Level II Fieldwork may be completed in a minimum of one setting if it is reflective of more than one practice area, or in a maximum of 3 different settings as scheduling and availability of Fieldwork sites allow.

*Prerequisites: Successful completion of all previous OTA Core Courses and general education courses. All necessary background clearances and immunizations required by Fieldwork sites must be obtained in advance. Proof of current CPR Certification and student liability insurance is required.*

## Philosophy

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### **PHI105 Ethics**

**3 Credits**

This course is an introduction to the concepts, principles, and theories involved in ethics. Emphasis is placed on the development of critical thinking skills as they apply to contemporary moral problems such as pornography, euthanasia, hate speech, the death penalty, and our obligation to others.

### **PHI110 Political Philosophy**

**3 Credits**

Political philosophy is a branch of philosophy devoted to assessing the authority, legitimacy, and justification of various kinds of political arrangements. In this course, students will become thoroughly familiar with major themes in political philosophy. The aim of this course is to enable students to become familiar with the general themes of political thought.

### **PHI300 Critical Thinking**

**3 Credits**

Students learn to think clearly by examining the principles of proper reasoning. Practice in spotting fallacious arguments and misleading ploys increases the student's powers of writing, speaking, and critical thinking.

*Prerequisite: ENG102*

### **PHI305 Problems of Philosophy**

**3 Credits**

Building on the foundation understanding of the philosophical study of ethics, students are introduced to the key problems of philosophy through the works of prominent philosophers such as Plato, Aristotle, Descartes, and Kant. Emphasis is placed on philosophical discussions of the nature of reality, the meaning of life, and the problem of certainty in a world of change.

*Prerequisites: ENG102 and PHI105*

### **PHI310 Death and Dying**

**3 Credits**

This course is a philosophical approach to the inevitability of death. Students will explore the view of death and dying held by the world's major belief systems. Readings will be drawn from philosophy, science, religion, and literature.

*Prerequisite: ALH255 or ALH280 or PHI105 or NUR330*

### **PHI405 The Meaning of Life**

**3 Credits**

This course is an exploration, on a personal level, of the quest to find meaning, significance, and purpose in life. Through selected readings from philosophy, mythology, literature, and science, students will examine the views of others and then discuss how these may be interpreted and incorporated into their own lives. Students will evaluate their beliefs and values with the goal of working towards discovering how to lead a meaningful life.

*Prerequisites: ENG102*

## Physics

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*An asterisk (\*) denotes a C is required to progress.*

### **PHY200 General Physics I\***

**3 Credits**

This course is the first of a two-term sequence. It is intended to provide a general knowledge of the basic concepts of physics relating to mechanics, energy, rotational motion, fluids, thermodynamics, and waves. Physics is based on problems solving that this class involves both solving work problems and performing laboratory exercises. Students will attain a conceptual understanding and problem-solving ability that they can readily apply to their knowledge to novel problems and situations. It show to students how useful physics is in their own lives and will be in their future professions.

*Co-requisite: PHY200L*

*Prerequisite: MTH105*

*Terms Offered: SU, FL*

**PHY200L General Physics I Lab\*****1 Credit**

This course is the practical laboratory application of the concepts learned in PHY200. It is intended to provide a general knowledge of the basic concepts of physics relating to mechanics, energy, rotational motion, fluids, thermodynamics, and waves. Physics is based on problem solving that this class involves both solving work problems and performing laboratory exercises. Students will attain a conceptual understanding and problem-solving ability that they can readily apply to their knowledge to novel problems and situations. It shows to students how useful physics is in their own lives and will be in their future professions.

*Co-requisite: PHY200*

*Prerequisite: MTH105*

*Terms Offered: SU, FL*

**PHY300 General Physics II\*****3 Credits**

This course is the second term of a two-term sequence. It is intended to provide a general knowledge of the basic concepts of physics relating to electricity, magnetism, electromagnetism, and optics. Physics is based on problems solving and this class involves both solving word problems and performing laboratory exercises. Students will attain a conceptual understanding and problem-solving ability such that they can readily apply their knowledge to novel problems and situations. It shows students how useful physics is in their own lives and will be in their future professions.

*Co-requisite: PHY300L*

*Prerequisite: PHY200 and PHY200L*

*Terms Offered: WI, FL*

**PHY300L General Physics II Lab\*****1 Credit**

This course is the practical laboratory application of the concepts learned in PHY300. It is intended to provide a general knowledge of the basic concepts of physics relating to electricity, magnetism, electromagnetism and optics. Physics is based on problem solving and this class involves both solving work problems and performing laboratory exercises. Students will attain a conceptual understanding and problem-solving ability such that they can readily apply their knowledge to novel problems and situations. It shows students how useful physics is in their own lives and will be in their future professions.

*Co-requisite: PHY300*

*Prerequisites: PHY200 and PHY200L*

*Terms Offered: WI, FL*

**Political Science**

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*An asterisk (\*) denotes a C is required to progress.*

**POL200 The Origins of Modern Civil Liberties****3 Credits**

This course will trace the development of civil liberties in America. The course will consider several major topics including the Constitution and Bill of Rights, the Civil War, Reconstruction and key court opinions. Other topics include race and gender discrimination and sexual harassment. Emphasis will be on the historical context, which gave rise to modern civil liberties and civil rights.

**POL210 World Politics****3 Credits**

Provides a survey of world politics by examining traditional and contemporary issues and their impact on people and nations. Debates and discussions are used to cover controversial material and stimulate critical thinking. Coverage will include various cultures and non-democratic political systems.



**POL225 Congress and the American Presidency 3 Credits**  
This is an advanced political science course that examines the changing power relationship between Congress and the American Presidency. The course will look at the traditional powers the legislative and the executive branch enjoy and how the relationship between the two branches of government has shifted over the years.

**POL310 Public Policy 3 Credits**  
The course is the study of the governmental decision-making processes based on the administration of the political agenda. The connection of public policy to the legislative and electoral process will be discussed.  
*Prerequisite: PHI105*

**POL320 State and Local Government 3 Credits**  
This course introduces students to the role of state and local governments in formulating policy. The course examines the federalist system that disperses power and responsibility among federal, state, and local governments. It will additionally study the changing nature of those roles and the future of state and local governments in administering federal programs.  
*Prerequisite: LGS180*

**POL325 Conflicts in American Government 3 Credits**  
This course is an analysis of the decision-making structure and processes of American national government. Discussion will include the role of political parties and interest groups and the formation of public policy. Controversies of select public policies such as: foreign policy, defense, health and welfare, civil liberties, and civil rights will be analyzed.  
*Prerequisite: POL200 or POL250*

## Psychology

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**PSY100 Psychology 3 Credits**  
This course is designed to be a broad survey to expose students to the major areas of psychology and to foster a basic understanding of the concepts and vocabulary of the study. Topics will include the history of psychology, the ethics of psychology study, the biological basis of behavior, the nature of perception, and the states of consciousness, learning, memory, cognition, and mental abilities, motivation and emotion, personalities, disorders, among others.

**PSY105 Child Growth and Development 3 Credits**  
A study of childhood development from the prenatal period through adolescence. The practical aspects of child rearing are stressed. Special emphasis is placed on normal physical, social, and psychosocial growth so the student can recognize normal development as well as deviations from the normal.

**PSY210 Medical Psychology 3 Credits**  
In this course, the student studies the behavioral and psychological factors associated with medical illness, pain, and disability. Emphasis is placed on the psychological adjustment of an individual and the family to the changes in lifestyle that come about because of medical illness/disability. Methods used to motivate and impact behavior change in the treatment of these individuals are also emphasized. Students will discuss and develop sensitivity for persons with disability, cultural, and socioeconomic differences.

**PSY305 The Nature of Consciousness 3 Credits**  
A scientific exploration of the latest theories about the nature of human consciousness. Students will explore the biological, psychological, and social mechanisms that influence and create human consciousness. Special attention is paid to emotions, intention, and proprioception.  
*Prerequisite: PSY100*

**PSY410 Personality and Behavior Traits****3 Credits**

This course is designed to introduce students to the complexity of the human personality. The study includes an overview of theories in relations to human evolution, biological traits, social construction, and institutions based on research and limitations.

*Prerequisite: PSY100*

**PSY420 Abnormal Psychology****3 Credits**

This course provides an examination of the various psychological disorders as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is on terminology, classification, etiology, assessment, and treatment of the major disorders. A combination of theory, research and illustrative case and film study is used to present the course material. Students will be asked to describe normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, impairment and therapeutic techniques.

*Prerequisite: BIO105 or PSY100*

**Physical Therapist Assistant**

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*A plus (+) denotes a C+ is required to progress.*

**PTA100 Fundamentals of Physical Therapy+****3 Credits**

This course teaches the concepts and scope of physical therapy and its relationship to other health care professions. The role the physical therapist, physical therapist assistant, and the physical therapy aide are discussed with emphasis on supervisory relationship, professionalism, and communication. Conditions treated and procedures used are covered. Cultural diversity and socioeconomic differences will also be discussed. Additionally, the student is introduced to proper documentation in a patient's chart. Student will develop appropriate communication skills within the healthcare field. This course serves as a foundation for all consecutive PTA courses in preparation for the National Therapy Exam.

*Terms Offered: WI, SU*

**PTA155 Physical Therapist Assistant Procedures+****4 Credits**

This course covers many of the basic duties of the physical therapist assistant. HIPAA regulations and confidentiality in the workplace will be presented. Students will also learn about finance as related to healthcare, documentation, transfers, gait sequence, assistive devices, gait training, prosthetic devices and training, introduction to goniometry, and massage. Emphasis will be placed on practical application, skill development and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective manner is required for the course. Through the competency examinations, students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Prerequisite: PTA100*

*Terms Offered: SP, FL*

**PTA160 Pathophysiology for PTA I+****3 Credits**

This course introduces pathology and disease by investigating the etiology, pathophysiology, and clinical manifestation of a wide variety of diseases affecting the various body systems of the human body specifically the Integumentary, Nervous System, GI, Immune, and Reproductive. Diagnostic procedures and treatments for various disorders will be discussed as well as pharmaceuticals.

*Prerequisite: ALH120*

*Terms Offered: SP, FL*

**PTA235    Modalities+****4 Credits**

This course provides the student with an understanding of the basic physical therapy modalities, including indications/contraindications, patient preparation, and documentation. Emphasis will be placed on practical application, skill development and effective communication skills. Successful completion of competency evaluations in a safe, ethical and effective manner is required for the course. Through the competency examinations, students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Prerequisites: ALH130 and PTA155*

*Terms Offered: WI, SU*

**PTA245    Applied Kinesiology+****4 Credits**

This course provides the student with an in-depth study of the structure and function of the musculoskeletal system. The student will learn normal joint structure and function, muscle function specific to each joint, and abnormal joint function. The laboratory portion of this course concentrates on the principles of physical joint assessment including surface anatomy palpation, a review of goniometry, and instruction in manual muscle testing. Emphasis will be placed on practical application, skill development, and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective manner is required for this course. Through the competency examinations students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Prerequisites: ALH130 and PTA155*

*Terms Offered: WI, SU*

**PTA255    Therapeutic Exercise+****4 Credits**

This course provides to the physical therapist assistant student an understanding of the basic principles of therapeutic exercise including the use of exercise equipment, development of skill in the application and instruction of exercise, and the indications, contraindications, and precautions for exercise prescription. This course also covers exercise and manual techniques for pulmonary physical therapy, the obstetric patient, and treatment of lymphedema. Emphasis will be placed on practical application, skill development, and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective manner is required for this course. Through the competency examinations students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Prerequisites: PTA235 and PTA245*

*Terms Offered: SP, FL*

**PTA260    Pathophysiology for Physical Therapist Assistant II+****3 Credits**

This course introduces pathology and disease by investigating the etiology, pathophysiology, and clinical manifestation of a wide variety of diseases affecting the various body systems of the human body including Cardiovascular, Respiratory, Endocrine, Urinary, and Hemopoietic and Lymphatic systems. Diagnostic procedures and treatments for various disorders as well as pharmaceuticals will be discussed.

*Prerequisites: ALH130 and PTA160*

*Terms Offered: WI, SU*

**PTA265    Neurological Rehabilitation+****4 Credits**

This is a comprehensive course that provides the physical therapist assistant student with an understanding of the basic principles of neurological rehabilitation of acute and chronic conditions. This course will teach students how to integrate their understanding of pathophysiology, fundamental principles of patient care procedures, kinesiology, and therapeutic exercise, and apply them to patients with neurological diseases and injuries. This course will teach students how to devise proper patient instruction and application of specific neurological treatment techniques while demonstrating an understanding of the Physical Therapist Assistant's role including the responsibilities, privileges and limitations of

the position. Emphasis will be placed on practical application, skill development, and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective manner is required for this course. Through the competency examinations students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Prerequisites: PTA260, and/or concurrent with PTA255*

*Terms Offered: SP, FL*

**PTA298 Physical Therapist Assistant Clinical Practice 1 Credit**

Clinical Practice is the initial field experience for physical therapist assistant students. This course affords students the opportunity to participate in the daily workings of a physical therapy clinic and better understand the roles and duties of physical therapists and physical therapist assistants. Students will be involved in patient care, which is performed under the direct supervision of a physical therapist, and requires that students have a sound understanding of the principles of physical therapy and a basic skill level for the procedures performed by a physical therapist assistant. Students will perform appropriate measurements and assessments, communicate effectively and display a professional attitude while on Clinical Practice.

*Prerequisites: PTA235 and PTA245*

*Terms Offered: WI, SU*

**PTA299 Internship for Physical Therapist Assistant 4 Credits**

The internship experience at Central Penn allows students to apply the knowledge and skills learned in the classroom to the working environment. This experience is the capstone for all PTA classes and will prepare students for the National Physical Therapy Exam. Students will deliver physical therapy services in an ethical, safe and effective manner as evidenced by good clinical judgment. Students will also demonstrate a professional attitude and communicate effectively with members of the healthcare field.

*Prerequisites: Successful completion of all courses and requirements of the Physical Therapist Assistant program and to have passed all required competency tests and STS300 Job Pursuit Seminar.*

*Terms Offered: SP, FL*

## Science

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*An asterisk (\*) denotes a C is required to progress.*

**SCI100 Basic Nutrition 3 Credits**

This course examines the basic principles of nutrition with a focus on the relationships of nutrients to health and fitness. Topics include basic dietary constituents, principles of body function, considerations for disease prevention and management, dietary regulation, dietary myths, food safety, and weight management. Student will also analyze current topics in nutrition and determine how cultural and social difference impact lifelong health.

**SCI220 Holistic Health 3 Credits**

This course studies the attitudes and behaviors, which affect each individual's health and wellness. The physical, mental, social, and spiritual dimensions of health will be discussed in detail using a holistic approach to wellness. This course emphasizes each individual's responsibility for his or her own health through developing a healthy lifestyle.

**SCI230 Environmental Geology 3 Credits**

This course serves as an introduction to the fundamentals of geology as a scientific field, including natural hazards, resources, processes, and health. Students will examine fundamental geologic processes such as the rock cycle, hydrologic cycle, and plate tectonics. Particular emphasis will be placed on issues of climate change, sustainability, and human impact.

*Terms Offered: WI, SU*

**SCI240 Ecology Principles and Trends****3 Credits**

This course is designed to introduce fundamental concepts in the field of ecology. Topics include evolution, populations, communities, and ecosystems. At the end of this course, student will be able to understand ecological patterns and effecting factors.

**SCI300 Genetics\*****3 Credits**

This is an introductory course that covers transmission genetics, molecular genetics, and population genetics, with an emphasis on problem-solving. Examples in both plants and animals (including humans) are considered. This course includes a laboratory that is designed to develop basic laboratory skills and illustrate concepts.

*Prerequisites: ALH165, ALH165L, BIO230, BIO230L, and MTH105*

*Terms Offered: WI, SP*

**SCI320 Advanced Nutrition for Healthcare Providers\*****3 Credits**

This course considers the basic principles of human nutrition and studies those factors that influence nutritive requirements and maintenance of nutritional balance. The course examines the relationships between proper nutrition and social, mental, and physical well-being and studies the application of nutrition principles to the human life cycle. Topics include nutrient functions, needs, sources, and developmental alterations to nutrition due to pregnancy, lactation, growth, development, maturations, and aging.

*Prerequisite: SCI100*

*Terms Offered: SP*

**SCI330 Advanced Pharmacology\*****3 Credits**

This course is a study of the science of pharmacology with emphasis on understanding the impact of pharmacological intervention on the human body. This is an in depth examination of the different classes of medications, side effects, interactions and contraindications. We will also explore the impact of over the counter (OTC) medications and herbal remedies.

*Prerequisites: ALH130, ALH130L or ALH165, ALH165L*

*Terms Offered: WI, SU*

## Sociology

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**SOC100 Sociology****3 Credits**

This course will examine the organization through the lenses of an introduction to sociological theory. It gives students of the course a perspective on a sound understanding of key sociological concepts as well as insight into how sociologists view society and human beings. Students will be introduced to sociological theories through review of foundational studies and experiments.

**SOC110 Marriage and the Family****3 Credits**

This course includes the study of successful relationships, the family functions, mate selection, communication, role equity, parenthood, and marital growth and fulfillment.

**SOC200 Social Deviance****3 Credits**

This course is designed to be a broad survey to expose students to the sociological aspects of deviance. Topics to be covered include the dynamics of deviance, what qualifies as deviant behavior in certain social settings and the public reaction to it, society's approach to sex, violence, theft, drugs and mental disorders, and how the deviant should be treated.

*Prerequisite: PSY100 or SOC100*

**SOC205 Sociology of Religion****3 Credits**

The social influence on religion raises many fundamental questions, especially when faced with a variety of religious traditions and interpretations. This course explores the nature of religious beliefs and practices, both in a historical and contemporary context.

*Prerequisite: SOC100 or HUM105*

**SOC305 Social Movements****3 Credits**

The course focuses on specific social movements and protests that helped to shape public policies, politics, and society such as the Women's Suffrage, Civil Rights Movement, and the Arab Spring. Students will analyze how and why people mobilize to create or prevent social change as well as the specific factors that help to predict a movement's success or failure.

*Prerequisite: SOC100 or HUM105*

**SOC350 Social Responsibility****3 Credits**

This course is designed as an interdisciplinary synthesis of learning for Central Penn College undergraduates through the lens of civic engagement and social responsibility. Topics include problem solving in contemporary society. Upon completion, student will have developed awareness and skills to sustain and advance the communities in which they live. This course requires interaction with outside agencies.

*Prerequisites: HUM105 and SOC100*

**SOC400 Leadership in Society****3 Credits**

This course is designed to expose students to leadership theories and influential social leaders throughout history. Student will be familiarized with leaders that have inspired social change and to modern leadership theorists.

*Prerequisite: ENG102*

**SOC410 Race and Gender****3 Credits**

This course offers a structural and systematic analysis of the intersections between race and gender with a specific focus on issues on inequality, power, prestige, and opportunity. Students will examine the social and cultural construction of race and gender, especially as they relate to identity, institutions, media, and the workplace. The course's primary objective is to offer a conceptualization of race and gender as interlocking concepts that reinforce social hierarchies and inequities.

*Prerequisite: HUM105 or SOC100*

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**Student Success****STS300 Job Pursuit Seminar****1 Credit**

Job Pursuit Seminar teaches the job seeker the positive and beneficial concepts and skills of finding suitable and meaningful employment including self-appraisal, resume and cover letter preparation, sources of employment, and interviewing techniques.

*Prerequisite: Successful completion of any 48 academic credits*

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**Technology****TEC103 Survey of Windows****3 Credits**

This is an introductory course designed to have students work with five major Windows software application packages used in business. Students will use a hands-on approach in creating projects using word processing, spreadsheet, presentation, desktop publishing, and database software in addition to exploring options in how to integrate between the packages to achieve business related goals. This course will also present information on navigating through a Windows environment and how to manage files and programs from a business perspective.

**TEC105 Information Technology****3 Credits**

This course provides an overview of essential computer and digital technologies impacting society today. A variety of readings, presentations, and discussions may be used to examine the historical, political, social, and ethical issues surrounding computer technology. Key discussion points for this course will include an introduction to computer concepts, wireless technologies, security issues, and other current trends. Students will also work hands-on with the Internet, communication software, and typical productivity applications available in a modern Windows environment.

**TEC120 Structured Programming****3 Credits**

This course introduces students to the formal syntax and semantics of the C++ programming language through the examples of programming games. Students will learn to interpret program requirements in terms of input, output, and processes. Hands on programming exercises will introduce programming concepts that include data types, variables, selection control structures, repetition control structures, and user defined functions.

**TEC125 Microsoft Access****3 Credits**

This course is an introduction to relational databases and database design. Coverage includes a quick review of database modeling, data types, establishing relationships, creating updating tables, and entity-relationship diagrams. Students learn Microsoft Access as an implementation of a relational database to input data, create forms, create queries, and create reports.

**TEC135 Networking I****3 Credits**

Networking I introduces the theoretical concepts that are the underpinnings of modern network functions. Beginning with the OSI and TCP/IP models, students will learn how network protocols function at each level of the network. Students will learn how logical and physical addresses are used to identify hosts on the network, how networks are segmented into manageable sizes with switches and routers, and how different networks communicate with each other through a router.

**TEC140 Microcomputer Systems****3 Credits**

This course includes the basic elements of computer science that are necessary to understand how all computers work, the relationship between hardware and software, hardware components of personal computers and related peripherals, and an introduction to networking and programming. The course also includes the binary and hexadecimal numbering systems, input and output processes, software installation and configuration, the OSI model, algorithm concepts, and basic data structures.

**TEC200 Data Modeling Foundations****3 Credits**

This introductory course presents the theoretical aspects of database design and methodologies for designing relational databases such as Microsoft Access, Oracle, and SQL Server. Coverage includes methods of gathering, documenting, and communicating the elements and structure of business information. Different types of modeling include entity relationship models, hierarchical models, and principles for converting from logical models into physical models.

**TEC210 Discrete Logic****3 Credits**

This course focuses on the language and methods of reasoning used throughout mathematics, computer science, and selected topics in discrete mathematics. Students will use the principles of sets and subsets, logic, counting, functions, order relations and structures, and finite state machines. Students will spend time each week reading, completing assignments and other related academic activities outlined by the professor.

*Prerequisite: MTH105*

**TEC222    Networking II****3 Credits**

Network II introduces wireless and mobile networking, multimedia, and security, with a specific focus on network security. Encryption, message integrity, authentication, network layer, and transport layer security are key topics. A range of potential network security risks arising from email, remote access, and file transfers are discussed.

*Prerequisite: TEC135*

**TEC225    Visual Programming****3 Credits**

This is an introductory class for the .NET Framework which will demonstrate a development and execution environment that allows different programming languages & libraries to work together seamlessly to create Windows-based applications that are easier to build, manage, deploy, and integrate with other networked systems. This course provides the student programming experience in a .NET language such as VB.NET or C#. It covers the design, development, and execution of user-generated design requirements. Topics covered include components of main windows, dialog boxes, menus, controls, color, and animation. Programs are oriented toward solving common business problems.

*Prerequisite: TEC120*

**TEC230    Introduction to Data Analysis****3 Credits**

Many professionals, including those involved with data analytics use Microsoft Excel in their daily work as a tool to manage and analyze data. This course uses Microsoft Excel to generate analytical models through data summarization, data reporting, and the analysis of data. Those taking this course will learn Excel functions including, but not limited to, Solver, Pivot Tables, Charting, Power View, and Monte Carlo simulations.

*Prerequisite: BUS120 or TEC103*

**TEC235    Object-Oriented Programming I****3 Credits**

This course introduces students to the field through object-oriented design and programming, using C++. Reinforces concepts with practical exercises in weekly lab sessions and with challenging and engaging programming assignments. Students in this course have some programming experience in C++ prior to enrolling.

*Prerequisite: TEC120*

**TEC238    Python****3 Credits**

Python is an extensible scripted language commonly used in artificial intelligence and for processing large data sets. As an extensible language Python makes extensive use of third-party Python libraries. This course introduces students to Python structure and syntax conventions. This course teaches students how to solve computable problems in the Python language. Students will be exposed to Python data, modules, Turtle graphics, functions, strings, lists, Python GUIs, event driven programming, and other Python topics.

*Prerequisite: TEC120 Structured Programming*

**TEC240    Visual Basic for Applications****3 Credits**

Visual Basic for Applications is a programming language that allows users to customize their applications by creating more convenient ways to perform common tasks. The course is designed to guide the beginning programmer in writing procedures using the VBA language to customize Microsoft Word, Microsoft Excel, and Microsoft Access.

*Prerequisite: TEC235*

**TEC245    Internet Programming I****3 Credits**

This course is an introduction to tools and -programming skills needed for developing Internet applications. Topics covered include HTML, scripting languages such as JavaScript, XML, PHP, and database access through the web.



**TEC252 SQL Fundamentals****3 Credits**

Structured Query Language is the standard language for creating, maintaining, and extracting data from all relational databases. SQL Fundamentals introduces the conceptual framework for SQL and syntax for identifying and defining data types, defining the relationship between fields, and entering data into the proper table. Students will be expected to learn how to enforce data integrity and query a database within SQL.

*Prerequisite: TEC200*

**TEC305 COBOL****3 Credits**

COBOL has been the most widely used programming language since its development. Billions of lines of COBOL are used in combination with CICS to process billions of transactions each day. This course introduces students to the essentials of COBOL programming and how to test programs that prepare reports. Students will learn file organization and how to work with intrinsic functions, dates, characters, tables, copy members, and subprograms.

*Prerequisite: TEC120 Structured Programming*

**TEC310 Virtualization****3 Credits**

This course investigates virtualization along with related architectures and security concepts. Students will learn about the benefits of virtualization, cloud computing and solutions with related deployment methods. Students will also gain an understanding of virtualization hardware, storage, and thin clients. Labs will explore a variety of scenarios and help reinforce theoretical concepts discussed in this collaborative class.

**TEC320 Systems Analysis and Design****3 Credits**

This course is a comprehensive study of tools and techniques used in the analysis of computer systems and the design of software to support that system. Topics covered include corporate goals and objectives, input/output files, forms, processing, documentation techniques, backup, project management, and the responsibilities of a systems analyst.

*Prerequisites: TEC120 and TEC200*

**TEC325 Operating Systems****3 Credits**

This course is designed to provide the fundamentals of Operating Systems. Students will exam the theoretical concepts underlying the design and implementation of a computer operating system from the perspective of the operating system's tasks and responsibilities. Beginning with process definition, process management and memory management, students will progress to the study of file structures and how input and output is managed. The course will conclude with an examination of how those concepts have been implemented in Unix and DOS.

*Prerequisites: TEC120 and TEC140*

**TEC330 Network Management****3 Credits**

Network management presents the principles and practices of network management and administration of Microsoft Server. Beginning with the configuration and installation, the course proceeds to the discussion of server domains. Active Directory is a major component of this course and considerable time will be spent developing an understanding of Active Directory and its management. The course will also cover the management of group policies and the user's environment.

*Prerequisite: TEC222*

**TEC335 Object-Oriented Programming II****3 Credits**

This course introduces students to the principles of object-oriented analysis, design and programming using JAVA. The focus is on developing creative thinking for analyzing a problem domain and designing a solution, and on using the JAVA programming language (or other appropriate programming language) to implement it. Topics covered include classes of inheritance, polymorphism, basis abstract types, including lists, stacks, queues, debugging techniques, and program compilation and execution. An object-oriented programming language (currently JAVA) will be used to demonstrate constructs and syntax.

*Prerequisite: TEC235*

**TEC345 Internet Programming II****3 Credits**

The development of advanced web-based systems involves challenges in software engineering, system architecture, database design, user interfaces, security, and web services. This course will describe both the theoretical background behind these issues and the practical challenges of system implementation. Web based programming languages such as PHP, Ruby on Rails, and Java will be used for in-class demonstrations and for assignments. Readings from current research and professional publications will inform discussions. Projects and assignments will involve the implementation, use, and evaluation of advanced web-based systems.

*Prerequisites: TEC245 and TEC235*

**TEC350 Firewalls and Intrusion Detection****3 Credits**

Beginning with an examination of the nature of firewalls and the importance of developing a security policy to meet specific requirements, this course proceeds to study various firewall topologies and how they are implemented in order to support network services. The concept of honeypots and honeynets are introduced and students will learn how they can be used to monitor and track attacks on the network.

*Prerequisite: TEC222*

**TEC370 Human Computer Interaction****3 Credits**

This course explores the psychological, physiological, and engineering basis of design and evaluation of human-computer interactions (HCI). The course will focus on design methods and thinking, and will allow students to develop their design and practical skills through a variety of hands-on exercises. The course covers topics such as: the foundations of HCI, task analysis techniques for gathering design information, user experiences, usability testing, and project planning and reporting. Individual and group assignments, including a significant group project, will provide an opportunity to more deeply engage with the course material.

*Prerequisites: TEC120 and TEC140*

**TEC376 Selected Topics in Technology****3 Credits**

The specific topic of this course will be determined before the academic term that it is offered. This topic will relate to a specific area of technology related to computer science, programming, networking, data analytics, or systems analysis.

*Prerequisites: TEC120 and TEC320*

**TEC385 Social Media****3 Credits**

As interactive social networking sites have proliferated the Internet, many disciplines have recognized the power of these communities. The question that arises, how and why does social media, such as Facebook, Twitter, and LinkedIn, work? The goal of this course is to merge communication, information technology, and marketing approaches to explore the social and technological forces driving the design and use of social media services. Students will learn about setting objectives, measuring program results, new media technologies and macro-environmental issues affecting new media. This class will use a hands-on approach to experience social media including work on an interdisciplinary, team-based project involving the conceptualization, design, and implementation of a social media application.

*Prerequisites: ENG102 and 3rd or 4th year status*

**TEC388 Data Analysis with Python****3 Credits**

Python is an extensible scripted language extensively used in processing large data sets for data analysis. This course focuses on those parts of the Python programming language along with its data-oriented libraries and tools that are integral to processing large data sets in preparation for data analysis. NumPY, pandas, matplotlib, SciPy, scikit-learn, and Jupyter notebooks are several of the more popular libraries and toolkits that will be presented in this course.

*Prerequisites: TEC230 and TEC238*

**TEC390 IT Project Management****3 Credits**

This advanced course is a comprehensive study of information technology project management. Participants explore the tools and techniques used in the analysis of computer system projects and the design and project management that support system planning and implementation. Topics covered include integration management, scope and time management, cost management, and risk management. Other topics covered include project initiating, planning, executing, controlling, and estimating the cost of a project. This course builds an unparalleled foundation for tomorrow's creators and managers by providing a meaningful study of projects and building a framework of sound IT project management.

*Prerequisite: TEC320*

**TEC410 Advanced Data Structures and Algorithm Analysis****3 Credits**

This course is a survey of elementary data types and static and dynamic data structures, with a study of alternative representations and the algorithms used to manipulate each. The Java language will be used in the implementation of various projects.

*Prerequisites: TEC210 and TEC235*

**TEC411 Cyber Ethics****3 Credits**

Cyber ethics refers to the study of moral, legal, and social issues involving computer and network technology. This course addresses the ethical roles and responsibilities of computer professionals. Privacy, security, intellectual property rights, and cyber-related crimes will be discussed, along with the problems of regulating commerce and speech in cyberspace.

*Prerequisite: ENG102*

**TEC412 Pen Testing****3 Credits**

Network security professionals need to understand the types of attacks that may be directed against their system in order to assess risks and prioritize defense measures. This course examines how hackers gather information about systems and networks and the vulnerabilities of various operating systems. This course explores entry points to the network, how hackers exploit vulnerabilities in firewalls and network devices. This course also looks at reporting results and preparing for the next penetration test.

*Prerequisite: TEC350 or TEC330*

**TEC413 Hacking Defenses****3 Credits**

This course examines the tools and techniques for protecting systems against hacking attacks. Multifunctional tools such as Netcat, the X Windows Operating system and Cygwin are examined. Port scanners and auditing tools are used to audit systems on the network, while port redirection, port sniffers, and wireless tools are used to audit the network itself. Tools used in forensics and incident response will be introduced.

*Prerequisite: TTEC350 or TEC330*

**TEC420 Advanced Routing****3 Credits**

This course continues with advanced routing concepts introduced in previous networking courses. Course content includes scaling IP networks using VLSM, private IP addressing, NAT, and IPv6; optimizing IP address utilization; intermediate level configuration of routing protocols including RIPv2, EIGRP, OSPF, IS-IS, and BGP routing protocols; techniques used for route filtering and route redistribution.

*Prerequisite: TEC222*

**TEC425 Advanced Switching****3 Credits**

This course continues with advanced switching concepts introduced in previous networking courses. Course content pertains to the deployment of state-of-the-art campus LANs and selection and implementation of appropriate Cisco IOS services to build reliable scalable multilayer-switched LANs. Additional topics covered include VLANs, VTP, STP, inter-VLAN routing, and multilayer switching: redundancy, Cisco AVVID solutions, QoS issues, campus LAN security, and emerging transparent LAN services.

*Prerequisite: TEC222*

**TEC445 Software Engineering****3 Credits**

This course introduces and discusses topics such as software life cycle models, estimation of size and effort of software development projects, risk management of software projects, how to conduct formal technical reviews, formal methods for software architecture and design, verification and validation methods, configuration management, the Capability Maturity Model Integration (CMMI), how to start, implement, and sustain a software process improvement program, how to manage resistance to change in an organization, and Agile software development techniques. The practical side of the course includes discussion on practical examples provided by the instructor and a final research project developed by the students.

*Prerequisites: TEC235 and TEC320*

**TEC455 Machine Learning****3 Credits**

Machine learning is an extension of data analytics and Artificial Intelligence. Raw data is the input and a computer generated model is the resulting output of the machine's processing of the data as the machine learns to identify patterns in the data and make decisions based on what it has learned. This course will focus on identifying the types of data that need to be collected and input into the machine and the mathematical models that are appropriate for processing that data. This course will make extensive use of the Python programming language and its extensions.

*Prerequisite: TEC338*

**TEC460 Data Mining and Analysis****3 Credits**

Data mining is the process of discovering novel patterns and use those discoveries to create descriptive and understandable models from large datasets. This course examines the basic properties of data modeled as a data matrix and stress the geometric, algebraic and probabilistic interpretation of data. This course examines the practices of pattern mining, clustering, and classification along with the practice of summarizing data so that it can be understood.

*Prerequisites: TEC338 and TEC455*

# GRADUATE DEGREE PROGRAMS

## Graduate Admissions

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Central Penn College offers a Master of Professional Studies (MPS) in Organizational Leadership with two career-focused concentrations of study: Organizational Development and Financial Analysis. The Organizational Development concentration is offered during the spring and fall terms and the Financial Analysis concentration offered during the fall term only. Both concentrations are delivered in a blended (on ground/online) or fully online format.

### Graduate Admissions Requirements

- Admission into the MPS in Organizational Leadership program is rubric based. To be considered for admission into the program, students must meet the following criteria:
- Submission of graduate studies application.
- Three or more years of professional work experience (waivers may be granted, GRE/MAT score may also be considered).
- A bachelor's degree with a minimum undergraduate GPA of 2.75 from an accredited higher education institution. Applicants with under a 2.75, if accepted, will be admitted conditionally.
- Submission of two graduate recommendation forms, one should be from a current or former supervisor.
- Submission of a two- to three-page goal statement articulating career aspirations, continued education, community service and professional goals as they relate to organizational leadership. This essay should also address how the student will balance the time commitment required of the program with their other demands.
- Submission of a professional resume.

### Graduate Admissions Procedures

- Complete an application at [www.centralpenn.edu/apply](http://www.centralpenn.edu/apply).
- Schedule an interview with an admissions counselor to discuss the program and qualifications.
- Provide all admission requirements to the counselor to be considered for acceptance.
- Official post-secondary education transcripts must be mailed and received by the admissions office prior to matriculation.

### Transfer Credits

Students interested in transferring graduate credits from another institution should speak with their admission counselor and must be received prior to the acceptance review. A maximum of six graduate credits with grades of "B" or higher will be considered for transfer credits, provided they are equivalent to Central Penn College coursework.

### Lifelong Learning

Central Penn College offers credit for approved work/life experience through the Lifelong Learning (LLL) program for graduate students. Master's degree seeking students can earn a maximum of 9 credits through this process. Lifelong Learning cannot apply for the mandatory capstone course, which is a pre-requisite for graduation. Therefore these credits are only applicable to courses within the specified discipline to those who

successfully submit proof of or demonstrate that their lifelong experience matches the learning objectives of the courses considered for work/life experience.

Applicable graduate transfer credits and/or work/lifelong learning can apply to a maximum of 9 combined credits. For more information, please visit the website at: [www.centralpenn.edu/prospective-students/continuing-ed-students/lifelong-learning-credits/](http://www.centralpenn.edu/prospective-students/continuing-ed-students/lifelong-learning-credits/).

### **Re-Acceptance**

Students seeking re-acceptance into the Organizational Leadership MPS program must re-apply and work with an admissions counselor. Students seeking re-acceptance may be asked to submit a writing sample from a provided list of topics related to leadership. Earned graduate credits will be recognized up to seven years after those credits were granted. After seven years, a competency panel can be created to consider if these credits earned are still relevant. In any case, the maximum time frame for accepting credits earned towards the MPS in Organizational Leadership will be 10 years

## **Tuition and Fees**

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### **Costs for Fall 2019**

Tuition Costs Per Term - \$672 per credit

6 credits per term for 5 terms and 1 term of 3 credits = Total of 33 credits

### **Estimated Tuition Costs Per Term**

6 credit term(s) - \$4032

3 credit term - \$2016

### **Student/Technology Fee Per Term**

Graduate Student/Technology Fee - \$310

### **Estimated Book Fees Per Term**

Book Fees (estimates) - \$270

### **Graduation Fee**

None

### **Total First Term Estimated Cost**

Estimated first term (tuition + fees + books) - \$4612

## **Master of Professional Studies Degree Program in Organizational Leadership**

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### *Master of Professional Studies*

The Master of Professional Studies (MPS) degree in Organizational Leadership program helps students to advance in their careers by utilizing a collaborative, applied-concepts approach to leadership studies, which is offered in-person and/or fully online. Each course emphasizes ethics, application, and professional relevance by addressing various leadership components commonly found in businesses and organizations. The program offers two concentrations: a) Organizational Development and b) Financial Analysis. Courses are offered in a blended format or fully online. Program learning outcomes are facilitated by an accelerated 33 credit-program of study and are assessed using a final examination and a capstone research project.

### **Mission Statement**

The MPS program provides students with the knowledge and understanding necessary to become effective and ethical leaders in a complex and dynamic work environment. Through interdisciplinary methods, students develop an understanding of the organization and apply practical approaches to problem solving based upon leadership paradigms, through coursework, experiential learning, and personal development.

### **Program Learning Outcomes**

- Demonstrate knowledge of leadership theories by linking educational and professional experiences to accomplish organizational goals.
- Examine the components of ethical leadership and its influence on values and decision making.
- Critically analyze the interrelationships, both historical and current, between the leadership and the organization to strategically address the needs of the global organizational community.
- Analyze the different methodologies of research, including the preliminary considerations in selecting a quantitative, qualitative, or mixed methods research design.
- Apply effective communication by utilizing appropriate resources and technology in order to plan and deliver prepared presentations confidently and persuasively to diverse audiences.
- Design, execute, and present a field-specific research project that synthesizes elements of organizational leadership and applies selected knowledge, skills and experiences.

### **Program Requirements**

In order to graduate with a MPS in Organizational Leadership, students are required to complete 33 credits distributed as follows: five core courses (15 credits), 4 courses in their chosen concentration (12 credits), one supplemental course (3 credits) and an Applied Research Capstone in Professional Studies (3 credits).

### **Progression through the Organizational Leadership program**

Graduation requires a minimum of 3.0 GPA and the completion of all courses, including the final approval of the capstone project, which is mandatory to achieve the MPS in Organizational Leadership. Students must also maintain a cumulative GPA of 3.0 for all graduate courses taken at Central Penn College. If a student's graduate GPA falls below a 3.0, they will be given an Academic Probation status and will have the following term to increase their GPA to a 3.0 or higher.

## **Failing a Course**

If a student fails a course other than ORG699 Applied Research Project in Professional Studies, he/she will not be permitted to retake the course and will be dismissed from the MPS in Organizational Leadership program. However, if mitigating circumstances may have occurred, a student may get a one-time exception to this rule by submitting an essay to the Director of Graduate Studies that requests this concession, explains the reasons for the course failure, and outlines the steps the student will take to ensure success if granted approval to retake the failed course. Financial aid may not be available to students who repeat a course.

## **Course Availability**

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The MPS in Organizational Leadership program follows a specific course rotation based on a cohort model. Although students may elect to interrupt continuous enrollment by following the College's Schedule Gap policy, the College does not guarantee the availability of particular courses outside of the specific course rotation. As a result, students in the MPS in Organizational Leadership program who take time off during the program may need to wait until the courses are offered again. This may result in the need for students to complete an application for reentry.

## **Academic Policies**

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In the absence of a written policy in this section, students should follow the policies outlined in previous sections of the College catalog.

### **Satisfactory Academic Progress (SAP) Policy for the Graduate Program**

The Higher Education Act requires that a student maintains satisfactory academic progress in order to receive financial aid under the student financial assistance programs authorized by Title IV of the Act. The aid program include in this policy is the Federal Direct Loan programs.

This policy for financial aid recipients is implemented in order to be in compliance with current federal regulations. **The SAP policy, which has three components that must be met, reads as follows:**

**Students must maintain a 3.0 cumulative (CUM)  
grade point average (GPA) each term.**  
**AND**  
**Students must pass 66% of their courses each term.**  
**AND**  
**Students must complete their degree within a  
150% maximum time frame. (49 attempted credits)**

A student's permanent academic record will be reviewed at the end of each term in order to determine their academic progress. The entire record will be reviewed, even if the student was not a financial aid recipient during part or all of the time of his/her prior enrollment. Financial aid will be awarded to students who fulfill their course requirements within a standard time frame for program completion and achieve the minimum 3.0 cumulative grade point average (GPA). All students will adhere to the same quantitative and qualitative measures for SAP requirements.



## QUANTITATIVE MEASURES

<b>Cumulative GPA requirement:</b>	<b>Full time (9 credits attempted):</b>	<b>Half Time (6 credits attempted):</b>
3.0 at the end of each term	Must successfully complete 6 credits	Must successfully complete 4 credits

## QUALITATIVE MEASURES

For financial aid purposes, a normal time frame for program completion is as follows:

Students pursuing a **master's degree cannot attempt more** than 49 credits attempted. Half-time students are expected to earn at least four new credits each term. Incompletes are not counted toward credits completed until after the course work is successfully completed and posted by the Records Office. If you repeat a course that you have already successfully completed, the credits will not count toward credits completed for SAP, since the credits were already counted toward the quantitative standards the first time the course was completed.

## EVALUATION OF AID ELIGIBILITY

- The academic progress of financial aid recipients will be monitored at the end of each term.
- Students failing to meet the standards set forth will receive a **Financial Aid Warning** for the next term. The student may continue to receive financial aid for the next term.
- At the end of the **Financial Aid Warning** term, the student's academic record will be reviewed. If satisfactory academic progress has **not** been re-established, the student will be sent an appeal procedures letter. They will be required to submit an appeal to the Financial Aid Advisory Committee in order to maintain their financial aid.
- If the appeal is "approved" by the committee, the student will be placed on **Financial Aid Probation** for one term. If the student does **not** earn a 3.0 CUM GPA and pass 66% of their coursework at the end of that term, the student will lose all subsequent financial aid. If the appeal is "denied" by the committee, the student would not receive financial aid until they are able to bring their CUM GPA above 3.0 or make up classes to get them above a 66% passing rate at Central Penn.
- Financial Aid will not pay for courses that are retaken if previously passed.

## THE SAP APPEAL PROCESS

If unusual circumstances, such as injury to the student, illness to the student, a change in educational objective or death of an immediate family member occurs, the school may waive the SAP requirement for the student. The school may choose to waive the SAP requirement if the student has experienced undue hardship due to special circumstances. Waivers will be reviewed on a case-by-case basis. For special consideration, a student must complete a Financial Aid Appeal Request Form and submit it to the Financial Aid Director. The appeal will then be reviewed by the Financial Aid Advisory Committee. The student will be notified in writing as to the status of their appeal.

## FINANCIAL AID REINSTATEMENT

To be reinstated for financial aid once a student has been denied aid, due to lack of progress during their **Financial Aid Warning** term and no appeal has been filed or an appeal has been denied, a student must successfully complete the remaining credits needed to make SAP progress with a minimum 3.0 CUM GPA (C) and/or make up classes to get them above a 66% passing rate at Central Penn. No aid will be given until these requirements are accomplished and the student's permanent academic record has been reviewed by the Financial Aid Advisory Committee. Students who have an appeal granted **must complete their next term with a CUM GPA of 3.00 or better and complete and pass 66% of their coursework.**

## RETURNING STUDENTS

Students who have taken a break in their academic record will have their last term reviewed. A student must have a 3.0 CUM GPA along with a 66% passing rate to be eligible for financial aid. A student that fails to meet one of these requirements may appeal. If no appeal is received or the appeal is denied, then a student would need to pay for their courses on their own. Students that violate the SAP policy **must** take the classes at Central Penn to re-establish eligibility for their financial aid. Transfer credits will **not** be considered. No SAP appeals will be considered during week 1 of each term.

***All information presented regarding financial aid eligibility and program availability reflects current regulations and policies. This information is subject to change.***

## Grading System

The following grading system is in effect as described in the college catalog (p. 54) for graduate degree programs.

Grade	Range	Grade Point	Description
A	93-100	4.0	Exceptional
A-	90-92	3.67	
B+	87-89	3.33	Above Average
B	83-86	3.0	Average
B-	80-82	3.0	
C+	77-79	2.33	Below Average
C	73-76	2.0	
C-	70-72	1.67	
D+	67-69	1.33	
D	63-66	1.00	
D-	60-62	.67	
F	0-59	0	Failing
L			
P			
I			
T			
W			

## **Academic Standing**

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### **Good Academic Standing**

When a student's cumulative graduate grade point average is 3.0 or better, that student is in good academic standing.

### **Academic Probation**

When a student's cumulative graduate grade point average falls below a 3.0, that student is on academic probation. A student on academic probation will have one term to achieve good academic standing.

### **Academic Dismissal**

When a student's cumulative graduate grade point average falls below a 3.0 for two consecutive terms, that student is moved from academic probation to academic dismissal.

### **Readmission after Dismissal**

A student who fails to achieve good academic standing for two consecutive terms is academically dismissed and suspended from the college for two terms. After the two term suspension, a student may reapply through the graduate admissions process. Readmission to the College is not guaranteed. Students who are reaccepted will be accepted under a new college catalog and subject to any College, School, or Program changes. Students who are accepted under a 3.0 will be placed on academic probation and given one term to achieve good academic standing.

### **Right to Appeal**

The student has the right to appeal academic standing decisions. See the Academic Grievance Policy for more information.

## **Capstone Experience**

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### **Applied Research Capstone in Professional Studies**

The college requires graduate students to complete a culminating learning experience in the form of an applied research capstone project, which involves the submission an action research project through a written paper and oral presentation.

Students are expected to finalize their capstone project during the term following their last program coursework and will be given one term to complete this project. If for any reason, students are not able to finalize their capstone within this time frame, there is a one-term grace period to fulfill this obligation. To obtain this extension, students must submit a written request to their mentor explaining the reasons to include any and all support documents.

If students have not completed their capstone research project after two terms (six months), the student's mentors will be automatically released from their responsibility. If students re-enroll for ORG699 Applied Research Project in Professional Studies following policy and procedures, a new mentor will be identified to support the student. Students who have not finalized and passed their capstone project after two terms will receive a grade of "F". In order to fulfill the requirements of the program, students will need to submit a request to reenroll in ORG699 Applied Research Project in Professional Studies to the Director of Graduate Studies explaining the causes of the previous failure and the

student's commitment to finish the requirements of the degree Approval of this request is not guaranteed

From the time students have completed their 30 credits until the finalization of the Capstone, student will receive an "I" (incomplete) until their written capstone project and defense have been approved and graded or their two term limit has ended.

## Course Descriptions

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Students must complete 33 credits, which equals 11 courses. Courses subject to change based on curriculum review process.

### **ORG500 Perspectives of Ethics and Leadership 3 credits**

This course is designed to prepare students to meet the ethical leadership challenges and opportunities they will encounter as emerging leaders in various professional fields. Ethics is a foundational component of leadership. The course provides cases in which students will analyze and apply ethical philosophies and theories to the decisions and behaviors of leaders. Students will also assess and reflect on their own ethical, leadership, and followership styles. The course further examines codes of ethics for the student's respective fields.

### **ORG505 Dimensions of Leadership 3 credits**

This course is designed to study the major theories of leadership in order for students to improve their ability to apply the basic knowledge of leadership. The course discusses the evolution of leadership, both heuristically and hermeneutically. In addition, students examine the process of leadership and how the components of that process are driven by the theories. This course allows students to identify and evaluate contemporary leadership issues in today's complex society through topics such as culture and gender.

### **ORG510 Strategic Leadership 3 credits**

The purpose of this course is to guide students with the perspective of strategic leadership within organizations. Strategic leadership is the center of the big picture planning process, spanning across the entire business enterprise. Comprehensive planning and sound execution by management leads to positive business performance, while achieving organizational objectives. Students will be introduced to the concept of crafting long-term plans, implementing competitive operations, and executing and leading organizational strategies.

### **ORG515 Leadership Communications 3 credits**

This course introduces key elements of professional and technical communications. Course topics include information literacy, user-centered writing and design, communicating with diverse audiences, ethical communications, informational design and technical writing styles. Through these topics, the course will approach the practice of leadership from a communication perspective.

### **ORG520 Applied Research for Professionals 3 credits**

This course is the study and application of the different methodologies of research appropriate for professional studies. Students will utilize case studies to explore the purposes and applications of applied research. Students will explore paradigms and methods for designing and conducting effective research, in addition to interpreting and analyzing the data to implement realistic and sustainable solutions.

## Financial Analysis Concentration Course Descriptions

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### 12 credits

Students choosing the Financial Analysis Concentration take the following courses:

#### **FNA600 Organizational Financial Management**

**3 credits**

This opening course in the concentration will expose students to a broad application of financial theory and practice. The content will survey the principles of organizational finance related to financial analysis, capital budgeting, cost of capital, and long-term financial structure of the contemporary firm. Students will employ modern financial thought in a variety of organizational venues.

#### **FNA605 Advanced Budgeting Systems**

**3 credits**

This applied budgeting course will enhance student expertise in advanced budgeting and allocation techniques. Students will evaluate organizational cost drivers, optimal targets, performance-based systems, sensitivity measurements, flexed approaches and financial statement analysis. It will also provide differentiating methodologies for organizational agility in rapidly changing economic climates.

*Prerequisite: FNA600*

#### **FNA610 Contemporary Risk Management**

**3 credits**

This risk management course will survey wide-ranging issues in risk management, risk measurement, hedging techniques, indemnification, fraud identification and prevention, and a diverse host of modern problems in the field. Students will focus primarily on tools that manage the comprehensive risk dynamic in a modern organizational setting.

*Prerequisite: FNA600*

#### **FNA615 Topics in Financial Models**

**3 credits**

This financial modeling course introduces a range of topics in the emerging financial field. Topics include terminology, financial instruments, investment positions, the mechanics of derivatives and options, arbitrage, volatility engineering and cash flow design. Students will employ MS Excel to manage diverse quantitative financial needs within the organization.

*Prerequisite: FNA605*

## Organizational Development Concentration Course Descriptions

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### 12 credits

Students choosing the Organizational Development Concentration take the following courses:

#### **DEV600 Organizational Psychology**

**3 credits**

This course will examine the organization through the lenses of both psychological and sociological theory. It is an applied area involving the use of psychological and sociological approaches and principles to solve problems related to the workplace and organizations. Topics covered will include an analysis of the organization, and individual and groups working within institutions. The cultural dynamics and cultural characteristics are also identified with particular attention focused on their effect on an organization's development and change.

#### **DEV605 Organizational Development and Change**

**3 credits**

This course introduces issues of organizational systems, including performance assessment, organizational effectiveness, organizational politics and power, job structure and organizational design. This course further familiarizes students to organizational change and development as it unfolds in a process resulting from complex social interactions between leaders and followers within a specific context. Students will examine change as it relates to an organization based on a systematic approach and organizational components. Core design and organizational theories will be discussed.

**DEV610 Organizations and Sustainability 3 credits**

The objective of this course is to study the principles and practice of sustainability. The course discusses sustainability from a systemic approach and its application to organizations. It explores the interconnectedness between organizational change and sustaining such change. Students examine the impacting effects of sustainability, both internal and external to the organization. This course allows students to identify and evaluate environmental, economic and social issues in today's complex society through experiential learning and case studies.

**DEV615 Conflict Management 3 credits**

This course is designed to explore the central dynamics of conflict. The course explores the core principles of effective conflict management across a variety of situations commonly encountered by the professional manager. The information in the course is based upon recent research which is applied through a faculty-facilitated, example-based approach to the development of a theoretical and practical foundation to the management of conflict.

## **Supplemental Course Descriptions**

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Students will be required to take one supplemental course (3 credits). This course will be offered as part of the fourth term of each cohort. The specific course will be determined by the College based upon scheduling considerations.

**ORG600 Principles of Supervision 3 credits**

The course provides an overview to the practical roles and duties of the supervisor. Emphasis will be placed on the development of leadership skills, managerial functions and organizational practices. Course topics will include the development of individual employees and teams, decision making, human relations, the selection and evaluation of employees, issues of safety and employee motivation.

**ORG615 Employment Law for Managers 3 credits**

This course reviews federal and state labor and employment legislation such as; Title VII of the Civil Rights Act of 1964, American Disabilities Act, Family Medical Leave Act, the Fair Labor Standards Act and the 2008 amendments. An overview of the fundamentals of administrative law, regulatory control, laws and issues in employment, property, contracts and ethical issues, will be discussed in the content for supervisors and managers.

**ORG620 Budgeting and Finance for Managers 3 credits**

This course provides students with an in-depth understanding of general accounting and budgeting practices. Students develop financial skills and budgeting principles and review topics which include basic financial concepts and accounting, organizational financial planning, various types of budgeting, the budget development process, budget forecasting, financial accountability and risk assessment.

## **Capstone in Professional Studies**

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**ORG699 Applied Research Capstone in Professional Studies 3 credits**

The Capstone in Professional Studies provides students with an opportunity to design a project based on a specific situation to generate a practical solution. Through this experience, students will utilize practical leadership skills while they conduct their research. Candidates will submit an action research project design, collect and analyze data from the action research, conduct a literature review and inform practical applications for their research.

# ACADEMIC CALENDAR 2019-2020

## **Summer Term 2019**

Monday, July 8, 2019 – summer term begins

Monday, September 2, 2019 – college closed – affected classes see Blackboard\*

Saturday, September 21, 2019 – summer term ends

## **Fall Term 2019**

Monday, October 7, 2019 – fall term begins

Thursday, November 28, 2019 – college closed – affected classes see Blackboard\*

Friday, November 29, 2019 – college closed – affected classes see Blackboard\*

Saturday, November 30, 2019 – college closed – affected classes see Blackboard\*

Monday, December 2, 2019 – college closed – affected classes see Blackboard\*

Saturday, December 21, 2019 – fall term ends

## **Winter Term 2020**

Monday, January 6, 2020 – winter term begins

Monday, January 20, 2020 – college closed – affected classes see Blackboard\*

Monday, February 17, 2020 – college closed – affected classes see Blackboard\*

Saturday, March 21, 2020 – winter term ends

## **Spring Term 2020**

Monday, April 6, 2020 – spring term begins

Monday, April 13, 2020 – college closed – affected classes see Blackboard\*

Monday, May 25, 2020 – college closed – affected classes see Blackboard\*

Saturday, June 20, 2020 – spring term ends

*\*Note: During holiday related closings, students are responsible for Blackboard related course work. If the class meeting time is impacted by a holiday closing, faculty will post an assignment on-line prior to the holiday closing, with an indicated due date. Failure to access and complete the assignment constitutes a failing grade for the lesson and an absence. It is the student's responsibility to make sure he/she understands the expectations of the faculty.*

# DIRECTORIES

## Full-Time Faculty

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**Tolani Adebajo**, Assistant Professor, Health Sciences, PhD, Delaware State University; BA, Cheyney University of Pennsylvania

**Matthew Ademola**, Associate Professor, Business Administration, DBA, Argosy University; MS, State University of New York (Maritime College); BS, City University of New York (Medgar Evers College)

**Jack Babinchak**, Assistant Professor, Organizational Leadership, PhD, Capella University; MBA and BS, Bloomsburg University

**Janet Bixler**, Theatre Director. MA, Emerson College; BS, California University of Pennsylvania

**Anne Bizup**, Chair of Nursing and Allied Health. MS, South University; BS, Villanova University

**Steven Campbell**, Instructor, Physical Therapist Assistant. BS, Lock Haven University; AAS, Central Penn College; AS, Dean College

**Matthew Casale**, Instructor, Health Sciences, DPT, Saint Francis University, BS, Saint Francis University, AAS, Central Penn College.

**John Contino**, Assistant Professor, Criminal Justice Administration. JD, University of Miami School of Law; BA, Villanova University; AA, Brandywine College, Widener University

**Thomas Davis, Jr.**, Associate Professor, Chair of English and Communication. ABD, Keiser University; MA, Bowling Green State University; M.Ed., Bloomsburg University; BA, Bloomsburg University

**John D. DeLeo**, Professor, Director of Legal Studies, JD, Loyola University School of Law; BA, The Pennsylvania State University

**Hope Devore**, Instructor, Occupational Therapy Assistant, MS, St. Francis University; BS, St. Francis University.

**Luke Donato**, Instructor, Mathematics, MA, University of Toledo; BS, Millersville University

**Robert Michael Donley**, Professor, Legal Studies and Paralegal, JD, Temple University School of Law; BA, Messiah College

**Julie Doxsee**, Assistant Professor, English and Communication, PhD, University of Denver; MA, School of the Art Institute of Chicago; BA, St. Olaf College

**Lori Eberly**, DPT, ATC, Professor, Physical Therapist Assistant, DPT, Neumann University; MEd, The Pennsylvania State University; BS, Indiana University of Pennsylvania

**Brant W. Ellsworth**, Assistant Professor, Humanities; PhD, Penn State University; MA, Penn State University; BA, Brigham Young University

**Amber Ferree**, COTA/L, Occupational Therapy Assistant Academic Fieldwork Coordinator, AS, Central Penn College

**C. Jeffrey Goble**, Assistant Professor, Criminal Justice Administration, JD, University of New Hampshire School of Law; BS, Bates College

**Lucinda Hunsberger**, MS, CMA (AAMA) Instructor, Medical Assisting, MS, Walden University; BS, Central Pennsylvania College; AAMA, Central Pennsylvania College.

**Karen Hurst**, Associate Professor, Chair of Mathematics and Technology, MEd, Edinboro University; BGS, Brigham Young University

**Michael Lear-Olimpi**, Assistant Professor, English and Communication, MJ, Temple University; BA, The Pennsylvania State University



**Taylor Lentz**, LAT, ATC, PTA, Instructor, Physical Therapy Assistant, BS, Bridgewater College; AS, Central Penn College

**Nikki A. Marhefka**, EdM, MT(ASCP), CMA(AAMA), Associate Professor, Chair of Medical Assisting, EdM, Temple University; BS, University of Pittsburgh

**Paul Miller**, Instructor, English and Communication, MS, Shippensburg University; BA, Slippery Rock University

**Samuel W. Morgan**, Associate Professor, Chair of Criminal Justice, DBA Northcentral University; MS, Bellevue University; BS, Central Pennsylvania College

**Joseph Oberto**, Instructor, Information Technology, MS, Penn State University; BS, Penn State University

**Hector Ortiz**, Assistant Professor, Program Director of Graduate Studies, PhD and MA, Guayaquil State University of Ecuador; BS, Guayaquil State University of Ecuador Civil Engineering School

**Kevin Otto**, Instructor, Allied Health, MS and BS, University of St. Francis; AS, Central Pennsylvania Business School

**Nicole D. Patterson**, DPT, Professor, Chair of Physical Therapist Assistant, DPT, Slippery Rock University; BS, Mount Saint Mary's University

**Homiler Phanor**, Assistant Professor, Coordinator of Accounting, EdD, St. John Fisher College; MA, Midwestern Baptist Theological Seminary; MA, Fairleigh Dickinson University; MS, St. Peter's University; MBA, Fairleigh Dickinson University; BS, Kean University.

**Jared Rife**, Assistant Professor, Chair of Humanities, Humanities, Pennsylvania State University, ABD; MA, Trinity College; BA, Brigham Young University

**Marcie Rován**, Assistant Professor, Director of First Year Writing, English and Communication, PhD, Duquesne University; MA, Duquesne University; BA, Wheeling Jesuit University

**Susan B. Snyder**, Assistant Professor, Accounting, MS, Strayer University; BS, Bloomsburg University

**Harve A. Tannenbaum**, Associate professor, Coordinator of Information Technology, DBA, Northcentral University; MLS, University of Pittsburgh; BS, Clarion University

**Kimberly Tanish**, OTD, OTR/L, Program Director Occupational Therapy Assistant, OTD Rocky Mountain University of Health Professions; MOT, Saint Francis University; BS, Mount Aloysius College

**Maria C. Thiaw**, Professor, English and Communication, MFA, Goddard College; MS and BA, Shippensburg University

**Maggie Wagner**, PTA, ACCE and Instructor PTA Program, AAS Central Penn College

## Academic Administrators

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**Dr. Eric Zeglen**, Vice President of Academic Affairs and Provost, PhD, Indiana University of PA; MBA, University of Phoenix; BS, Indiana University of PA

**Benjamin Lipschutz**, Interim Dean of Professional Studies, Temple University (ABD); MBA, MEd and BS, Shippensburg University of Pennsylvania; BS, Central Penn College.

**Dr. Melissa Wehler**, Professor of English, Dean of Humanities and Sciences, PhD, Duquesne University; MA, Carnegie Mellon University; BA, The Pennsylvania State University

**Dr. Krista Wolfe**, PT, ATC, Dean of Nursing and Health Sciences, Doctorate in Physical Therapy and BS in Health Science, Slippery Rock University.

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