



**CENTRAL PENN**  
**COLLEGE**

YOU **CAN.** YOU **WILL.**

**2015 UNDERGRADUATE CATALOG**

**VOLUME 92**

# 2014-2015 ACADEMIC CALENDAR

Summer Term	<div><div>JULY 2014</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table></div>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<div><div>AUGUST 2014</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<div><div>SEPTEMBER 2014</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr></table></div>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
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**Summer Term:** **Begin: Monday, July 7, 2014** **End: Saturday, September 20, 2014**

Monday, September 1, 2014 - Labor Day - College Closed\*

**Fall Term:** **Begin: Monday, October 6, 2014** **End: Saturday, December 20, 2014**

Monday, October 13, 2014 - Columbus Day - College Closed\*

Wednesday, November 26, 2014: Evening classes will be given Blackboard assignments.

Thursday - Sunday, November 27 - November 30, 2014 - Thanksgiving Break - College Closed\*

**Winter Term:** **Begin: Monday, January 5, 2015** **End: Saturday, March 21, 2015**

Monday, January 19, 2015 - Martin Luther King, Jr. Day - College Closed\*

Monday, February 16 2015 - President's Day - College Closed\*

**Spring Term:** **Begin: Monday, April 6, 2015** **End: Saturday, June 20, 2015**

Monday, May 25, 2015 - Memorial Day - College Closed\*

\*Affected classes see Blackboard

## Central Penn College

600 Valley Road

P.O. Box 309

Summerdale, PA 17093-0309

(717) 732-0702

## Central Penn Lancaster

1905 Old Philadelphia Pike

Lancaster, PA 17602

(717) 393-0779

## Central Penn Lehigh Valley

1455 Valley Center Parkway,

Suite 200

Bethlehem, PA 18017

(484) 895-3745



CENTRAL PENN  
COLLEGE

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# CENTRAL PENN COLLEGE

The college catalog communicates policies and procedures to students so they know where to access the resources and support they need to be successful.

## **Can I do It?**

Students can then explore the history of Central Penn, academic philosophies, vision and core values to determine if Central Penn is right for them. From there students can utilize information about admissions and explore a range of financial aid options to refine their decision to attend Central Penn College.

## **How can I do it?**

Central Penn faculty and staff support students with various student services including but not limited to: activities, advising, career services, disability services, transfer/lifelong learning, and tutoring. The college catalog also provides explanations regarding the requirements and standards expected for successful degree completion. These items include, but are not limited to: cumulative GPA, dean's list, early and midterm warnings, registration and internship/capstone requirements.

## **What can I become?**

Choose one of many academic programs that best complement your skill set and career interest. Academic offerings are outlined in the catalog. Program requirements are defined as well as general education requirements to enable students to complete degree requirements and begin advancing their career.

Use the college catalog to eliminate boundaries, open new horizons and turn your potential into career success! Let's start your journey...

## **You can. You will.**

# A Message from the President



@KarenMScolforo

facebook.com/PresidentScolforo

Right from my first visit to the Summerdale campus, I knew Central Penn College was in a class of its own. I was impressed to see a distinctive, career-focused institution — a college that is committed to holistic student development and the preparation of its graduates for job readiness in a business, medical or governmental environment.

Central Penn's mission sets the tone for everything we do to serve you, but what most resonates with me about Central Penn College is *you*. I see proud, spirited students who are energized by passionate faculty and staff. I am impressed by the determined and committed students who make up our Central Penn family. *You* are the reason we are all here. And with the small class sizes and personalized attention we provide, you can develop the critical personal and professional relationships that will move you closer to your goals.

My motto and my challenge to you is this: *relate face to face* in your interactions with your peers, faculty, administrators and the business community. If you are an online student, make phone calls and schedule lunch meetings to start those personal relationships. Be active in online chats, join in our social media conversations and visit the Summerdale campus when you are in the area.

You are always welcome to stop by my office on the third floor of the ATEC or to contact me at 717-728-2440 or [karenscolforo@centralpenn.edu](mailto:karenscolforo@centralpenn.edu). Follow me on Twitter @KarenMScolforo and like our Facebook pages to keep up with campus events. I invite you to use our comment boxes (onsite and online) to share any positive feedback or concerns you may have about your Central Penn experience.

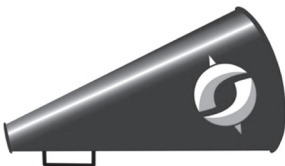
Your courses will be rigorous, and at times you may be pushed further than you thought possible, but please remember this . . . I know that *you will* succeed, because *you can*. You have the ability and the amazing drive to earn your Central Penn College degree.

Through the trials and triumphs of your education, I will be your biggest cheerleader. I am here for you every step of the way.

Go Knights!

A handwritten signature in black ink that reads "Dr. Karen M. Scolforo".

Dr. Karen M. Scolforo



## 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 the business district of Harrisburg. Their main focus was always clear — to provide career-oriented education.

In **1922**, Professor William H. Hartsock was relieved from his position as head of the accountancy department at the Harrisburg Business College/School of Commerce, located at 15 S. Market Square. Numerous faculty and anywhere from 150 to 250 Harrisburg Business College students followed Professor Hartsock, who, on October 30 that same year, opened the doors to Central Pennsylvania Business College, less than three blocks away. By 1923, all predecessor institutions (Pennsylvania Business College, Harrisburg Business College/School of Commerce) were non-existent. Only Hartsock's Central Pennsylvania Business College survived.

In **1970**, Central Pennsylvania Business School moved across the Susquehanna River to Summerdale, Pa. Bart and Jean Milano began the creation of the School's current suburban Harrisburg campus, featuring all new structures that included 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, which also houses a conference center and restaurant. 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. It serves both practical and symbolic purposes. 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. Constructed in the spring of 2003, the Craiger C. Parker Amphitheatre showcases the College's core values and provides a scenic setting where outdoor classes and other activities can be held.

In **2004**, Central Penn College began offering online as well as blended courses, and opened its first additional location — Central Penn Lancaster. The Lancaster location currently serves adult students enrolled in 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 fully-online bachelor's degree programs. Today, Central Penn's online offerings include 12 fully-online degree programs and three hybrid degree programs, provided through a blend of in-person and online instruction. The College also currently has partnerships with McCann School of Business and Technology campuses to offer bachelor's degree completion programs.

In **2006**, the College completed a \$1 million learning facility at its Summerdale campus, featuring a crime lab, a physical therapist assistant lab and a medical assisting lab. An additional occupational therapist assistant lab was added to the Summerdale campus in 2012.

In **2007**, the new Student Fellowship Area opened when 1½ acres were transformed into a beautiful outdoor setting with a large amphitheater, a stage/performance area, a picnic area and a plaza. In June 2007, the Central Penn College Education Foundation, which exists to help worthy students afford college, completed its \$1 million Campaign for Scholarships. The foundation's scholarship endowment is currently valued at more than \$4 million. Since 2002, nearly 800 Central Penn students have received scholarships through the foundation.

In **2013**, the College began to offer its first graduate degree program, a Master of Professional Studies (MPS) degree in Organizational Leadership, further enhancing the College's commitment to career-focused education.

*Educational offerings at Central Penn College include a wide variety of high-quality, career-*

*focused programs. The College currently serves approximately 1,400 traditional-age residential and commuter students and working adults throughout Pennsylvania and beyond.*

## **Academic Philosophy and Programs**

Central Penn provides an education that eliminates boundaries, opens new horizons, and turns potential into career success. The College provides the most personalized, caring, and supportive college experience – a college-level education that is founded on individual attention, authentic and real-world interaction with faculty and staff who help you to define career success. We inspire students to see the opportunity and begin turning “You Can” into “You Will”. The College is committed to unlocking potential within students through a professional and supportive atmosphere that challenges students to think critically and succeed professionally. The College’s educational goal is to provide its students with a real-world education in a professional, diverse atmosphere, where students develop the knowledge, attitude, professional demeanor, and skills necessary to secure meaningful employment or advancement in their chosen career field.

Students prepare for professional success by demonstrating academic ability, a drive and desire to succeed, hard work and a passion to perform at the highest level. The College supports this endeavor through a plan, a path to success that is real and achievable to the student. Success requires a commitment to academic excellence in the classroom and through application of newly-learned skills. At Central Penn, students not only learn theory, they also engage in hands-on activities that empower them with the tools to excel in their major.

Although the focus of education at Central Penn is on career preparation, all degree programs have general education requirements that help graduates develop traits that prepare them for the workforce.

The College seeks to create a stimulating learning environment in which students participate in their personal development through a variety of educational experiences. At Central Penn College, we strive to instill in our students a lifelong desire to learn and to be contributing members of society.

## **Building a Foundation for Success**

Central Penn College focuses on foundation documents to build a framework for career success. By focusing on foundation documents that speak to professionalism and positive work habits, we are able to provide a pathway that enables students to unlock their potential and transform dreams into reality. The challenge comes in accepting a commitment to change and grow and ultimately overcome barriers to success.

The College’s foundation documents consist of the Vision, Mission, Brand Promise, Core Values, and Big Eight Philosophies. The Vision and Mission set the direction for the College and the Promise verbalizes how the College supports students through their educational journey. The Core Values and Big Eight Philosophies provide guidance for students as they develop or refine the habits and behaviors expected of a professional. The Foundation Documents have enabled the College to develop a proven educational experience that is career relevant. Familiarizing oneself with the expectations and standards of the College will enable students to forge a pathway focused on professionalism and success.

### **Vision**

Our vision for Central Penn College is a diverse student population benefiting from caring faculty and staff, credentialed practitioners who delight in teaching. Collectively, we work to create the bridge that connects students to their professional goals through a rich assortment of career-centered programs by embracing hands-on learning and today’s technology. Our vision is of a regional career college that reaches out to form partnerships with alumni, employers, educational institutions, and the community.

### **Mission**

Central Penn’s mission is to provide an education that prepares its graduates to obtain employment or advancement in their chosen field, continue their education, and be contributing members of society.



## Brand Promise

We provide an education that eliminates boundaries, opens new horizons and turns potential into career success.

## Core Values

**Integrity.** Integrity refers to ‘wholeness.’ It indicates that we are in congruence with what we say and who we appear to be. This value represents our aspirations both as individuals and as an institution. Integrity is the foundation upon which our lives are lived and our College carries out its mission.

**Professionalism.** This attribute refers to personal conduct, attitude, and appearance. The faculty and staff model it. The policies at Central Penn, such as appearance, attendance, and an alcohol- and drug-free environment, make it easy for students to learn and practice professionalism.

**Service.** Our goal is to provide a service to students, each other, and our community. We are customer-service driven at all levels, from the classroom to staff offices to the administration. Our students are encouraged to provide service to the community, reminding them that the end purpose of education is to make this world a better place for others.

**Respect.** Respect, the esteeming of others, is modeled by our faculty and staff and is expected of students. At Central Penn, we also know that this helps to bring out the best in others. Respect is a two-way street, and is a very necessary ingredient for us to continue to be Central Pennsylvania’s premier career college.

**Educational Focus.** Preparing Students for Success. Central Penn measures its success by the success of its graduates. Our mission statement says that we “provide an education that prepares graduates to obtain employment or advancement in their chosen field.” We seek to impart a love of learning, but the desired end result of learning is the practical application of knowledge and skill so that the Central Penn graduate is able to succeed in the field of his or her choice and be a contributing member of society.

## BIG EIGHT PHILOSOPHIES

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The Big Eight Philosophies are designed to articulate the College’s standards to students, faculty, and staff so as to develop the knowledge, attitude, and skills necessary to secure meaningful employment or advancement in their chosen field.

### Appearance

By maintaining an appearance policy in academic buildings on class days, you will develop good habits and build a professional wardrobe for your career success.

### Attendance

Central Penn College challenges students to be learners who assume responsibility in preparing for the business world. Student presence and participation in the classroom or in online courses is an important component of this challenge.

### Conduct

Central Penn College is committed to maintaining a safe environment for all students, faculty, staff, and visitors. Students are expected to conduct themselves in a lawful and responsible manner. Just as in the community where inappropriate actions may cause you to lose your job or lose your lease, Central Penn follows a published judiciary process, which recommends appropriate disciplinary action.

### Drug and Alcohol Use

Central Penn College further promotes academic integrity and professional success through promoting an alcohol-free and drug-free college environment.

### Grades

Central Penn College values a quality work ethic, as do employers. Through an environment that embraces academic integrity and effort, quality student work is rewarded through academic achievement.

## Hands-On Education

Central Penn College strives to serve as the bridge that connects students to their professional dreams through a high-quality, career-oriented education. This philosophy embraces experiential hands-on learning and enables the College to gauge its success on the employment successes of its graduates.

## Service/Community Service

Central Penn College adopts a philosophy of community mindedness that prepares graduates to be contributing members of society. Combining aspects of service with career-oriented education helps to create model citizens.

## Technology

Central Penn College embraces the need to be technologically competent in today's world. Students, faculty, and staff must feel comfortable using today's technology to improve their productivity and value.

## ACCREDITATIONS AND APPROVALS

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**Accredited by:** Central Penn College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267.284.5000). 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.

**Approved by:** 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:

Legal Studies Program approved by the American Bar Association (ABA).

Paralegal Program approved by the American Bar Association (ABA).

Occupational Therapy Assistant Program has been granted Developing Program Status by the Accreditation Council for Occupational Therapy Education (ACOTE).

Medical Assisting Program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Physical Therapist Assistant Program accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE/APTA).

## ADMISSION INFORMATION

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Central Penn offers programs leading to the Master of Professional Studies (MPS) in Organizational Leadership, Bachelor of Science, Associate in Science and the Associate in Applied Science degrees. Please visit [www.centralpenn.edu](http://www.centralpenn.edu) for MPS Program details.

### Undergraduate General Requirements

To be considered for admission into a degree program, you must be a high school graduate, have received your 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 enhancement are classified as non-degree, non-program students (NDNP). High School students applying with a grade point average (GPA) of 3.5 or above will be accepted on excellence. Students applying with an overall GPA of 2.2 or higher may be considered for regular admission. Students applying with a GPA of 2.2 or below in high school or from another college or university, if accepted, will be placed on academic probation. Please submit an application for admission, official copy of your high school and/or college transcript(s), and attend a personal interview with the Admissions office.

Continuing Education students applying with a GPA of 1.5 to 2.0 in high school or from another college or university, if accepted, can be placed on academic probation. Please

submit an application for admission; copy of your high school, GED, or PA Home School diploma; and an official copy of your high school and/or college transcripts. Students may also complete an attestation of high school graduation. Applicants must complete an interview with the Continuing Education Admissions office.

Online Education students must submit an online application for admission; copy of high school, GED, or PA Home School diploma; and an official copy of your high school and/or college transcripts. Applicants must complete an interview with the Admissions office.

Consider this your invitation to call the Admissions office at 800-759-2727 and set up a campus visit for you and your family or friends.

## **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 or a home schooling certificate, or in some cases an attestation of one of the aforementioned items.

## **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.

## **Admission Requirements for Criminal Justice, Criminal Justice Administration, and Homeland Security Management**

A personal and professional background investigation is a required component of virtu-

ally 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.

## **Admission Requirements for Bachelor of Science Program in Information Technology (BSIT) and Associate of Science Program in Computer Information Systems (CIS)**

Admission to the BSIT program requires that a student has completed two units of secondary math with a "C" or better, to include Algebra II. Admission to the CIS program requires 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.

## **Admissions Requirements for Accounting Programs**

All applicants must successfully complete, with a "C" or better, two units of secondary math, to include 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.

## Admission Requirements for Medical Assisting Program

Students must be accepted as a regular or excellent accept to enter the Medical Assisting Program. Students accepted on academic probation are not eligible for this program.

### On Ground Program

Traditional student applicants (graduated high school within the past 12 months) for the Medical Assisting On Ground Program must have completed high school biology and three high school math courses. An overall grade point average of 2.2 or higher is also required.

Applicants to the Medical Assisting On Ground Program with a GED must have a minimum GED score of 43 and will also be required to submit three reference letters.

Applicants with a high school diploma and at least six college credits must have a college GPA of at least 2.2. If this applicant has been out of high school for more than 12 months but less than three years, they must have completed a high school math and science.

### Hybrid Program

Traditional (graduated high school within the past 12 months) student applicants for the Medical Assisting Hybrid Program must have completed high school biology and three high school math courses. An overall grade point average of 3.0 or higher is also required.

Applicants to the Medical Assisting Hybrid Program with a GED must have a minimum GED score of 43 and will also be required to submit three reference letters.

Applicants with a high school diploma or GED and at least six college credits must have a college GPA of at least 2.2 and will be required to submit three letters of reference.

Applicants with a high school diploma or GED with no or less than six college credits must submit three letters of reference. Applicants who have been out of school for more than 12 months but less than three years with no or less than six college credits must have completed high school biology and three high school math courses. If the applicant with a high school diploma or GED has been out of school three or more years, no high school math or biology courses are required.

## Admissions Requirements for Occupational Therapy Assistant (OTA)

The Occupational Therapy Assistant Program has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. Once accreditation of the program has been obtained, its graduates will be 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.

1. Applicants will be assigned a category based on the following criteria:
  - a. Traditional High School Student: An applicant who has graduated high school or earned a GED and has less than 9 accepted college transfer credits.
  - b. Non-Transfer Student: An applicant who has less than 9 accepted college transfer credits and has been out of high school or college for more than 5 years.
  - c. Transfer Student: An applicant who has 9 or more accepted college transfer credits.
2. To enter the OTA program, an applicant must have completed high school/college courses as outlined below.
  - a. Traditional High School Student: one unit each of high school biology and high school algebra with a grade point average of 2.0 (C) or better in both classes. Traditional high school student applicants are encouraged to complete a high school level psychology, sociology, or human development course.

- b. **Non-Transfer Student:** one unit of high school biology, one unit of high school algebra or higher math with a grade point average of 2.0 (C) or better in both of the above mentioned courses. If the applicant has not taken the above mentioned high school courses, they will be required to take two prerequisite courses on the college level earning a 2.0 grade point average (C) or better in both courses within 12 months prior to submitting their application – one unit of math (college algebra, statistics, or higher) and one unit of science (biology or anatomy and physiology) at an accredited college or university.
  - c. **Transfer Student:** one unit of math (college algebra, statistics, or higher) and one unit of science (biology or anatomy and physiology) at an accredited college or university and earn a 2.0 grade point average (C) or better in both courses. These courses need to have been taken within the past five years.
3. **Observation Hours:** all applicants are required to complete a minimum of 20 observation hours in at least two different occupational therapy settings/facilities at which they have not been an employee. A registered occupational therapist or certified occupational therapy assistant working in each facility must validate all observation hours via the form provided by Central Penn College's Admissions Department. Observation hours are to be completed within one year prior to applying and must be submitted with the admission packet by the application deadline.
4. **References:** all applicants are required to obtain two professional references. Each applicant will be given two reference forms by Central Penn College's Admissions Department. The applicant will forward these forms to the two references and provide postage-paid envelopes addressed to Central Penn College's Admissions Department for the references to mail upon completion of the forms.
5. Due to the academic rigor and specificity of the OTA program, a high school GPA of 3.0 (B) and SAT or ACT scores are preferred but not required.
6. OTA core courses must be taken at Central Penn College. There will be no transfer credits accepted for OTA core courses. Transfer credits will be accepted for previously completed Anatomy and Physiology as equivalent to ALH290 or a science elective. All students will be required to take ALH120 and ALH130 at Central Penn College to satisfy core requirements.
7. 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 experiences**. Students will be responsible for paying additional fees associated with these clearances. A "No Record" status must be the end result. 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 and to obtain licensure to practice as an occupational therapy assistant. Students with any 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). Most internship sites will require proof of health screenings. Students will also be required to purchase and provide proof of student liability insurance **prior to participating in fieldwork**. Information regarding how to purchase student liability insurance and obtain necessary clearances will be provided following admission. All students will be required to show proof of current certification in CPR prior to beginning fieldwork experience.
8. **Admissions Interview:** Students desiring to enter the field of occupational 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 occupational therapy profession.

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

Students who do not meet the minimum requirements of 75% of the total evaluative requirement points **may** be admitted to the OTA program on a **contingency basis**. If a student is admitted on a contingency basis, the student must complete Anatomy and Physiology I Lecture and Lab (ALH120) and Fundamentals of Occupational Therapy (OTA100) with a minimum of 2.0 grade point average (C) and maintain an overall GPA of 2.99 (B-) for their first term. If a student does not meet the above GPA requirements, the student will automatically be dismissed from the OTA program and encouraged to change their major.

**OTA Application Deadline:** There are two separate application deadlines during the calendar year for enrollment into the program. The application deadline to begin during the spring term is January 1. The application deadline to begin during the fall term is July 1. A limited number of students will be accepted during the spring and fall terms. All applicants must complete a campus interview with an admissions counselor in order to receive additional information and forms to complete the application process for consideration into the program. Only complete applications will be considered for admission to the program.

**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, and students will need to consider that travel up to a 50-mile radius or more may be necessary.

## 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 Associate Dean.
  - 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 75% 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 75% 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. This means that a student may "sit" in the required courses for no credit, no tuition fee. The only stipulation is that the instructor must have available space in the particular course/lab 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 which were successfully completed with a 'C' or better grade.
3. If a student does not pass one of the OTA

core classes (OTA, ALH, HUM or MTH), 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 "F," 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. The student must then gain permission from the Associate Dean of Health Sciences for a Leave of Absence (LOA). If granted, the student will continue coursework the following term without having to take the comprehensive examination.

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.

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

The overall goals of the Occupational Therapy Assistant (OTA) Program are to prepare graduates for clinical practice as a generalist occupational therapy assistant 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 of 2.0 GPA (C). If a student does not pass one of the OTA core courses with

at least a final grade of 2.0 GPA (C), the student will have one opportunity to retake that class.

2. If on the second attempt to retake the class, the student receives a final grade below a 2.0 GPA (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 2.0 GPA (C) in *any three* total core courses, the student will be dismissed from the OTA Program and asked to change their major.

### **Admissions Requirements for Physical Therapist Assistant (PTA)**

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. Applicants will be assigned a category based on the following criteria:
  - a. Traditional High School Student: An applicant who has graduated high school within the last 5 years and has less than 9 accepted college transfer credits (excluding college in high school credits).
  - b. Non-Transfer Student: An applicant who has less than 9 accepted college transfer credits and has been out of high school for more than 5 years.
  - c. Transfer Student: Applicant must have attended a college or university within the last five years of the application process. If the transfer student has been out off college for more than five years, they must take a math and a science course at the college level prior to admission and earn a 2.5 grade point average or better in the above mentioned courses.
2. To enter the PTA program, an applicant must have completed math and science courses as outlined below.
  - a. Traditional High School Student: one unit of high school biology, one unit of

high school chemistry or physics, and two units of high school math (one must be algebra) with a grade point average of 2.5 or better in the above-mentioned courses.

b. **Non-Transfer Student:** will be required to take two prerequisite courses on the college level earning a 2.5 grade point average or better within 12 months prior to submitting their application – 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.

c. **Transfer Student:** The following courses must be taken within five years of the application; 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 and earn a 2.5 grade point average or better in both courses.

3. **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.

4. **References:** all applicants are required to obtain two professional references. The applicant shall provide envelopes addressed to Central Penn College's Admissions Department for the references to mail upon completion of the letter.

5. **Admissions 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.

6. Due to the academic rigor and specificity of the PTA program, a GPA of 3.0 and SAT or ACT scores are preferred. CLEP exams will not be accepted as prerequisites.

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

8. When choosing a major, all applicants should take into consideration that certain professions require background checks. This is also true for many internship sites.

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

Students who do not meet the minimum requirements of 80% of the total evaluative requirement points **may** be admitted to the PTA program on a **contingency basis**. If a student is admitted on a contingency basis, the student **MUST** complete ALH120 with a minimum GPA of a 2.88 (B-) and maintain an overall GPA of 2.88 (B-) for their first term. If a student does not meet the above GPA requirements, the student will automatically be dismissed from the PTA program and encouraged to change their major.

### 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 18. Up to 30 students will be accepted each summer and winter term.

### 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, the following steps will be followed:



1. If a student does not pass one of the PTA core classes (PTA or ALH), they will have one opportunity to re-take that class.
2. If on the second attempt of taking a core class the student receives a final grade of "F," 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 "F" in any of their core courses (PTA or ALH), they will be dismissed from the PTA program and asked to change their major.
- 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***. The only stipulation is that the instructor has available space in the particular course.

## 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, Associate Dean of Health Sciences and the Assistant Provost.
  - 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.
2. If a student fails a core course which is a prerequisite for another core course, he/she may be unable to take any classes the following term. The student must then gain permission from the Associate Dean for an Academic Leave of Absence (LOA). Students approved for an LOA must register for the next term or they will be withdrawn from the college. If an LOA 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 and no transfer credits will apply for core PTA 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.

## Application Deadline

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

1. Traditional admission applicants into programs (other than Physical Therapy Assistant and Occupational Therapy Assistant) have an application deadline of three weeks before a term start.

2. There are no application deadline dates for students seeking to enroll in evening or online classes.
3. Please refer to Admissions Requirements for Occupational Therapy Assistant and Admissions Requirements for Physical Therapist Assistant for program specific application deadline details.

## Application Procedures

1. For an application, please call the Admissions office at 800.759.2727 between 8:00 a.m. and 5:00 p.m. Monday through Friday. The application is also available on the internet at [www.centralpenn.edu](http://www.centralpenn.edu).
2. Ask your high school guidance office to mail your official transcript directly to the Admissions office. A Graduate Equivalent Diploma (GED) or Pennsylvania Home School Diploma is also acceptable.
3. Admission consideration for students may be based upon a written 500-word essay, high school or college grade performance, and a personal interview at the College campus.
4. In some cases, the Admissions Committee may accept a student under a probationary status. This means that you must achieve no less than "C" average (2.0 GPA) during your first term at Central Penn. High School students accepted on probation will be required to complete the B.A.R.T. (Building Academic Responsibility Together) Program, in order to be retained as a student.
5. Your application and official transcript(s) will be reviewed as soon as we receive them. You will be notified of your acceptance or next step in the admissions process within one week of our receiving all materials.

## Housing Procedures

You should indicate on the admission application whether you wish to commute from your home, live off campus, or live on campus. If you wish to live on campus, you must pay the \$100 enrollment deposit to facilitate the mailing of a housing packet, which will include a housing application, medical history form,

meningitis vaccination waiver, and lease. Applicants younger than 17 or older than the age of 22 will be reviewed on a case-by-case basis and may require an interview before a housing decision is made.

To reserve a space on campus, return the signed lease and housing application with your security deposit of \$250, \$200 of which is refunded when you abide by the lease. This deposit is refundable only after the terms of the lease are fulfilled. Space is limited and housing cannot be guaranteed, so early payment of the housing deposit is suggested.

## International Student/ Non-U.S. Citizen Application

Central Penn is authorized under federal law to enroll nonimmigrant alien students. If you are not a native English-speaking student, you are required to take either the TOEFL exam or the IELTS exam. The score will become a part of your student file and will be used during the admission process.

A minimum TOEFL score of 520 (paper) or 190 (computer based) or 68 (iBT) or IELTS score of 6 is required for admission. A copy of your Permanent Resident Card or Temporary Resident Card must be submitted along with your application. Please contact the Central Penn Admissions office for specifics.

International students have an obligation to know and understand SEVIS requirements. As part of these requirements, students must take 12 credits per term and are only permitted to take one course per term online.

## Lifelong Learning

Consideration will be given to extending credit through Lifelong Learning based on work/life experience. If you are interested and possess five or more years of experience, contact the Dean of Graduate & Professional Studies for further information.

## Standardized Testing After Admission

### Placement Tests

Central Penn administers a self-adaptive test to determine placement in English and/or algebra. Students may be required to take a

remedial course based on placement examination results.

Remedial classes do not carry credit applied to graduation. However, remedial course fees are consistent with three credit courses, as they also require 44 hours of instructional time. In most instances, financial aid will cover your remedial coursework.

All new students are required to take the placement exam, which includes English, algebra, and a writing sample. Transfer students may be exempt from certain aspects of testing, based on transfer courses. Transfer students need to communicate with test proctors regarding transfer courses and testing needs. Students may retake portions of the exam, if needed. In certain circumstances, a waiver may be signed and can be discussed with an admissions counselor.

## Transfer

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

Central Penn does have a residency requirement for transfer students. Students seeking a bachelor degree must fulfill a minimum residency requirement of 47 credits. Due to the specific nature of associate degrees, transfer students must fulfill one-half of the degree program requirements at Central Penn. Students will receive an individualized transfer evaluation that clearly indicates what courses were accepted and how the credits were applied to the degree program.

If you are interested in transferring credits from another institution, please speak with your enrollment representative. Only grades of "C" or higher will be considered for transfer credits and each situation is dealt with on a case-by-case basis. Central Penn has established agreements with other postsecondary institutions that identify the transferability of credits. English Composition courses can be transferred provided they are from a regionally accredited college or university. Otherwise,

English Composition courses will be considered for potential transfer credits once the student has taken and passed the College placement examination.

If a current student is currently enrolled in an associate degree and wishes to enroll in a bachelor program, they must complete a change of major form. Students will also complete a change of major form to add a second major. Many credits transfer within the College; however, it is wise to consult with your College Advisor prior to the change.

You 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.

The American Bar Association (ABA) approval requires that ten (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. To determine if the credits are acceptable for transfer, the Director works with the registrar and transfer evaluators to ensure that 10 hours of legal specialty courses be taken in traditional (face-to-face) format. 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
- LGS 140 Civil Litigation I
- LGS230 Civil Litigation II

Students who enroll in the Hybrid Program and who primarily take online classes must sign an acknowledgement form that these classes run only in the traditional classroom.

## Transfer Student Application Procedures

If you are interested in transferring credits to Central Penn from your high school or another accredited post-secondary institution, follow this procedure:

1. Send your completed application, noting the extent of your academic training beyond high school.

2. Ask your high school and each college/university attended to mail an official transcript directly to our Admissions office.
3. After your application, a transcript evaluation can be conducted with unofficial transcripts, but will not be applied until an official transcript is received.
4. Courses which are parallel to courses offered at Central Penn will be counted as transfer credits if a grade of "C" or better was earned in at least a 100-level course. Advanced placement, articulated courses, CLEP, and Dantes testing may also transfer.
5. You will receive a listing of the credits accepted and courses remaining for degree completion. The transfer credits will be made a part of your permanent record after official college transcripts are received.
6. We reserve the right to administer an appropriate examination for transfer credits. You may be asked to verify if any of your transferable credits from your former institution were earned online.

Should you have any questions about this process, contact Records and Registration.

Additionally, while attending Central Penn, if you wish to take a course off campus and transfer those credits, you should make an appointment with the Transcript Evaluator in the Records and Registration office, who will help you to determine if that course credit may be transferred to Central Penn.

The college to which you intend to transfer determines acceptance of transfer credits. If you plan to transfer to another institution after graduation, you are urged to consult that institution's catalog as early as possible and confer with the appropriate office regarding transfer.

### Foreign Transcripts

Central Penn College does not evaluate transcripts from non-U.S. schools. If the student attended a college or university outside of the United States, the student must arrange, at his or her expense, to have their academic record evaluated on a detailed, course-by-course basis by a U.S. credential evaluation service. This process usually takes from four to five weeks and generally costs \$125 or more.

### Acceptable Credential Evaluation Services:

1. Educational Credential Evaluators, P.O. Box 514070, Milwaukee, Wisconsin 53203-3470. Tel: 414.289.3400. Fax: 414.289.3411. e-mail: eval@ece.org.
2. 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.
3. Academic Credentials Evaluation Institute, P.O. Box 6908, Beverly Hills, California 90212. Tel: 310.275.3530. Fax: 310.275.3528. e-mail: acei@acei1.com.

## FINANCIAL INFORMATION

### 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 your first tuition.

### Housing Security Deposit

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

*\*If you 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 you 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.*

### Tuition and Expenses

*Note: These 2014–2015 rates are subject to change July 2015, but may change without notice.*

#### Fixed Expenses Per Quarter Term

Tuition (per credit) all majors – undergraduate .	\$440
Tuition (per credit) all majors – graduate .....	\$685
Student/Technology Fee (5 or more credits) ....	\$273
Student/Technology Fee (4 or less credits*) .....	\$167
*Some zero credit classes may have a student fee	
PTA Program/Lab Fee – Per Term .....	\$134
OTA Program/Lab Fee – Per Term .....	\$134
MA Program/Lab Fee – Per Term .....	\$108

Certified Medical Assistant Exam Fee (final term only).....	\$125
Health Sciences Program/Lab Fee – Per Term .....	\$108

### Annual Lease

Standard Apartment Bedroom .....	\$1,463
Standard Townhouse Bedroom .....	\$1,545
Individual Private Bedroom.....	\$2,101
Security Deposit .....	\$250
Utilities/CATV/Internet (per term) .....	\$330
Board (per term):	
Option 1 .....	\$391
Option 2 .....	\$494
Option 3 .....	\$597

### Variable Expenses Per Term

Textbooks – (estimated) – amount will vary if able to buy used books) ....	\$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.

## Billing and Payment Dates

### Summer 2014

Bills Mailed – May 23, 2014  
Payment Due – June 13, 2014

### Fall 2014

Bills Mailed – August 22, 2014  
Payment Due – September 12, 2014

### Winter 2015

Bills Mailed – November 21, 2014  
Payment Due – December 12, 2014

### Spring 2015

Bills Mailed – February 20, 2015  
Payment Due – March 13, 2015

### Summer 2015

Bills Mailed – May 22, 2015  
Payment Due – June 12, 2015

### Fall 2015

Bills Mailed – August 21, 2015  
Payment Due – September 11, 2015

### Winter 2016

Bills Mailed – November 20, 2015  
Payment Due – December 11, 2015

## Payment

Tuition and expenses are paid by the term approximately three weeks before the term starts. MasterCard, Discover Card, American Express or eCheck may be used to make payment through our payment portal @central-penn.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 you to make full payment, contact the Business office to make special arrangements.

## Student/Technology Fee

A student fee of \$167 (four or less credits) or \$273 (five or more credits) per term is required. It covers all the services listed below as long as you are enrolled at Central Penn. The student fee is non-refundable.

The student/technology fee includes, in part, the following: local phone service; postal services; campus security; parking; student ID; online Library services; computer labs; internet; all other technology usage; full- and part-time employment assistance; insurance (details in your Student Handbook); a copy of your first transcript; 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 your degree, the graduation ceremony, and lifetime employment service.

Uniforms

You are required to wear a uniform if you enroll in the Medical Assisting, Occupational Therapy Assistant or Physical Therapist Assistant programs. You will receive information regarding uniforms prior to enrolling.

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 you are taking each term. If you 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.

Refund and Distribution Policy

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. Your withdrawal or drop date will be your 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.

Withdrawal Date.....	Tuition Reduction
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.

## FINANCIAL AID

Central Penn College recognizes the need for financial aid to help students meet the cost of higher education. Therefore, the College provides 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. In fact, over 90% of Central Penn students received some form of financial assistance during the fall 2011 term.

The Financial Aid Office at Central Penn is here to help you! Please contact the office if you have any questions about the financial aid process, the application forms, the types of aid that we administer, or if you would like to set up a personal interview to discuss your 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).
- Students cannot take more than 50% of their courses online or blended per term without affecting your PHEAA State Grant eligibility.

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

### Financial Aid 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). 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 April 15 of each new filing year. By filing the form by April 15, 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 the financial aid forms after April 15, may not know their status until after the term begins.

The Financial Aid Office may request additional documentation to support your request for financial assistance. Parents and the student may be required to submit a federal tax transcript and maybe their W-2s. Your 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 you. You may receive assistance from one or any combination of all of these programs, in what is called a financial aid package. Your eligibility for these programs is based on your completion and submission of the forms described previously. Awards are not automatically renewable. You 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. The 50% online policy is reviewed on a term by term basis. To qualify for PHEAA State Grant, a student must have equal or more on ground classes than online classes per term. Students who exceed 50% will not be PHEAA State Grant eligible. Please contact the Financial Aid office for more information.

PHEAA also administers a grant program with the Pennsylvania National Guard, as well as a program for students in high tech programs. 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. 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%. Applications for a Stafford Loan are available in the Financial Aid office.

First-year (freshman) students may borrow up to a maximum of \$3,500 and up to \$6,000 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 \$6,000 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 \$7,000 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. Check with your 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. Your 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. Contact your 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. Contact the Financial Aid office or go to [www.centralpenn.edu](http://www.centralpenn.edu) to find how these loans can help you finance your education at Central Penn.

## 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 you and the agency.

## Scholarships

Central Penn College offers numerous scholarships, totaling over \$600,000 each year. All 2014 U.S. high school graduates may apply.

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 high school guidance counselors or from the Central Penn Admissions office. Additional scholarships may be available from other sources than those listed. Please contact the Financial Aid or 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 <http://foundation.centralpenn.edu>.

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. Also, you should work with your 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 your financial aid award package.

## Satisfactory Academic Progress Policy (SAP)

The Higher Education Act requires that a student maintain 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 comply with current federal regulations. The policy reads as follows:

A student's permanent academic record will be reviewed each year typically after three terms to determine 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 full-time students who fulfill their course requirements within a normal time frame for program completion and achieve a minimum grade point average (GPA). Students who enroll less-than-full time will have their financial aid calculated based on the appropriate enrollment status. All students will adhere to the same quantitative and qualitative measures for satisfactory progress requirements.

For financial aid purposes, a normal time frame for program completion and minimum grade point average is as follows:

**Qualitative Measures:**

In order to be eligible for financial aid all students must earn a cumulative GPA that exceeds the minimum in the table below. The minimum cumulative GPA varies based on the total number of credits a student has attempted.

Total Credits Attempted	35 credits or less	36 credits or more
Cumulative GPA Requirement	1.50	2.0
Full time (12 credits attempted)	Must successfully complete 8 credits	Must successfully complete 8 credits
¾ time (9 credits attempted)	Must successfully complete 6 credits	Must successfully complete 6 credits
½ time (6 credits attempted)	Must successfully complete 4 credits	Must successfully complete 4 credits

**Quantitative Measures:**

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 eight new credits each term to maintain satisfactory academic progress. Half-time students are expected to earn at least four new credits each term. Our definition of “new credits” excludes failures and withdrawals, which are courses attempted, not successfully completed. Incompletes are not counted toward credits com-

pleted 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 then the credits will not count toward credits completed for satisfactory academic progress 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 each spring.
- Students failing to meet the standards set forth will be denied Federal Financial Aid. Students will be notified of their status and the requirements they need to reinstate their aid.
- At the end of the probationary term, the student’s academic record will be reviewed. If progress has not been made the student’s financial aid will remain denied.

**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 satisfactory academic progress requirement of the student. The school may choose to waive the satisfactory academic progress 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 Financial Aid Advisory Committee will then review the appeal. The student will be notified in writing as to the status of their appeal. A student may only have one appeal approved for their entire education at Central Penn.

**Financial Aid Reinstatement:**

To be reinstated for financial aid once a student has been denied aid due to lack of progress and no appeal has been filed or an appeal has been denied, a student must successfully complete the remaining credits needed to make progress with a minimum 2.00 term grade point average (C). No aid will be given until this requirement is accomplished and the

Financial Aid Advisory Committee has reviewed the student's permanent academic record. Students who have an appeal granted must complete their next term with a GPA of 2.00 or better and complete all courses they register for successfully.

#### **Status Notifications:**

Students may be issued a Financial Aid Warning if they complete less than 8/4 credits (full time/part time) during any term of enrollment and get less than the minimum GPA requirements, or if during a term, they withdraw from a course or are notified of a failing midterm grade. This is done to notify students that if they continue to perform poorly, they may violate the academic progress policy.

#### **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, 108 credits must have been successfully completed. Students who transfer credits into their Central Penn major, and the Records and Registration's 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, which apply to their new major count towards academic grade level. This policy is established for determining Grade Level Status for Stafford Loans.

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

## **SERVICES FOR STUDENTS**

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Central Penn has various student services available to support students through their educational experience. Services include tutoring, library resources, career services, advising, counseling, disability services, on campus housing for traditional students, student activities, and technology services. Research indicates that students who are involved tend to

have a greater support system and take advantage of more opportunities. All students are encouraged to become involved in out of classroom experiences. While services are available to all students, housing at the Summerdale Campus is limited to traditional students. If you are experiencing challenges or have questions, please contact us so we can assist you in becoming familiar with Central Penn resources.

The Summerdale Campus offers the following services for all students. The Scoozi Café is open during the week for breakfast, lunch, and dinner. The Student Union, in the Advanced Technology Education Center (ATEC), offers snack machines and a place to study or just relax between classes. Computers are available for student use in ATEC room 300 and in the Charles "T" Jones Leadership Library. Stamps can be purchased in the Student Services office in Bollinger Hall.

Central Penn Lancaster offers a computer lab, a student lounge area with a microwave, coffee pot, soda and snack vending machines.

### **Academic Related Services**

Central Penn is committed to student success. Students are required to take placement exams to determine proficiency in areas of English and math. Correct placement allows for students to begin their academic requirements at a level where they can be successful. If Central Penn cannot offer the level of remediation necessary, developmental coursework may be required elsewhere, prior to becoming a fully matriculated student. Central Penn provides support through student tutors and an online assistance center – SMART THINKING. Students seeking assistance beyond these means should seek guidance from the Continuing Education, Center, Online, or Assistant Dean.

#### **Common Hour**

Central Penn offers a Common Hour on various Wednesdays so students can gain broader perspectives on the motivational, professional and cultural aspects of life. Scheduled events may include special presentations or performances. Well-known speakers and leaders, successful graduates, musicians, artists, and community leaders have all participated in Central Penn Common Hour.

All students are encouraged to attend, but those taking Oral Communications are required to attend the Common Hour events. The Common Hour schedule is published each term.

### **Library**

The Charles “T” Jones Leadership Library, located in the academic quad beside Milano Hall, on the Summerdale campus, provides a variety of educational resources to enhance your 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 electronic, book, periodical, and audio-visual resources, as well as interlibrary loan materials. Students also have online access to the Library catalog and several online resources. A librarian is available for assistance during library hours either in person, by text, or online by ‘live’ chat.

Students will be required to use the Library to complete research assignments and are encouraged to use the library as a place to study. 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 if Library materials or charges are outstanding.

The Law Library, located in Bollinger Hall, on the Summerdale campus, houses the legal reference collection to facilitate a legal learning environment. Online legal research is also available through Westlaw.

### **SMARTHINKING**

The College provides access to an online/virtual learning assistance center, SMARTHINKING. Students connect to live tutors (through the online tutoring link on Blackboard) from any computer that has internet access. Online tutoring is available 24 hours a day, 7 days a week. An online writing lab allows students to submit papers for e-structors to critique, with essays being returned within 24 hours. Tutoring in a variety of subject areas is available.

### **Tutors**

Students interested in tutoring should contact the Dean of Students. Students must have

successfully completed (with an “A” or “A-”) the course they want to tutor. Students must also make a day/time commitment for the entire term. Students can receive credit for community service hours through student tutoring. An active student tutoring list is disseminated each term.

### **Writing and Learning Center**

The Writing Center is a network of writing assistants that meet with students to facilitate writing improvement. Any stage of the writing process can be addressed, from prewriting techniques to editing. Sessions are thirty minutes long, a time in which the writing assistant and student establish an agenda to focus on the most problematic passages. The goal of the Writing Center is to develop student understanding of the writing process and, as a result, improve student papers.

### **Career Services**

The Career Services Department is poised to assist 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. The Career Services Department hosts several events that enable students to network with employers for internships, part-time jobs, or full-time employment. Central Penn wants all students to have ample opportunity to develop skill sets necessary to obtain employment or advancement in their field. Therefore, all services and events provided by Career Services are free of charge and open to all students.

The mission of Career Services at Central Penn College is to provide career development services and resources that will prepare all students and alumni to successfully obtain employment or advancement in their chosen field, or continue their education. In carrying out this mission, Career Services will utilize a proactive and personalized approach with its five primary stakeholders: students, alumni, business/community, faculty/staff, and post-secondary institutions.

### **Employment After Graduation**

Central Penn believes in graduate success. We make every effort to help you in your job

search. The Career Services staff works with you in the preparation of your resume and cover letter, assists you with interviewing techniques, and points out career opportunities. Central Penn annually hosts a career expo and a summer part-time job fair. In addition, Central Penn students are encouraged to attend the CPEC Job and Internship Fair each February. The Optimal Online Career Center, which includes postings of available jobs and internships, is available to assist you in your job search. Employers prefer Central Penn graduates because of their in-depth career education, hands-on training, and professional demeanor.

No college can guarantee or promise you a job after graduation. However, we will do everything within reason to assist you in your job search by providing employment assistance and referrals.

Employment statistics, including starting salaries, are available in the Career Resource Center. Employment services are provided for you for your lifetime. Whether you are a recent graduate or graduated many years ago, we are here to assist you.

## **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.

## **Part-Time Employment**

Many students choose to work part-time while going to college. The Career Services office maintains a list of available part-time jobs and will assist you in meeting your needs. Students who do hold part-time positions should work no more than 15-20 hours per week, so they are still able to devote adequate time to their studies.

## **Counseling Services**

Student Services provides a part-time coun-

selor on ground and virtually. Students may confidentially seek counseling by contacting the Student Services office in Bollinger Hall on the Summerdale Campus. The counselor will also assist students who are online or at off-site locations and will work one-on-one with students to identify the best venue for services. Additional local contacts are also available for students experiencing difficulties.

## **Disability Services**

We try to make our campus accessible to the needs of physically challenged students. Students requiring accommodations for any disability should contact the Dean of Students.

## **Housing**

Unlike most colleges, Central Penn provides apartments and townhouses at its Summerdale location. Freshman housing provides students with a furnished apartment-style residence and is available to students who have completed less than 35 credits.

Upperclassmen housing consists of furnished townhouses. Students are eligible to transition to the upperclassman units if they have no disciplinary sanctions indicating that housing will be forfeited, have successfully completed 9-12 months, and space is available.

Furnished units include complete kitchen, air conditioning, basic and standard cable television service, local phone service (a land line phone is not included), coin-operated laundry facilities on-site, and are close to campus buildings and amenities. All student housing also has wireless internet access. Utilities include water, sewage, electric, gas, trash, and local area telephone. Each unit's phone line, located in the kitchen, provides direct dialing to every apartment, townhouse, or on-campus office. If students would like to make toll or long distance calls, it is recommended students purchase a calling card or use a cell phone. There is postal service for pick-up and delivery of your mail.

Students living on campus are permitted to have a car on campus.

## **Roommates**

Countless lifetime friendships begin at Central Penn. We work with you to get the best



match of roommates possible. You will be asked to provide information about your personal traits and interests on the housing application. You may also request to live with someone whom you already know on the housing application form. Student Services will be happy to provide you with more details or answer questions you may have regarding roommates.

## Leadership Programming

Central Penn is dedicated to providing access to leadership development for students. Leadership opportunities are available through clubs, activities, common hour events, and community service. Take time to get involved.

## Student Activities

A quality education includes more than just academics. That is why you are encouraged to become involved in campus life by participating in one or more of the many clubs, organizations, or athletic activities. Students attending the Summerdale Campus will find Central Penn's small size perfect for everyone to participate in activities and assume leadership roles. Whether it's through athletics, clubs or professional organizations, the Student Services staff can assist you in finding an activity that is right for you.

The Student Services staff strives to offer activities where students from all locations can be involved and build lasting relationships with other students, staff, and their own family.

There are many special events throughout the year, which give you opportunities to get involved and experience new and exciting things.

## Technology Services

You will receive a student password and ID number account when you enroll and 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:

- Charles "T" Jones Leadership Library

Summerdale Campus

M-Th 8:00 a.m.–11:00 p.m.

Fri 8:00 a.m.–6:00 p.m.

- ATEC – Summerdale Campus  
Room 300  
Every day 8:00 a.m.–1:00 a.m.
- Central Penn Lancaster  
Room 106  
M-Th 9:00 a.m.–9:45 p.m.  
Fri 9:00 a.m.–4:00 p.m.

Food and/or beverages (including those with lids) are strictly prohibited in any computer classroom or lab.

## CODE OF BUSINESS CONDUCT AND ETHICS

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### A. Academic Integrity

All Central Penn students, faculty, staff, and college community members are expected to uphold the highest standard of academic integrity when conducting college business. 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 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 and Staff Policy and Procedure Handbook
- Student Handbook
- Academic Catalog
- 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 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 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 non-compliance 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 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 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 strictly forbids the use of illegal drugs, drugs that impair your ability to conduct college business, and alcohol in all college locations and property.

### **I. Ethical Conduct**

Central Penn 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 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 is committed to the health and safety of all Central Penn 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 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.

## PHILOSOPHIES AND POLICIES

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The philosophies and policies explain where the College stands on issues that relate to the success of each and every student who chooses Central Penn. Philosophies touch more on the reasons why. How we interpret these philosophies, in the form of policies, is spelled out in the Student Handbook.

The Vision, Mission, Brand Promise and Core Values found at the beginning of this catalog serve as guides when formulating philosophies and policies.

## Academic Degree Requirements

A cumulative grade point average of at least 2.0 is required for graduation. All students must fulfill the necessary program requirements, including STS005 The Central Penn Experience, either IDS100 Freshman Seminar or IDS105 College Success Seminar, and a three-credit internship/four-credit capstone. IDS105 may be waived on a case-by-case basis for adult students who transfer in more than 24 credits.

Associate degree students primarily take courses at the 100 and 200 level. A small number of 300-level courses are required in the associate programs and are reserved mostly for the program areas. Bachelor programs contain courses at the 100, 200, 300, and 400 level. The 300- and 400-level courses reflect advanced levels of study and intensified academic rigor.

It is the responsibility of the student to ensure that all courses and credits are completed. The student should keep accurate records of his/her degree progress using the Academic Planning Pages within this catalog and in the interactive catalog on the College website.

## Academic Dishonesty

Academic dishonesty consists of any action or omission by a student that constitutes plagiarism, cheating, or academic misrepresentation. Sanctions for academic dishonesty range from a zero for the assignment or failing grade for the course, to dismissal. Incidents of academic dishonesty become part of a student's permanent record. Repeated incidents of academic dishonesty throughout your time at Central Penn may result in dismissal.

## Academic Dismissal

The primary reason that you enter Central Penn is to earn a degree. If your academic performance indicates that you are not going to achieve that goal, you will be academically dismissed. Once this happens, you may be in a



better position to reassess your future plans; and, if Central Penn is still a part of them, you may desire to apply for readmission. We believe it is unfair for you to remain a Central Penn student if you are not making progress toward satisfying the degree requirements. If you are academically dismissed, your notification letter will outline specific requirements to meet in order to be considered for readmittance.

## **Academic Probation**

Academic probation occurs when a student enters the College with a GPA below a 2.0, fails to make satisfactory academic progress, or fails required courses. If you are placed on academic probation, we believe that you do have the potential to graduate, however, your academic performance indicates a need for immediate improvement. Therefore, academic advising/counseling and/or certain restrictions are part of probation. Students on probation are prohibited from participating in athletics. You will receive written notification from the Assistant Provost informing you of your status. A student who fails to meet probationary improvement standards will be academically dismissed.

## **Academic Progress/Incomplete Grades**

Satisfactory academic progress is defined as a minimum of 2.0 GPA at the end of a term. Students who have financial aid must also make satisfactory academic progress by successfully completing a percentage of their coursework.

The Higher Education Act requires that a student maintain satisfactory academic progress in order to receive financial aid under the student financial assistance programs authorized by Title IV of the Act. To further the intent of the Higher Education Act and protect students from additional expenses associated with educational pursuits, Central Penn has put academic policies in place to assist students in earning their degree in a timely manner so potential is turned into career success. Students are encouraged to work closely with their College Advisor to ensure they are consistently taking and successfully completing credits toward degree completion. Students

must meet the 66% pass rate and 2.0 cum GPA for satisfactory academic progress.

An incomplete grade of "I" is given at the discretion of a faculty member and must be satisfied within the time specified by that professor (not to exceed six weeks after the end of the term); otherwise, it becomes an "F." Any change in grade (except an "I") must be made by Friday of the second week of classes in a new term. An incomplete grade "I" may have negative financial and academic repercussions. When an incomplete grade is given, it precludes a student's name from appearing on the Dean's List. If a student makes the Dean's List upon submission of the final letter grade, a Dean's List letter will be issued. Satisfactory academic progress ensures career success.

## **Academic Year/Day**

Courses are offered Monday through Thursday in the evenings and Tuesday through Friday during the daytime. Online and blended classes are also available. Typical courses run for an 11-week term. A full-time student takes four or five courses per term. If a student desires to schedule more than five courses, additional credits must be approved by the Associate Dean.

## **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 can result in expulsion.

## **American Disabilities Act Compliance**

### **Learning Disabilities**

As of July 1, 2003, students must submit a current psychological evaluation, audiological report, or other professional documentation to the Dean of Students for review. A current evaluation is defined as occurring within the past two years. An Individualized Education Plan (IEP) from a high school does not provide the information needed to make an informed decision; however, an IEP can be

submitted as extending documentation. Verbal requests for assistance cannot be accepted.

Once the relevant documentation is received, a representative from Student Services will review and render a decision. A Notice of Accommodations will be prepared for the student. A meeting will be called between Student Services representative(s), student, and family representative(s), if applicable, to review the accommodations. Once the Notice of Accommodations is signed, Central Penn will provide the accommodations listed.

At no time are the Notice of Accommodations, documentation, or meetings an indicator that the student will pass coursework or receive a degree. The student is the only person to guarantee their success through hard work and perseverance. The student also has the responsibility to inform all professors of the need for assistance.

Central Penn is limited in the accommodations that can be made for students.

### **Physical Disabilities**

The existing campus meets ADA requirements and the College attempts to reasonably accommodate the needs of physically challenged students. Students needing further accommodations should contact the Dean of Students.

### **Appearance**

We duplicate a business environment as closely as possible. In business you will meet people whose first impression of you influences their judgment of you. By maintaining a professional appearance policy in academic buildings on class days, you will develop good habits and build your professional wardrobe for your career success.

### **Articulation/Transfer Agreements**

Central Penn has established articulation/transfer agreements with various high schools and colleges. A student can articulate those courses or credits stated on the articulation agreement. Ask your high school guidance counselor, college transfer office, or any admissions counselor for information about articulation.

### **Attendance**

Student success is directly connected to class attendance and participation. In order to receive the greatest benefits from their courses, students are strongly encouraged to attend on a regular basis. Students who miss more than 4 hours of class will have a written warning added to their academic record. Students who miss more than 10 hours of class will fail the course.

Students who miss more than 8 consecutive hours of class without contacting the professor will either: 1. Be withdrawn from the course (if before Friday of week 7) with a "W" or 2. Fail the course (if after Friday of week 7) with an "F".

For all platforms, faculty must keep a weekly record of attendance for each student in order to comply with federal financial aid guidelines.

- For a missed one-hour class, students will be charged with one absence.

- For a missed two-hour class, students will be charged with two absences.

- For a missed class that meets once a week (ground, online, or blended), students will be charged with up to four absences.

The last date of attendance for a ground course is determined by the last date of a student's physical presence in the course.

Attendance in online courses and the online portion of blended courses is based on the weekly submission of quality academic work by the week's due date. The last date of attendance for an online course is determined by the last date of academic submission.

### **Auditing**

You may attend or audit classes not included in your particular program. If auditing, you 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.

### **Blended Courses**

Blended courses are a combination of classroom and asynchronous coursework. Students have required classroom time and required asynchronous coursework. Attendance in

blended courses is based on participation in the class and completion of out of classroom assignments. Thus, any student who fails to complete an assigned task will be counted as absent, and failure to complete any work within a one-week period will be reported as though the student had stopped attending class for a week. The last date of attendance will be determined by using the last date of the academic week in which the student actually completed work or attended class. Blended courses meet in the classroom for a minimum of 22 hours. Scheduled meeting times are predetermined and appear on registration materials.

## **The Central Penn Experience**

All students are required to take and pass STS005, the Central Penn Experience course, during the first term. The Central Penn Experience is a one-credit five week online, pass (P) or fail (F), course on Blackboard. The course is designed as an interactive introduction to the Big 8 Philosophies, my.centralpenn.edu (student portal), Blackboard, student email, best practices for posting on discussion boards in on-line courses, goal planning, course registration, note-taking, reading strategies, The Charles "T" Jones Leadership Library, plagiarism, learning styles, and Career Services. Students will develop personal, academic, and professional goals and learn to become a more effective student via practical information that will encourage positive/helpful learning, reading and study skills. If a student fails the Central Penn Experience course two times, he/she will be dismissed. Students admitted on academic probation must pass the course the first time. Course drops in this class will not be permitted.

## **Changing Your Major**

The change of major form is accessed through my.centralpenn.edu. Note, such requests may not guarantee immediate transfer approval. Some cases may require approvals from the Associate Dean or Program Chair.

## **Classroom Expectations**

Central Penn is a learning environment. Compliance with the College's policies and

philosophies is essential to promote an atmosphere of student and graduate success. Students are expected to present themselves professionally in attire, behavior, and in all written communications. If a student exhibits difficulty, they will be excused from the learning environment to talk with the Dean of Students and gain approval for readmittance. Once dismissed from class, the student may only return after receiving written permission from the Dean of Students.

## **Class Scheduling**

The schedule for the first-term, full-time traditional student is established by the Registrar and is usually comprised of three general education courses, one program-specific course, and The Central Penn Experience. Future schedules are the primary responsibility of the student. Registration for returning students is accessible online at my.centralpenn.edu. Students are advised to keep proper degree-audit records. After the three-week online registration period, all registrations must have financial clearance from the Business office (this is the responsibility of the student).

## **Class Size**

The average class size is approximately 16 students to 1 faculty. Classes typically range in size from 7-35 students.

## **Conduct**

You are expected to conduct yourself in an appropriate manner, which is defined in the Student Handbook and the Residence Hall Lease Agreement. Your living comfort, classroom atmosphere, and personal rights are important and should not be infringed upon; therefore, guidelines for conduct are a benefit to you. Inappropriate actions in the community may cause you to lose your job or your lease; inappropriate actions at Central Penn may result in disciplinary action. The College follows a judiciary process, which is published in the Student Handbook. Contact the Dean of Students for more information.

# Course Load

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 15 credits per term need permission from the Associate Dean. Dropping below six (6) credits may cause a student to lose financial aid. Student accounts are billed on a per credit basis. For further information, contact the Financial Aid office.

# Credit-by-Examination Policies

## 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 who receive an AP exam score of 3, 4, or 5 will be granted college credit. Students may transfer a maximum of 12 college credits through AP examinations; the 12 credits may not be used in addition to articulated coursework with high schools or area vocational/technical programs.

## College-Level Examination Program (CLEP) Exams

Central Penn does accept CLEP examinations for credit in identified areas. However, at this time the College is not a testing center. The closest testing center to the College is: Harrisburg Area Community College, One HACC Drive, Harrisburg, PA 17110. The College follows the published ACE Recommended Credit-Granting scores. The course equivalency listing identifies the credit Central Penn 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. This is also applicable to CLEP examinations administered through the Defense Activity for Nontraditional Education Support (DANTES) program.

## CLEP for Military Personnel (DANTES)

Central Penn College awards credit to those eligible military personnel taking CLEP examinations through the Defense Activity for Non-Traditional Education Support (DANTES) program.

For a complete listing of AP and CLEP examinations along with accepted equivalencies, please visit the College website.

## Credit Hour Definition

Central Penn is in compliance with the federal definition for credit hours. Central Penn defines one hour of class time as 60 minutes. Additionally, one credit of laboratory work or practicum equals 40 hours. A minimum of 60 hours of internship equals one credit depending upon the requirements of the program.

## Cumulative Grade Point Average (GPA)

Students should know their cumulative GPA and keep it above 2.0 to avoid academic probation and to graduate. Transfer credits from another college and credits earned through pass/fail or Lifelong Learning are not included in your cumulative average.

## Dean's List — Recognition of Achievement

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. Students will receive an "Incomplete" during their internship and will not appear on the Dean's List until their final grade is submitted to the Registrar.

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

<u>Cumulative Average</u>	<u>Honorary Title</u>
3.80 - 4.00	Summa Cum Laude
3.60 - 3.79	Magna Cum Laude
3.50 - 3.59	Cum Laude

## Delivery Methods

Central Penn offers traditional day classes at its Summerdale location. Evening courses are

offered at Summerdale and Lancaster locations and other sites as designated. Some courses are offered in a blended format which is a combination of in-person and online. Hybrid programs offer a combination of in person and online delivery methods. Some courses and programs are also offered fully online.

## Departure/Withdrawal

Prior to considering taking a term off or withdrawing from school, students must fill out and submit the **departure form**, which can be located on [my.centralpenn.edu](http://my.centralpenn.edu) under the student tab. In addition, students should meet with their advisor, the business office, and the financial aid office.

Students may sit out up to two terms and return simply by registering for classes. Failure to register by the 3rd consecutive term will result in a withdrawal from college.

Residential students are bound by the conditions of their original lease agreement. Housing is unavailable when a student is not enrolled in classes and placement is not guaranteed upon return.

Note: all students must be aware that a withdrawal or a lengthy period of nonattendance may trigger repayment of student loans.

## Dropping or Adding Courses

The Course Drop/Add Form can be accessed through [my.centralpenn.edu](http://my.centralpenn.edu) under the student tab. Pay close attention to appropriate timing within which to add or drop courses so as not to affect your grades. Students may only add classes during the first week of the term. Changing from one section of a course to another section of the same course is considered dropping and adding 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 seven. A student withdrawing after week seven will receive an “F.” It is also important that you contact the Financial Aid office and Business office prior to making your decision. Registering for courses and dropping them has academic progress implications. See the Satisfactory Academic Progress (SAP) policy. Adding and/or dropping courses has financial implications, which are explained in the Refund and Distribution Policy.

## Early Warning

Central Penn is concerned with your progress and has devised a system for identifying those who are experiencing difficulties in achieving success. This “early warning system” will help direct you to the appropriate sources of assistance.

## Grades

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

Definition of grades and other marks found on grade reports:

- A Exceptional interest and mastery of subject matter
- B+ Above average interest and mastery of subject
- C Average mastery of subject matter with no measurable deficiency
- C- Below average mastery of subject with minor measurable deficiency
- D Marginal mastery of subject matter with indicated areas of deficiency
- F Impaired understanding of subject with a deficiency in most areas

Grade		Grade Point	Description
A	95–100	4.0	Exceptional
A-	90–94	3.88	
B+	88–89	3.25	Above average
B	85–87	3.0	
B-	80–84	2.88	
C+	78–79	2.25	
C	75–77	2.0	Average
C-	70–74	1.88	Below average
D+	68–69	1.25	
D	65–67	1.00	Marginal
D-	60–64	0.88	
F	0–59	0	Failing
AU	0		Audit

Grade		Grade Point	Description
I	0		Incomplete
L	0		Lifelong Learning
P	0		Pass
T	0		Transfer
W	0		Withdraw
Y			Passed waiver test

# Grievance Policies

## Academic Grievance:

In the event of a student having an academic grievance with any professor, the Student Handbook issued by the College notes the following policy and procedure for “Academic Grievance.” This process must be initiated within four weeks of the end of the term in which the course was taken.

1. A student wishing to appeal a grade or academic decision or with an academic concern must first meet with the faculty member to discuss the issue.
2. If the student and the faculty member do not come to a satisfactory agreement, the student should submit a brief written summary of the grievance or concern to an authorized Associate Dean. The authorized academic dean will review the concern and may meet with the student. If the student’s issue cannot be resolved at the first level, it will be forwarded to the Assistant Provost.
3. The Assistant Provost and the Appeals Committee will render a decision and inform, in writing, all parties involved in the complaint within three working days.
4. The decision of the Appeals Committee will be final.

# Harassment Policies

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 Student Services or Academic Affairs office immediately with details of the behaviors encountered so an investigation can be completed.

## 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.

## 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 security. Charges of sexual harassment will be promptly and thoroughly investigated.

## Racism and Cultural Diversity Policy Statement

Central Penn is committed to prohibiting behavior that intimidates or harasses students or employees on the basis of race, color, creed, national origin, gender, orientation, disability, age, military and other protected classes. Activities that attempt to injure, harm, malign, or harass (both overt and subtle) will be in violation of Central Penn policy and subject to disciplinary action. Central Penn is committed to creating an atmosphere affirming cultural diversity and equal opportunities for all students and employees. Students experiencing racial or cultural harassment should contact the Student Services or Academic Affairs office immediately with details of the behaviors being encountered so an investigation can be completed.

Violations to the Code of Conduct are handled through the College’s judicial system, which is explained in more detail in the Student Handbook.



## Internship/Capstone Experience

As a career-oriented college, Central Penn requires all students to complete a culminating learning experience in the form of an internship or capstone. Internships range in hours from 180 to 640 hours. Traditional students are eligible for internship upon completion of all coursework and should register for internship during their final term of classes. Traditional students working in their field and with approval, may be granted an exception to complete a capstone in place of an internship.

Continuing Education and online students complete a capstone course in place of the traditional internship. This can be done at both the associate and bachelor degree level. This course requires an extensive research project and paper related to the student's chosen career path. Those who prefer the internship may do so. For further information on this process, contact your college advisor.

If a student fails the internship or capstone course, the student is automatically withdrawn from the College.

## Lifelong Learning and Credits

Credits that a student transfers from another institution or earns through Lifelong Learning are not included in the cumulative GPA, but are used in determining the student's satisfactory progress. Contact the Dean of Graduate & Professional Studies regarding Lifelong Learning. Students who are transferring credits through an articulation agreement should contact the transcript evaluator in the Records & Registration Office.

## Midterm Warning

At midterm of each term, a warning is e-mailed to you if you are failing or not doing satisfactory work in a course. Your College Advisor will also receive a copy of this warning and then request to meet with you. Midterm warnings and College Advisor meetings are designed to help a student improve in needed areas.

## Off-Site Courses

The College offers courses at off-campus sites. Students cannot earn a complete degree at these locations. However, students can choose to take a combination of online courses and off-site courses. Additionally, students may find that off-site locations offer a needed/desired course not offered at the Summerdale Campus. Bachelor degree-seeking students are limited to 20 or fewer courses at an off-site location and must be willing to take online, blended courses, and/or courses at the Summerdale Campus to complete a degree.

## Online Courses

The College offers a variety of online courses taught in an asynchronous fashion using the Blackboard Learning Management System. Students not enrolled in a fully online degree program may take up to 50% of their degree requirements per term in an online or blended format without financial aid implications. Attendance in an online course is based on the weekly submission of quality academic work by the week's due date. Thus, any student who fails to complete any of their weekly academic work will be marked absent. The last date of attendance for an online course is determined by the last date of academic submission.

## Reacceptance

If a student is academically dismissed, he/she may reapply to Central Penn after two terms. Students reaccepted after an academic dismissal will return to the college on academic probation and are subject to curriculum and other academic requirements and regulations. Reacceptance is not guaranteed.

## Readmission

A student whose study is interrupted for three or more consecutive terms must apply for readmission. Upon approval, the student is subject to the curriculum and all other academic requirements and regulations in effect at the time of readmission.

Students who have been formally withdrawn may apply for readmission, subject to the curriculum and other academic requirements

and regulations in effect at the time of readmission.

## Refresher Training

After graduation, you may want to return to Central Penn for refresher training. This is available in your major at no charge as long as classroom space is available. The Registrar can provide further information.

## Registration

It is important for students to register for courses during the registration periods due to availability of courses. First-time students are registered by the Records Office or an advisor. Returning students may register for classes online, through [my.centralpenn.edu](http://my.centralpenn.edu).

## Repeating Courses

If a student fails a course, that course may be repeated. ENG015, ENG100, ENG200, IDS100, IDS105, and STS005 may only be repeated one time. Other General Education courses may be taken an unlimited number of times. Major courses failed twice may only be repeated with approval of an Associate Dean.

## Undeclared Major

If you wish to attend Central Penn to assess career choices, to fulfill admissions requirements, to enhance job skills, or to pursue educational enrichment, you may be accepted without declaring a specific major. 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. You will be required to take a FOCUS evaluation that will assist you in determining your career path. You must declare a major prior to receiving financial aid.

## The Drug-free Schools and Communities Act Amendments

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:

1. 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;
2. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A description of available drug and alcohol counseling, treatment, or rehabilitation programs; and
5. 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.

## The Family Education Rights and Privacy Act (FERPA)

### Preamble

The Family Education Rights and Privacy Act of 1974 establishes specific rights for stu-



dents 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 Records and Registration office 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 Records and Registration office 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 Records and Registration office. 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.

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:

1. Name
2. Address (Local and Permanent)
3. Telephone Number
4. Date and Place of Birth
5. Major
6. Student Activities, including Athletics
7. Dates of Enrollment
8. Date of Graduation
9. Degrees and Awards Received
10. Honors
11. Most Recent Educational Institution Attended Prior to Admission
12. Name and Address of Parents, Guardian, Spouse
13. Photos
14. Classification

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

#### **Disclaimer:**

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



## **Academic Programs and Degree Requirements**

# Master of Professional Studies Degree Program

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

Organizational Leadership

- Information Systems Management
- Organizational Development

# Bachelor of Science Degree Programs

Require a minimum of 125 credits\*

Accounting

Business Administration

- Finance
- Healthcare Administration
- Human Resource Management
- Management
- Marketing

Corporate Communications

Criminal Justice Administration

Homeland Security Management

Information Technology

- Applications Development
- Networking and Security

Legal Studies

Organizational Leadership

# Associate in Science Degree Programs

Require a minimum of 77 credits\*

Accounting

Communications

Computer Information Systems

- Applications Development
- Networking and Security

Criminal Justice

Entrepreneurship & Small Business

Marketing

Paralegal

# Associate in Applied Science Degree Programs

Require a minimum of 62 credits\*

Medical Assisting

Occupational Therapy Assistant

Physical Therapist Assistant

- Concentration within an area of study

\* A final degree audit will be completed by the records and registration office to confirm that all degree requirements have been met.

To see which programs are offered at a degree completion location or online, please visit [centralpenn.edu/programs](http://centralpenn.edu/programs).

# Academic Programs and Degree Requirements

Central Penn programs focus on hands-on or interactive learning, realistic experiences, and interaction with caring professionals who have worked in the field. When you enroll in a career-focused degree program at Central Penn, you can be assured that your course of study will concentrate in your chosen field.

The Schools within the College embrace opportunities to stress the “learn-by-doing” philosophy, regardless of course delivery method. This means that all students will be exposed to experiences, whether in day, evening or online courses, that encourage interaction and critical thinking to prepare them for their career. Central Penn’s faculty commit to a high-quality learning environment that provides the tools to succeed, but also challenges students to unlock their potential.

## School of Business and Communications

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The School of Business and Communications focuses on careers that prepare students to enter a wide variety of fields associated with business, communications, and technology. The School prepares students in the following programs:

- Accounting
- Business Administration
- Communications
- Information Technology
- Organizational Leadership

## School of General Education

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The School of General Education focuses on expanding students’ horizons to develop skills that enable students to more fully understand themselves and others as they enter a diverse, and often global workforce. All students will interact with The School of General Education studies to refine their skill sets in the areas of:

- English, Humanities, and Philosophy
- Interdisciplinary Studies
- Math
- Science and Social Sciences

The School of General Education also hosts an annual immersion program available to all students.

## School of Health Sciences

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The School of Health Sciences focuses on careers that prepare students to enter health-care or healthcare related fields. The School prepares students in the following programs:

- Medical Assisting
- Occupational Therapy Assistant
- Physical Therapist Assistant

## School of Legal Studies

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The School of Legal Studies focuses on careers that prepare students to enter fields associated with criminal justice and legal studies. The School prepares students in the following programs:

- Criminal Justice
- Homeland Security Management
- Paralegal/Legal Studies

## School of Graduate Studies

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The School of Graduate Studies offers the Master of Professional Studies (MPS) degree. The MPS degree is designed to enhance career opportunities, and increase critical thinking, leadership, and ethical skills. The School offers the following concentrations:

- Organizational Development
- Information Systems Management

## Degree Completion Locations

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Central Penn offers off-site degree completion opportunities for students who are unable to attend the Summerdale location. Degree completion requirements may vary for students who are transferring from an institution who has an agreement in place with Central Penn. Admissions counselors are available to discuss degree completion options.

## DEGREE REQUIREMENTS

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The following section outlines degree requirements for all programs of study at Central Penn College. The general education requirements comprise one-third of the curriculum in each program. General education, combined with program-specific courses and hands-on education, provide a balanced, career-oriented education.

All students must obtain a cumulative grade point average of 2.0 and fulfill all degree requirements to be eligible for graduation. This includes either IDS100 Freshman Seminar or IDS105 College Success Seminar, STS005 The Central Penn Experience, and a three-credit internship/four-credit capstone experience.

1. The Central Penn Experience (1 credit): Each student must take this course during his/her first term. The course introduces students to College policies and academic philosophies. This one-credit online course is designed to promote student success and familiarize all students, continuing education and traditional, with the collegiate culture of Central Penn. It is required for all students.

2. Freshman Seminar (3 credits) or College Success Seminar (3 credits): Degree-seeking students are required to complete either the Freshman Seminar or College Success Seminar. These courses introduce students to the social, political, and historical issues that shape their major field of study and how to conduct academic research in that field.

Traditional students are required to complete the Freshman Seminar. Continuing education students who are transferring in fewer than 24 credits are required to complete the College Success Seminar which also incorporates discussion on issues specific to adult students returning to further their education.

3. General Education:

a. Humanities – Courses in the humanities include writing, literature, art, languages, and philosophy. Offerings in these disciplines serve to expand values, ideas, ideals, as it relates to human culture and experiences that shape our understanding of society and the world. A few interdis-

ciplinary courses are also identified as options to fulfill humanities credits.

b. Math, Science, and Technology – Courses in math, science, and technology will explore problem solving, the natural world and biological processes, and the dissemination of information. Offerings in these areas ensure students can generate results through problem solving while utilizing sources for data, analysis, and effective communication. A few interdisciplinary courses are also identified as options to fulfill credits within these disciplines.

c. Social and Behavioral Sciences – Courses in the social and behavioral sciences include history, politics, psychology, geography, and sociology. Offerings in these disciplines serve to explore society, human relationships within and to society, and human behaviors as actions or reactions to social stimuli. A few interdisciplinary courses are also identified as options to fulfill credits in social and behavioral sciences.

4. Program Requirements: Degree-seeking students should select a program of study that relates to their career goals. Students are strongly encouraged to declare a program of study upon acceptance. Students must declare a major prior to receiving financial aid. Most programs of study consist of field-specific courses, in addition to several elective courses.

5. Concentrations: Students have the option of choosing a concentration within several programs of study. Concentrations consist of specially focused courses. Within the bachelor of science degree programs in Business Administration and Information Technology, students may elect to have a general concentration and will complete or fulfill specific level (300/400) requirements in coursework.

6. Internship/Capstone Experience: Internships are a vital aspect of the Central Penn College experience. Central Penn measures its success by the extent of career success experienced by its students. All students, continuing education and traditional, must fulfill the internship or job-related capstone requirement for their program. Require-



ments vary by program. However, all internships contain a job pursuit element, which requires students to complete a resume and participate in a mock interview. Continuing Education students are encouraged to complete a capstone course, but may elect to complete an internship. Students should initiate the internship or capstone process with their College Advisor.

7. **Service/Community Service:** Traditional students are required to fulfill a service requirement prior to graduation. Students seeking a bachelor degree are required to complete 50 hours, and students seeking an associate degree are required to complete 25 hours. The hours can be earned throughout your education, but must be kept track of in a log which can be found in the Student Handbook as well as the College's website. Service hours can take place on campus or in a community organization but must be of a volunteer and service-oriented nature. Students are required to submit completed service hours to their College Advisor prior to the completion of internship. Internship grades will not be issued without successful completion of this service requirement.

Continuing Education students must fulfill the documentation of service through the capstone experience. The College Advisor for Continuing Education students will provide guidance.

8. Students can earn associate, bachelor, or master degrees. Associate degree programs require a minimum of 62 credits. Bachelor degree programs require a minimum of 125 credits. Master degree programs require 33 credits beyond the baccalaureate.

It is the responsibility of the student, with guidance from his/her College Advisor, to fulfill all degree and program requirements. Students should keep an accurate record of courses taken. Students can conduct a degree audit in [my.centralpenn.edu](http://my.centralpenn.edu) to check their progress; however, transfer students should follow the educational plan outlined in the transfer evaluation.

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.

## **Institutional Learning Objectives**

### **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.



# **Bachelor Degree Programs**

# Requirements for the Bachelor of Science Degree

The following guidelines assist students in developing programs of study that introduce them to three areas of learning at Central Penn College – the humanities, the social sciences, and math and science. These areas of study provide the foundation for a well-rounded professional.

## Humanities – 18 credits

Students must fulfill 18 credits within the humanities. These requirements are comprised of ENG100\*, ENG110\*\*, and ENG200 and 9 additional credits; 6 credits must be taken at the 300 level or higher.

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

ALH255	Medical Law and Ethics
COM200	Technical Writing
COM215	Communications Ethics
IDS210	Global Humanitarian Studies
IDS300	Text and Film
IDS305	Selected Topics in Film
IDS330	Global Conflict
IDS410	“Gumshoes”: The Detective Stories
LGS310	Legal Communications
LNG100	Conversational Spanish

*\*English placement determined by test results*

*\*\*Students enrolled in Lancaster, Lehigh Valley or a fully online program may substitute ENG220 Business Communications for ENG110.*

## Math, Science, and Technology – 15 credits

Students must fulfill 15 credits within math, science, and technology. These requirements include 3 credits in math and 3 credits in science taken at the 200 level or higher.

Students may choose from courses labeled BIO, MTH, SCI, or TEC, as well as from the list below:

ALH120	Anatomy and Physiology I
ALH130	Anatomy and Physiology II

## Social and Behavioral Science – 12 credits

Students must fulfill 12 credits within the social and behavioral sciences. These requirements include either IDS100 Freshman Semi-

nar or IDS105 College Success Seminar and 9 additional credits, at least 6 of which must be at the 200 level or higher.

Students may choose from courses labeled HIS, POL, PSY, or SOC, as well as from the list below:

BUS235	Consumer Behavior
BUS365	Organizational Behavior
CRI380	Psychology of the Criminal
GEO100	Cultural Geography
IDS200	Consumer Protection
IDS310	Superstitions & Urban Legends
IDS320	Haunted Pennsylvania
IDS325	Nature of Leadership
IDS400	Topics in Multiculturalism
LGS180	Historical Perspectives of the Constitution
LGS190	Family Law
LGS220	Torts
LGS370	Alternative Dispute Resolution
LGS415	Advanced Alternative Dispute Resolution

## Open Electives – 15 credits

Students must take 15 additional credits, at least 12 of which must be at the 300 level or higher. Any course not fulfilling another degree requirement may be used.

*All students must take STS005 The Central Penn Experience (1 credit)*

## Concentrations:

Students may select a concentration from among several of the major programs of study offered. Concentrations require the completion of credits beyond the core requirements with a specified number at the 300 level or higher in a specific area within the major program. Students choosing a more generalized approach to their education may opt not to take a concentration. They do, however, have to complete the same number and level of requirements choosing from a wider spectrum of courses.

*Please refer to your program page for degree specific requirements that may not be listed here.*

# Bachelor of Science Degree Program in Accounting

The Bachelor of Science degree program in Accounting prepares students to be successful in the accounting profession. Central Penn accounting students will adapt easily to a constantly changing business community, while at the same time providing a much-needed moral compass in the profession for use in the decision-making process. 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 25 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 Objectives:

- 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.

## Program Requirements:

Students will complete 61 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 125 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

The Bachelor of Science degree program in Business Administration will prepare students to meet the demands of today's competitive business environment. 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 from among a list of elective courses or to concentrate in the areas of Finance, Healthcare Administration, Human Resource Management, Management, or Marketing.

### Program Objectives:

- 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 61 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. 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 com-



plete 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.

**Finance Concentration:** Central Penn's Finance concentration provides the student with the understanding of financial definitions, concepts, relationships, and strategies involving individuals, financial institutions, and non-financial business activities. Skill in finance is widely recognized as an important component needed for professional success within the corporate environment. The finance concentration will prepare students for positions, such as financial managers, account executives, financial agents, and loan officers.

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

ACC200	Managerial Accounting
ACC320	Cost Accounting
ACC400	Advanced Accounting
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
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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

The purpose of this program is to train students to be effective communicators. The program focuses on public relations because that field offers students the best communications job opportunities after college, with more positions being created in this field than in other communications sectors.

Whether a student chooses a career in public relations or in any other communications field, this program will give students a solid grounding in writing. In addition to featuring a writing-intensive core, the Bachelor's program gives students a solid theoretical knowledge of many communications fields – photojournalism, broadcasting, newspapers, magazines, digital media, and of course, public relations.

Students enrolled in this major must have a clear understanding of English grammar and a desire to be creative. Individuals who succeed in this field are always looking for different and creative solutions to problems. They have an unquenchable desire to ask questions and probe for new information. This field is for those who find excitement in meeting new challenges and exploring the limits of their abilities.

### Program Objectives:

- Demonstrate an understanding of the communications field, including corporate or nonprofit communications, public relations, print and electronic media, and political communications.
- Demonstrate knowledge and proficiency in the core areas of communications – writing in Associated Press style, standard written English grammar, and the rules and practice of composition.
- Critically analyze the communications operations (internal and external) of an organization. This includes identifying stakeholders (those with a relationship to the organization) and developing a success-

ful public relations plan to assist the organization.

- Demonstrate proficiency in strategic communications planning, crisis communications, media relations, and public affairs.
- Communicate effectively – orally and in writing.
- Oversee a communications project from conception to post-activity briefing.
- Develop professionalism in dress and demeanor.
- Develop and present a professional portfolio.

### Program Requirements:

In addition to the 61 credits of general education and elective requirements, students must take a core group of courses and choice classes associated with their major to total 125 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 COM courses at the 300 level or higher. Students can choose the remaining six credits from any level COM course or BUS250.

## Bachelor of Science Degree Program in Criminal Justice Administration

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 Objectives:

- 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.

### Program Requirements:

In addition to the 61 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. 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 Homeland Security Management

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 Objectives:

- 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.

## Program Requirements:

In addition to the 61 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.

### Homeland Security Management Core Courses – 52 credits

BUS220	Principles of Management
BUS365	Organizational Behavior
CRI245	Criminal Investigation
CRI310	Criminal Profiling: Policy and Practice
CRI375	Terrorism
CRI436	Security Management
HSM110	Principles of Private Security
HSM115	Homeland Security Management
HSM205	Fundamentals of Intelligence Analysis
HSM215	Emergency Management
HSM335	Business Intelligence
HSM415	Threats to Homeland Security
HSM420	Emergency Management: Disaster Policy and Politics
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

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 Objectives:

- Understand how computer systems function.
- Understand database concepts, including data modeling and querying.
- Write computer programs utilizing basic sequence, selection, and looping construction.
- Understand network fundamentals, including network security.
- Be proficient in the installation, configuration, operation, and maintenance of the Linux operating system.
- Understand how to implement a requirements document.
- Develop a professional ethics statement regarding the use of technology.
- Complete hands-on experience in a real-world setting.
- Communicate effectively and properly with end user and management using oral, written, and multimedia techniques.
- Demonstrate the appropriate professional attributes of a consummate IT professional.

## Program Requirements:

In addition to the 61 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. Students can either take a general approach to their degree, or they can opt to choose a specific concentration. The core requirements and the concentrations are listed below:

### Information Technology

#### Core Courses – 43 credits

INT499	Bachelor Degree Internship
MTH230	Discrete Math
STS300	Job Pursuit Seminar
TEC120	Structured Programming
TEC135	Networking I
TEC140	Microcomputer Systems
TEC200	Data Modeling Foundations
TEC222	Networking II
TEC235	Object-Oriented Programming I
TEC245	Internet Programming I
TEC252	SQL Fundamentals
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:

TEC310	Virtualization
TEC330	Network Management
TEC350	Firewalls and Intrusion Detection
TEC420	Advanced Routing
TEC425	Advanced Switching

## Bachelor of Science Degree Program in Legal Studies

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 Objectives:

- 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 61 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.

#### 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

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 Objectives:

- 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 61 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 125 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
BUS365	Organizational Behavior
BUS402	Organizational Change Management
COM235	Management Proposal Writing
COM265	Organizational Communications and Leadership
HON400	Honors Studies or
LDS400	Leadership Project
IDS325	Nature of Leadership
IDS400	Topics in Multiculturalism
INT499	Bachelors Degree Internship
LGS370	Alternative Dispute Resolution
MTH200	Statistics
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
BUS245	Human Resources
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





## **Associate Degree Programs**

# Requirements for the Associate in Science Degree

The following guidelines assist students in developing programs of study that introduce them to three areas of learning at Central Penn College – the humanities, the social sciences, and math and science. These areas of study provide the foundation for a well-rounded business professional.

These requirements apply to the College's associate degrees in Accounting, Communications, Computer Information Systems, Criminal Justice, Entrepreneurship and Small Business, Marketing and Paralegal.

## Humanities – 12 credits

Students must fulfill 12 credits within the humanities. These requirements are comprised of ENG100\*, ENG110\*\*, and ENG200 and 3 additional credits taken at the 200 level or higher.

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

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

*\*English placement determined by test results*

*\*\*Students enrolled in Lancaster, Lehigh Valley or a fully online program may substitute ENG220 Business Communications for ENG110*

## Math, Science, and Technology – 9 credits

Students must fulfill 9 credits within math, science, and technology. These requirements include 3 credits in math and 3 credits in science. Students must take at least one math or science course at the 200 level or higher.

Students may choose from courses labeled BIO, MTH, SCI or TEC, as well as from the list below:

ALH112	Essentials Anatomy and Physiology I
ALH122	Essentials Anatomy and Physiology II

## Social and Behavioral Science – 9 credits

Students must fulfill 9 credits within the social and behavioral sciences. These requirements include either IDS100 Freshman Seminar or IDS105 College Success Seminar and 6 additional credits, at least 3 of which must be at the 200 level or higher.

Students may choose from courses labeled HIS, POL, PSY, or SOC, as well as from the list below:

BUS235	Consumer Behavior
GEO100	Cultural Geography
IDS200	Consumer Protection
LGS180	Historical Perspectives of the Constitution
LGS190	Family Law
LGS220	Torts

## Open Electives – 6 credits

Students must take 6 additional credits. Any course not fulfilling another degree requirement may be used.

*All students must take STS005 The Central Penn Experience (1 credit)*

*Please refer to your program page for degree specific requirements that may not be listed here.*



# Requirements for the Associate in Applied Science Degree in Medical Assisting

The following guidelines assist students in developing programs of study that introduce them to three areas of learning at Central Penn College – the humanities, the social sciences, and math and science. These areas of study provide the foundation for a well-rounded business professional.

These requirements apply only to the Associate of Applied Science degree program in Medical Assisting.

## Humanities – 9 credits

Students must fulfill 9 credits within the humanities. These requirements are comprised of ENG100\* and ENG200 (required) and 3 additional credits taken at the 200 level or higher.

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

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

*\*English placement determined by test results*

## 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 either IDS100 Freshman Seminar or IDS105 College Success Seminar and 3 additional credits.

Students may choose from courses labeled HIS, POL, PSY, or SOC, as well as, from the list below:

BUS235	Consumer Behavior
GEO100	Cultural Geography
IDS200	Consumer Protection
LGS180	Historical Perspectives of the Constitution
LGS220	Torts

## Open Electives – 3 credits

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

*All students must take STS005 The Central Penn Experience (1 credit)*

# Requirements for the Associate in Applied Science Degree in Occupational Therapy Assistant

The following guidelines assist students in developing programs of study that introduce them to three areas of learning at Central Penn College – the humanities; the social sciences; and math, science, and technology. These areas of study provide the foundation for a well-rounded healthcare professional and align with general education competencies expected by ACOTE.

The requirements apply to the College's associate degree in Occupational Therapy Assistant.

## Humanities – 12 credits

Students must fulfill 12 credits within the humanities. These requirements are comprised of ENG100\*, ENG110, and ENG200 and 3 additional credits taken at the 200 level or higher.

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

ALH255	Medical Law and Ethic
COM200	Technical Writing
COM215	Communications Ethics
IDS210	Global Humanitarian Studies

*\*English placement determined by test results*

## Math, Science, and Technology – 9 credits

Students must fulfill 9 credits within math, science and technology. These requirements include 3 credits in math and 3 credits in science. Students must take TEC103 Survey of Windows as their technology course. At least one of the math or science classes must be taken at the 200 or higher level.

Students may choose courses labeled BIO, MTH, or SCI.

## Social and Behavioral Science – 9 credits

Students must fulfill 9 credits within the social and behavioral sciences. These requirements include either IDS100 Freshman Seminar or IDS105 College Success Seminar, PSY420 Abnormal Psychology, and 3 additional credits at the 200 level or higher.

Students may choose from the courses labeled HIS, POL, PSY, or SOC, or the list below:

BUS235	Consumer Behavior
IDS200	Consumer Protection
LGS220	Torts

## Open Electives – 6 credits

Students must take 6 additional credits. Any course not fulfilling another degree requirement may be used.

*All students must take STS005 The Central Penn Experience (1 credit)*

# Requirements for the Associate in Applied Science Degree in Physical Therapist Assistant

The following guidelines assist students in developing programs of study that introduce them to three areas of learning at Central Penn College – the humanities, the social sciences, and math and science. These areas of study provide the foundation for a well-rounded business professional and align with general education competencies expected of CAPTE.

These requirements apply to the College's associate degree in Physical Therapist Assistant.

## Humanities – 12 credits

Students must fulfill 12 credits within the humanities. These requirements are comprised of ENG100\*, ENG110, and ENG200 and 3 additional credits must be taken at the 200 level or higher. Remaining 3 credits may be from ART, ENG, HUM, PHI, IDS300, IDS305, IDS330, IDS410, or LGS310.

*\*English placement determined by test results*

## Math, Science, and Technology – 9 credits

Students must fulfill 9 credits within math, science, and technology. These requirements include 3 credits in math and 3 credits in science. Students must take BIO105 Human Development as one of their science courses and at least 1 math or science course at the 200 level or higher.

Students may choose from the list below:

BIO260	Microbiology
MTH101	College Business Mathematics
MTH105	College Algebra
MTH110	Profitable Merchandising
MTH120	Pre-Calculus
MTH200	Statistics
MTH220	Calculus
MTH230	Discrete Math
MTH310	Probability
SCI100	Basic Nutrition
SCI120	Holistic Health
SCI200	Natural Disasters
SCI205	Peer Health Education
SCI215	Science and Nonsense: Facts and Fads

## Social and Behavioral Science – 9 credits

Students must fulfill 9 credits within the social and behavioral sciences. These requirements include either IDS100 Freshman Seminar or IDS105 College Success Seminar and PSY210 Medical Psychology and 3 additional credits.

Students may choose from courses labeled HIS, POL, PSY, or SOC.

## Open Electives – 6 credits

Students must take 6 additional credits. Students may choose courses from the list below:

ALH135	Health Information
ALH160	Pharmacology
ALH235	Procedural Coding
ALH245	Wound Management for the Healthcare Professional
BIO100	Human Biology
BIO260	Microbiology
MTH101	College Business Mathematics
MTH105	College Algebra
MTH110	Profitable Merchandising
MTH120	Pre-Calculus
MTH200	Statistics
MTH220	Calculus
MTH230	Discrete Math
MTH310	Probability
PSY100	Psychology
SCI100	Basic Nutrition
SCI120	Holistic Health
SCI200	Natural Disasters
SCI205	Peer Health Education
SCI215	Science and Nonsense: Facts and Fads

*All students must take STS005 The Central Penn Experience (1 credit)*

## Accounting

### *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 Objectives:

- 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.

### Program Requirements:

In addition to the 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 77 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
BUS215	Microeconomics
INT299	Associate Degree Internship
LGS250	Business Law
MTH105	College Algebra
STS300	Job Pursuit Seminar

## Communications

### *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 Objectives:

- Communicate effectively – orally and in writing.
- Differentiate between acceptable and unacceptable media copy by applying industry standards.
- Meet entry-level requirements in public relations, advertising, desktop publishing, journalism and photojournalism.
- Understand and use new media to effectively promote a positive message about a professional organization to the public.
- Demonstrate professionalism in dress and demeanor.
- Develop and present a professional portfolio.

### Program Requirements:

In addition to the 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 77 credits.

## Communications

### Core Courses – 40 credits

BUS250	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

### *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 Objectives:

- Understand how computer systems function.
- Understand database concepts, including data modeling and querying.
- Write computer programs utilizing basic sequence, selection, and looping construction.
- Understand network fundamentals, including network security.
- Understand how to implement a requirements document.
- Develop a professional ethics statement regarding the use of technology.
- Complete hands-on experience in a real-world setting.
- Communicate effectively and properly with end users and management using oral, written, and multimedia techniques.
- Demonstrate the appropriate professional attributes of a consummate IT professional.

### Program Requirements:

In addition to the 37 credits of general education and elective requirements, students are required to take a concentration group of courses to total 77 credits. Each concentration listed below consists of 40 credits including 22 core credits, 9 credits specific to the concentration, and 9 elective credits.

### Computer Information Systems

#### Core Courses – 22 credits

INT299	Associate 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 be able to 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

*Associate in Science Degree*

The Associate in Applied 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. These degrees are designed for the dual purpose of immediate employment and preparation for the junior year in the Central Penn College bachelor of applied science (BAS) degree program.

### Program Objectives:

- 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.

### Program Requirements:

In addition to the 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 77 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

*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 Objectives:

- 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 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 77 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

### *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 Objectives:

- 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 37 credits of general education and elective requirements, which must include MTH200 Statistics.

### 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

### *Associate in Applied Science Degree*

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, hospitals, 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). Com-

mission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756 – 727.210.2350

## Program Objectives:

- Examine and evaluate the various issues, areas, and judgments, required of medical assistants.
- Develop a self-image that reflects professionalism and self-esteem to meet the constant challenges and changing needs of the medical profession.
- Relate knowledge of specific terminology, procedures, and principles of ethics necessary in the allied health field.
- Demonstrate entry-level skills in all current cognitive, psychomotor, and affective competencies as specified by the Medical Assisting Education Review Board.
- Demonstrate oral and written communication skills in professional settings. Apply communication skills to interpersonal relations.
- Perform advanced-level skills, phlebotomy, injections, EKGs, and catheterizations under the supervision of a physician.
- Develop informational and analytical research skills.

## Program Requirements:

In addition to the 25 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 62 credits. To be eligible for internship, the student must have on file documented proof of required immunizations and liability insurance. The MAERB requires Medical Assisting internships to be unpaid.

### Medical Assisting

#### Core Courses – 37 credits

ALH105	Medical Terminology
ALH112	Essentials of Anatomy and Physiology I
ALH115	Medical Insurance

ALH122	Essentials of Anatomy and Physiology II
ALH145	Allied Health Procedures
ALH160	Pharmacology
ALH180	Medical Administrative Procedures
ALH205	Clinical Methods
ALH210	Clinical Techniques
ALH230	Diseases and Diagnostic Methods
ALH299	Medical Assisting Internship
ALH310	Medical Laboratory
ALH350	Medical Seminar
STS300	Job Pursuit Seminar

## Occupational Therapy Assistant

### *Associate in Applied Science Degree*

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 including physical rehabilitation, mental health and pediatrics/developmental disabilities. The program is based on a sequential curriculum design and developmental model, with early coursework building 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 developmental, mental health, and physical rehabilitation are introduced and mastered through integrated laboratory and observational (Level I) Fieldwork Experiences. Final program courses focus on developing professional behaviors and lifelong learning practices necessary for achieving and maintaining professional competency. The program culminates in 16 weeks of Level II Fieldwork Experiences, equivalent to internship, which must be completed within 18 months after completing all other required coursework. Due to the academic rigor of the program, any student receiving a failing grade (F) in any 3 core program courses will be dismissed from the program. A passing final grade of 2.0 GPA (C) 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 has applied for accreditation and has been granted Developing Program Status 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. Once accreditation of the program has been obtained, its graduates will be 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.

### Program Objectives:

- Demonstrate a thorough understanding of human occupation throughout the lifespan and its impact upon development, health and wellness for individuals and populations of diverse cultural, socioeconomic, and environmental backgrounds.
- Demonstrate knowledge of the function of the human body, including human anatomy, physiology, biomechanics, and human development.
- Articulate knowledge and comprehension of the concepts of human behavior and their impact upon occupational performance.
- Verbalize and demonstrate an understanding of the influence and roles of social conditions, sociocultural, ethical, and diversity factors upon occupation.

- Demonstrate ability to use medical language and appropriate terminology to convey information about anatomy, physiology, disease, and treatment. Includes the ability to effectively document occupational therapy services to ensure accountability for service provision, to meet standards for reimbursement of service, and to communicate the need and rationale for occupational therapy services.
- Describe and apply occupational therapy ethics, theory and models of practice.
- Demonstrate a thorough understanding of the activity analysis process and ability to apply it to a wide variety of occupations across the lifespan.
- Administer assessments and screenings using appropriate procedures and protocols under the direction of an occupational therapist.
- Facilitate occupational performance and participation under the supervision of an occupational therapist, ensuring that the intervention is culturally relevant, client-centered, evidence-based, and reflective of current occupational therapy practice.
- Utilize the COTA/OTR supervision process, professional and educational resources to increase knowledge and self confidence for continued personal and professional development.
- Possess the knowledge and skills necessary to practice as an entry-level generalist occupational therapy assistant with children, adults, and the elderly in a variety of practice settings including but not limited to hospitals, schools, mental health facilities, and skilled nursing facilities.
- Meet eligibility requirements to take the Certified Occupational Therapy Assistant Certification Examination offered by the National Board for Certification in Occupational Therapy (NBCOT), and for occupational therapy assistant licensure of most states.

## Program Requirements:

In addition to the 37 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 80 credits. 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. A criminal background check may be required for some clinical placements. Students must purchase their own liability insurance.

### Occupational Therapy Assistant Core Courses – 43 credits

ALH105	Medical Terminology
ALH120	Anatomy and Physiology I
ALH130	Anatomy and Physiology II
BIO105	Human Development
HUM105	Cultural Anthropology
MTH115	Math for the Allied Health Professional
OTA100	Fundamentals of Occupational Therapy
OTA105	Occupational Analysis Across the Lifespan
OTA105L	Occupational Analysis Across the Lifespan Lab
OTA200	Developmental Occupational Therapy
OTA205	Occupational Therapy in Mental Health
OTA210	Occupational Therapy in Physical Rehabilitation
OTA210L	Occupational Therapy in Physical Rehabilitation Lab
OTA215	Developing Professional Behaviors in Occupational Therapy
OTA299	Level II Fieldwork Experience
STS300	Job Pursuit Seminar

## Paralegal

### *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 Objectives:

- 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 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 77 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*

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 receiving a final grade of "F" in any three-core courses will be dismissed from the program.

### Program Objectives:

- Deliver physical therapy services as described in a plan of care under the direct supervision of a physical therapist in an ethical, safe, and effective manner.
- Communicate verbally and non-verbally with the patient, the physical therapist, health care delivery personnel, and others in an effective appropriate and capable manner.
- Demonstrate good clinical judgment and competence where implementing selected components of interventions identified in the plan of care established by the physical therapist.
- Perform appropriate measurement techniques to assist the supervising therapist in monitoring and modifying a patient's plan of care.
- Practice with a high ethical standard and sensitivity for disability, cultural, and socioeconomic differences.
- Demonstrate an understanding of the Physical Therapist Assistant's role including the responsibilities, privileges, and limitations of the position.
- Display a professional attitude and demonstrate a commitment for continued professional growth.

### Program Requirements:

In addition to the 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 80 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. A criminal background check may be required for some clinical placements. Students must purchase their own liability insurance.

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

ALH105	Medical Terminology
ALH120	Anatomy and Physiology I
ALH130	Anatomy and Physiology II
ALH230	Diseases and Diagnostic Methods
ALH255	Medical Law and Ethics
PTA100	Fundamentals of Physical Therapy
PTA155	Physical Therapist Assistant Procedures
PTA235	Modalities
PTA245	Applied Kinesiology
PTA255	Therapeutic Exercise
PTA265	Neurological Rehabilitation
PTA298	PTA Clinical Practice (2 weeks)
PTA299	Internship for Physical Therapist Assistant (two 7-week rotations = 14 weeks)
STS300	Job Pursuit Seminar



## **Course Descriptions**

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

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

## How to use this catalog

The following information will be helpful to you when reading the listing of courses and referencing course descriptions:

### Course Numbering

- 001-199: indicate general education, introductory, or developmental courses
- 200-299: usually, but not always, indicate second-year courses
- 300-399: usually, but not always, indicate third-year courses
- 400-499: usually, but not always, indicate fourth-year courses

### Prerequisites

A student may not enroll in a course for which a prerequisite is stated unless the prerequisite course or equivalent has been completed. Only the Associate Dean of the School or the Online and Continuing Education Dean may grant a waiver.

*\*Disclaimer: Some courses will require a grade of "C" or better to progress in coursework. Students should carefully read individual course syllabi posted in First Day Hand-out Section on Blackboard for grade requirements.*

## Accounting

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

### **ACC100 Accounting I\* 3 Credits**

This course is an introduction of generally accepted accounting principles 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.

### **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 the student with a comprehensive explanation of the individual federal income tax code. The student will learn the application of the tax code 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*

### **ACC250 Accounting Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

### **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*

### **ACC430 International Accounting 3 Credits**

This course will examine the accounting function from an international perspective, focusing on international standards and practices and will provide an overview of key issues affecting the global marketplace. It will prepare the student for working with cross-border financial information impacted by global businesses. It incorporates international transactions, the operations of international companies, conversion of foreign currencies, and facilitating the use of IASB.

*Prerequisite: ACC300*

### **Allied Health**

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

### **ALH105 Medical Terminology\* 2 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, and control and treatment of alterations in one's state of health. Medical Terminology applies in describing normal as well as abnormal, so the student 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. Student will develop appropriate communication skills within the healthcare field.

### **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.

**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-9 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.

**ALH120 Anatomy and Physiology I\* 4 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, and the muscular system. The lab will consist of demonstration and hands on learning in the following areas: cell structure, the planes of movement, axis of rotation, joint system, bone structure, skeletal structural, bone landmarks, and the musculoskeletal system of the human body. 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.

**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 and general physiology, and changes

across the lifespan of the digestive, reproductive, urinary, cardiovascular, and the respiratory systems.

*Prerequisite: ALH112*

**ALH125 Diagnostic Coding\* 3 Credits**

The student will learn to abstract information from the medical record and combine it with coding strategies to obtain the proper codes for diagnoses. The ICD-9-CM book will be studied for understanding of format. DRGs will also be discussed.

*Prerequisite: ALH105*

**ALH130 Anatomy and Physiology II\* 4 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, endocrine, and reproductive systems. This course emphasizes the anatomy and physiology of the nervous system, cardiovascular system, and the respiratory system. 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.

*Prerequisite: ALH120*

**ALH135 Health Information\* 3 Credits**

The course covers the medical record and maintenance of health information systems. The contents and types of medical records are presented. Various databases and filing systems are explored. The many legal guidelines are included.

*Prerequisite: ALH105*

**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 prin-

ciples of medical documentation. Assessment of vital signs will be developed and principles of universal precautions will be presented.

*Prerequisite: ALH112 or ALH120*

### **ALH160 Pharmacology\* 2 Credits**

This is a course which prepares allied health students to understand, identify, and classify medications. Upon completion of this course, the student will be familiar with drug classifications and the effects of medication on body systems.

*Prerequisite: ALH105*

### **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: ALH105 and ENG100*

### **ALH200 Medical Machine Transcription\* 3 Credits**

This course combines the knowledge of the English language, medical terminology, and keyboarding skills as a basis to enable the student to transcribe medical correspondence, documents, and reports accurately and efficiently.

*Prerequisites: ALH105 and ENG100*

### **ALH205 Clinical Methods\* 2 Credits**

This course emphasizes the information on the medication label and the physician's order. Students will learn the concepts used to calculate medication dosages. A comprehensive review of basic math theory is given. Additional topics include surgical asepsis, assisting with minor surgeries, and theory of IV therapy.

### **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 ALH205.*

*\*ALH122 and ALH205 can be taken concurrently with ALH210.*

### **ALH225 Medical Transcription II\* 3 Credits**

This course is an extension of the principles of Medical Machine Transcription. The student is given an opportunity to transcribe a variety of medical correspondence, documents, and reports accurately and efficiently, meeting the demands of the medical profession. Additional computer time is necessary to complete assignments.

*Prerequisite: ALH200*

### **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 health-care personnel will be addressed through student presentations.

*Prerequisites: ALH105 and ALH130 or ALH122*

### **ALH235 Procedural Coding\* 3 Credits**

The student will learn to abstract information from the medical record and combine it with coding strategies to obtain the proper codes for procedures. The format and coding conventions of the Current Procedural Terminology book and the Common Procedural Coding System will be studied.

*Prerequisite: ALH105*

### **ALH245 Wound Management for the Healthcare Professional\* 3 Credits**

The course is designed to provide entry-level, clinically relevant information on the management of patients with open wounds. The class



will discuss the topics of anatomy and physiology of the skin, phases of wound healing, types of wounds, wound etiology and infection management through the use of debridement and topical agents. In addition, dressing selection, bandaging and the use of therapeutic modalities as adjunctive wound therapy will be explored.

*Prerequisites:* ALH105, ALH130, and PTA235

**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 bioethical 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.

**ALH290 Allied Health Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**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:* Successful completion of course requirements for the medical assisting degree, including 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:* ALH105 and ALH122 or ALH130

**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

**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

**ALH350 Medical Seminar\* 3 Credits**

In this upper level course, the students will practice administrative and clinical skills from the program in the Allied Health 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 available. CPR, first aid training, emergency management, and emergency preparedness are presented.

*Prerequisite:* ALH210 or concurrent registration

**ALH390 Upper-Level Allied Health Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**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.

*Prerequisite: This course is taken the final term before the internship*

**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: ALH115 or BUS335 and BUS210*

**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*

**Arts****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 in European and American culture. The course will trace the history and importance of theater from ancient Greece and Rome through medieval Europe and the Renaissance to modern day. The course will additionally explore the various genres of theater and the mechanics involved in a theatrical performance.

**ART120 Art Appreciation 3 Credits**

This course is designed to introduce students to the fundamentals of the visual arts. The focus of the class will be a tour through major periods of art history with an emphasis on style and culture. Students will be exposed to a variety of art techniques, and time will be given in class for students to experiment with basic media.

**ART125 Watercolor Painting 3 Credits**

This course is designed to introduce students to watercolor techniques that focus on value, color, and composition. Class will start with monochromatic studies of simple still lifes, progress to a limited palette, and culminate in

students selecting their own subjects and rendering them in full color. Students are required to purchase watercolor materials recommended by professor.

**ART205 Art History 3 Credits**

This course is an introduction to art history. Identification and analysis of individual artworks, their creators, and the study of artistic periods and styles. This class covers the development of artistic techniques and styles throughout the ages.

**ART250 Art Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**ART390 Upper-Level Art Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

## Biology

**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 homeostasis, genetics, genetic engineering, and biotechnology.

**BIO105 Human Development 3 Credits**

This course studies human growth and development throughout the life span 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. Communication skills between patient, family, and healthcare personnel will be addressed through student presentations.

**BIO260 Microbiology 3 Credits**

This basic level microbiology course introduces students to the use of microscopes and to labo-

ratory procedures for microbial identification. Students will survey microbial species and become familiar with common pathogenic microbial strains. Bactericidal, antiseptic, and sterilization procedures will be explored.

## Business

**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 this course. Students use a variety of external resources.

**BUS105 Fundamentals of Selling 3 Credits**

This course is a thorough study of the phases of successful selling: approach, presentation, resistance, and closing. In addition, a study is made of today's selling environment, product analysis, and buying psychology. The course emphasizes the desirable qualities of a successful salesperson with special regard to poise, manner, dress, ethics, 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.

**BUS255    Customer Service    3 Credits**

This course explores the importance of customer service to the success of any business. The textbook and the lectures are presented from the customer's point of view and stresses the effects of good and poor customer service on repeat business, "word-of-mouth" advertising, and profits. These concepts are reinforced through classroom discussions, role-playing, and an outside project in which the level of customer service in a business is analyzed and evaluated.

**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.

**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.

*Prerequisite: ACC110 or concurrent registration*

**BUS290 Business Administration Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**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*

**BUS310 Fashion Analysis 3 Credits**

This course analyzes the dynamics of fashion and investigates the knowledge and terminology with regard to textiles, apparel, fashion accessories, home fashions, global sourcing, and merchandising. This course also explores career opportunities. Students design fashion newsletters, produce a fashion show, and complete presentations on fashion designers.

**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 reengineering.

*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 and PSY100 or SOC100*

### **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

**BUS375 HTML for e-Business 3 Credits**

This course emphasizes Internet/Intranet Web authoring tools such as HTML and HML. Effective use of commercial web authoring tools will be stressed as well as programming in the appropriate languages. Also included is an introduction to JAVA Script programming. The course covers the essentials of programming for e-commerce and tools to incorporate the programs for business-wide applications.

*Prerequisite:* Any college-level computer course

**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

**BUS390 Upper-Level Business Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**BUS400 Advertising and Internet Marketing 3 Credits**

Strategic marketing in today's business environment requires knowledge of trends in online marketing and how to utilize e-business marketing tools to maintain a competitive edge. Basic marketing concepts are adapted to the Internet and web-specific marketing issues are examined. Internet customer relationship management, product development and pricing, distribution channels, and online marketing communications are analyzed, culminating in the development of an Internet marketing plan.

*Prerequisite:* BUS230

**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

**BUS410 Options, Futures, and Other Derivatives 3 Credits**

This course represents real-world practice to focus on theory and practice. It provides a unifying approach to the valuation of all derivatives, not just options and futures. The



framework for pricing derivatives, interest rate derivatives, volatilities and correlations, hedging, swaps, and value calculations are covered. The student will work with various models, including the standard market models, models of short rate, and other appropriate models.

*Prerequisite: BUS200 or BUS305*

**BUS415 International Business Seminar 3 Credits**

This course is a capstone that integrates concepts, principles, and practices of international business from prior courses and Internet research. The student is required to participate in research for group decision-making and presentations about a business currently or desiring to complete in the international markets. A written comprehensive case analysis of the simulation is prepared.

*Prerequisites: BUS200 or concurrent registration and BUS260*

**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.

*Prerequisites: BUS230 and a 300-level business course*

**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*

**Communications**

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

**COM100 Survey of Mass Communications 3 Credits**

All major forms of mass media are discussed in this course. Students are introduced to the place and responsibilities of the mass media — print, electronic, persuasive — and their roles in the United States and the global community. Media law and ethics are also introduced. This course includes observation or hands-on practice in a professional on- or off-campus setting.

**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.

**COM130 Public Relations 3 Credits**

This course studies current practices and problems in the field of public relations. Emphasis is given to communication and publicity techniques. Releases are written and promotional campaigns developed. Actual releases prepared by professional organizations are analyzed. The class prepares for a campaign on some commercial, educational, or community event that is currently taking place. The importance of internal as well as external public relations is considered. Additional time outside the classroom is required to complete projects.

*Prerequisite: COM140*

**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 news style is also a focus. A proficiency exam will be given during the semester. Students must pass the proficiency test with a "C" or better to pass the course and to continue in the program.

**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.

*Prerequisites: 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 advanced 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 pressure.

*Prerequisite: COM130*

**COM230 Desktop Publishing I 3 Credits**

Provides the already computer-literate student with opportunities to explore the publication process through the personal computer domain. From introduction of desktop publishing concepts to printing, binding, and finishing, this course offers training and experience in page design and layout, text enhancement, graphic enhancement, and application assembly for finished-product, professional publications. Additional time outside class is needed to complete projects.

*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: ENG200*

**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. Students will examine case studies as well as create their own vehicles of communication in various delivery methods.

*Prerequisites:* ENG100 and ENG110 (for online degree students: ENG220)

**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 Web sites 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

**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, problems that may arise between the media and private industry, and methods of resolving such problems. Specific case studies will be analyzed.

*Prerequisite:* COM220

**COM320 Feature Writing 3 Credits**

This second-level journalism course builds on basic news reporting and writing skills developed in Journalism I. Students will demon-

strate ability to find ideas for, develop, and write feature articles for print and/or online media. Students will learn how to procure or produce illustrations or photographs or other art, along with copyright issues, for their articles. Students will also learn about contract and compensation issues, negotiation strategies, and how to produce effective query letters, as most people working as feature writers are self-employed. Students will also learn how a feature beat or department in print or online media works. The goal is to produce at least one publishable article students can try to sell or otherwise convey for publication to a Website, magazine (or combination), newspaper, or newsletter. Students will also learn about adapting feature articles to converged/blended media with video and audio, blogs, and other interactive elements. Knowledge gained will be directly applicable to staff employment and self-employment.

*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 the many legal issues, liberties, and restraints that face the media today, not only as it pertains to First Amendment issues, but also other issues, such as libel, commercial speech, obscenity, and indecency, as well as access to public sources of information.

*Prerequisite:* COM140 or LGS110 or LGS250 or LGS260

**COM345 Media and Politics 3 Credits**

Students evaluate the relationship between the media and political candidates during election years and whether the media is truly an impartial reporter of the facts.

*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:* ENG110 and COM140 or LGS110 or LGS250 or LGS260

**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:* COM140

**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:* COM140

**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. Specific case studies will be analyzed.

*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 and COM410

**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:* ENG200

**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:* COM140 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

**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.

**CRI235 Narcotics Investigations 3 Credits**

This course studies the use, trafficking and ancillary criminal activity within the drug trade in the United States and worldwide trafficking of narcotics. Course will provide an overview of detection, apprehension and penalties for users and suppliers, and the confiscation and preservation of drug evidence. Special emphasis will be placed on the techniques for surveillance, undercover operations, criminal apprehensions, money laundering and prosecutions.

**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 HSM110*

**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.

**CRI290 Criminal Justice Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**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*

**CRI301 Fraud Investigation 3 Credits**

This course provides an examination of existing and emerging, "e-crimes" (i.e., economic and electronic), identity theft, Internet, credit card and check fraud, as well as the basics of protecting an organization's digital assets. The course will focus on government/private industry methodology to detect, investigate, and prevent such crimes. A specialized course focus includes counterfeit negotiable instruments and debit card fraud.

*Prerequisite: CRI100*



**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*

**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*

**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.

*Prerequisites: CRI245 and ENG200*

**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*

**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.

**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.

**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*

**CRI390 Criminal Justice Administration Transfer Credit 3 Credits**

This course is used only as a way to accept credit for an upper-level course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**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.

**CRI401 Child Abuse Investigations 3 Credits**

This course provides knowledge about the nature, causes, and societal responses to child abuse. The course is intended to discuss child abuse from the perspective of multiple disciplines, including social science and public policy. The specific topics of physical, psychological, and sexual abuse, commercial sex trafficking of minors, and child pornography will be analyzed in depth.

**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: ENG110 or ENG220*

**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*

**CRI422 Sex Crimes and Rehabilitation 3 Credits**

This course is an in-depth examination of the major aspects of sexual offenses and rehabilitation theories, with an emphasis on deviance, sexual abuse, and pedophilia in relationship to the criminal offender. Students will examine and evaluate different treatment and rehabilitation strategies and their respective application to various offender profiles.

*Prerequisite: CRI310 or CRI380*

**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*

**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*

**CRI445 Probation and Parole  
Casework Management 3 Credits**

This course is an in-depth examination of the major aspects of probation and parole, with an emphasis on the techniques used to deter recidivism of the criminal offender. Emphasis of this course includes presentence investigation, rehabilitative theory, problems with parolee reintegration, and concepts of intermediate punishment.

*Prerequisite: CRI225*

**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**

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

**ENG015 College Writing Skills\* 3 Credits**

In this class, students will explore the nature of "college writing" and practice a series of skills, including audience identification, genre recognition, and code-switching, which will allow them to flexibly and effectively respond to the wide variety of writing situations they encounter in college. A few overarching questions will guide explorations and define practices: how does home language relate to standard English, and can home language be understood as a tool for acquiring a higher degree of standard English fluency? How do writing genres relate to audience and purpose? What does it mean to learn to write? What is college writing? Students are placed in ENG015 based upon placement exam test scores. A grade of "C" or higher must be achieved before enrolling in ENG100.

**ENG100 English 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 visual rhetoric, and engaging in digital and visual literacy best practices. A minimum grade of "C" must be achieved before enrolling in ENG200..

*Prerequisite: ENG015 or placement based upon placement test scores*

**ENG110 Oral Communications 3 Credits**

A course designed to develop effective formal and informal speaking skills as well as listening skills. Students convey knowledge of topics by using proper techniques of speech based on research and preparation. Emphasis on public speaking experience is placed on three aspects of speaking: adherence to purpose, organization of material, and practice of professional presentation. Students gain experience through a variety of speaking experiences and are required to attend at least three of the five Common Hour events, excluding Club Hour presentations.

**ENG200 English Composition II 3 Credits**

This course expands on the writing skills established in ENG100 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: ENG100*

**ENG215 Persuasive Speaking 3 Credits**

This course will provide students with oral communications instruction specific to persuasive speaking. Emphasis is placed on creating and refining persuasive speaking techniques, researching and organizing speeches, and analyzing persuasive speeches. Substantial class time is devoted to students' own persuasive presentations.

*Prerequisite: ENG100*

**ENG220 Business Communications 3 Credits**

This course is designed to help students communicate effectively in a variety of business situations. The planning, organizing, and writing of business communications are covered, such as proposals, memos, email, reports, oral presentations, and resumes. In addition, the location and evaluation of resources to produce written work will be also covered. Students will learn to analyze business situations to determine the proper communications response in good news, bad news, and persuasive scenarios. Ethical behavior and intercultural communications are examined. The fundamentals of proper business writing, usage of grammar, format, style, and layout of business documents are presented.

*Prerequisite: ENG200*

**ENG250 English and Literature Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**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 workshopped 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, fiction, and creative nonfiction.

*Prerequisite: ENG200*

**ENG305 The Modern Short Story 3 Credits**

This course will be an intensive study of modern literary short story. Students will gain an increased appreciation of the arts and an understanding of the human experience through the study of literature. Building on the foundation of literary analysis developed in English Composition II, students will write essays on numerous stories — examining theme, plot, and structure. Typical writers studied are Crane, Hemingway, Fitzgerald, Joyce, O'Connor, Cheever, and Carver.

*Prerequisite: ENG200*

**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: ENG200*

**ENG315 The Bible as Literature 3 Credits**

This course examines the biblical text in terms of literary analysis. Specific areas of focus include prose, poetry, rhetorical devices, authorship, theme, tone, and style. Emphasis is placed on the historical context in which each book was written and the social forces impacting the style of writing during that time.

*Prerequisite: ENG200*

**ENG330 Contemporary American Writers of Color 3 Credits**

This course is designed to acquaint students with the most important literary movements of contemporary American writers of color.

Writers studied include Toni Morrison, Ernesto Quinonez, Amy Tan, and Rudolfo Anaya. Literary works will be contextualized by discussions of relevant history, art, and film. The class will also examine the relationship of these texts to the American canon. Writing skills are emphasized and reinforced in the context of the examination of this literature.

*Prerequisite: ENG200*

### **ENG335 Literature and Work 3 Credits**

This course introduces students to the ways work has been conceptualized and represented in the literature of the United States. Texts include contemporary as well as classic literature. Writers studied include Benjamin Franklin, Sojourner Truth, John Steinbeck, Arthur Miller, and Fannie Flagg. Connections to popular music and film will be made. Writing skills are emphasized and reinforced in the context of the examination of this literature.

*Prerequisite: ENG200*

### **ENG390 Upper-Level English and Literature Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

### **ENG400 Great American Novels 3 Credits**

This course is designed to expose students to traditionally defined “great works” of American Literature. Authors studied include Hemingway, Fitzgerald, Steinbeck, Salinger, and Lee. Contributions to the canon of American Literature will be discussed.

*Prerequisite: ENG200*

### **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: ENG200*

### **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: ENG200*

## **Geography**

### **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, topography, 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.

### **GEO250 Geography Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200



level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

## History

### **HIS100 American Colonization 3 Credits**

This course provides an introduction to the social, legal, political, and religious situations that led to the settlement of the North American continent. Examination of the economic problems and social encounters with the native population and the consequences of those interactions will be explored.

### **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**

This course focuses on the fundamental developments of Black peoples in America including slavery and liberation. Periods such as the New Negro Movement in the 1920's to the Harlem Renaissance, Civil Rights Movement, and African-American Renaissance in the 1980's will be studied.

### **HIS115 The History of the Computer 3 Credits**

This course provides insight into the evolution of the computer and modern technology. Subjects to be covered include pre-computer technology, the foundations for development, and the effects of the computer on trade and other economic activities, communication, and interactions.

### **HIS220 American History 1865-1940 3 Credits**

A study and analysis of life in the United States during the twentieth century, with particular attention devoted to the social, economic, technological, and political forces and changes wrought during that period. Developments among the United States' neighbors and in the international arena are also a critical part of this course.

### **HIS230 American History Since 1941 3 Credits**

This course is a study and analysis of the history of the United States since 1941. Using a topical approach, issues such as the Cold War, the Korean Conflict, the Great Society, the Vietnam War, the Persian Gulf War, and continuing on into the issues facing the 21st Century will be studied thoroughly.

### **HIS250 History Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

### **HIS305 History and Film 3 Credits**

This course reviews and analyzes the portrayal of historical events through the use of popular films. Conducted as a survey course using historical documents and literature to focus on both the interpretation and representation of history.

*Prerequisite: ENG200*

### **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: ENG200*

### **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: ENG200 and one social science course*

### **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: Any 100-level history course*

**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: ENG100*

**HIS335 Presidents and First Ladies 3 Credits**

This course examines the American Presidency by highlighting the significant contributions of specific Presidents and First Ladies throughout the nation's history. Emphasis is placed on the role of the President, executive powers, significant events in American history, and the role of the First Lady.

*Prerequisite: ENG100*

**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: ENG200*

**HIS390 Upper-Level History Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**HIS400 Poverty in America 3 Credits**

This course is designed to expose students to the issues of poverty in America. Topics ranging from single parenting to homelessness will be discussed. Students will also be familiarized with the changing dynamics of poverty throughout history and gain an understanding of how the Great Depression, welfare reform, and government subsidies have impacted American history.

*Prerequisites: ENG200 and one social science course*

**HIS405 Business History I (Colonial Times – 1900) 3 Credits**

This course surveys the business organizations and practices of Americans from the first settlements in the English-governed Colonies until 1900. The socio-economic and other cultural forces of the times are examined. Their impact on the business community and the business community's impact on society are analyzed.

*Prerequisite: BUS100*

**HIS410 Business History II (1900 – Present) 3 Credits**

This course surveys business organizations and business practices of Americans from the beginnings of the 20th Century to the present. The socio-economic and other cultural forces of the times are examined, including globalization. Their impact on the business community and the business community's impact on society are analyzed and assessed.

*Prerequisite: BUS100*

**HIS415 Rise to Power: History's Bad Boys 3 Credits**

This course is a seminar about the historical, political, social, economic, and cultural events that led to the advance in power of history's infamous “bad” political leaders, such as Hitler, Tito, Stalin. Students will discuss how these political leaders were able to manipulate the political system and obtain autocratic power.



The course also analyzes major themes and issues that shaped contemporary Europe, from the end of the Napoleonic era to the present.

*Prerequisite:* Any 200-level social science or humanities course

## Honors

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

### The Honors Program

Designed to recognize and foster academic excellence, the Honors Program allows motivated students to expand the knowledge or skills central to their individual focus within their major. By successfully completing the HON400 Honor Studies course and maintaining a 3.8 or better cumulative GPA at Central Penn, students can graduate with the honors distinction on their transcripts and diploma.

### Honors Studies Process

Honors Studies is initiated by the student approaching a professor to serve as advisor for the project. Guided by the professor, the student then develops a topic and plan for the project, writes a proposal, and submits it to the appropriate Associate Dean. The appropriate Associate Dean then reviews the project and determines whether it is sufficiently rigorous to warrant honors work. If the project is approved, then the following semester the student may enroll in HON400. The student and project advisor then work out a schedule, meeting regularly to discuss the student's progress and to ensure the student is on track to complete the course requirements.

By the beginning of the tenth week of classes, the student will have completed the project and will meet with the appropriate Associate Dean to arrange the presentation portion of the course. The presentation of the project will be made to the students, faculty, and staff of the College as well as to at least one organization or business from the local community. The project advisor then grades the project and assigns a grade. If the project warrants a grade of 95% or better, a final, revised copy of the project is then submitted to the appropriate Associate Dean, and will be prepared for submission to become a part of the Library's permanent holdings.

If the student has maintained a GPA of at least 3.8 and receives an "A" on the project, then a Recommendation for Graduating with

Honors memo is submitted by the student's degree level Associate Dean and forwarded to the appropriate Associate Dean. The process to ensure that the student graduates with honors will be coordinated by the appropriate Associate Dean and Records and Registration.

Questions about the honors process should be directed to the appropriate Associate Dean.

### 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 and The Craiger C. Parker Leadership Development Program (LDP) Committee. 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. Completion of this course with an A, an overall GPA of 3.8 or above, and the requirements outlined by the LDP committee will result in graduation with honors designation level.

*Prerequisite:* Available to student participants of The Craiger C. Parker Leadership Development Program who have attained a minimum of a 3.8 GPA and who have developed an approved research topic and plan.

## Homeland Security Management

### 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.

### HSM115 Homeland Security Management 3 Credits

This course will provide an introduction to homeland security management and its role in society. Students will receive an overview of the roles and duties of various Federal and State 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.

**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.

**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: HSM115*

**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*

**HSM345 National Intelligence 3 Credits**

This course provides an overview of the national intelligence systems of the United States and other countries. It covers the role of the intelligence community in society and its impact on current events. The course also explores the legal issues of intelligence collection and future trends.

*Prerequisite: HSM205*

**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*

**HSM411 Criminal Intelligence Analyst II 3 Credits**

This course is an advanced study in crime and intelligence analysis, including advanced analytical techniques. The course will conduct a study of crime organization. Group studies and discussion will be utilized as an introduction to the problem of domestic terrorism which will also be presented in the course.

*Prerequisite: HSM405*

**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.

**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*

### **HSM427 Advanced Intelligence Analysis 3 Credits**

This course is an advanced study in the field of intelligence analysis, including applications in specialty topics, such as organized crime, anti-terrorism, and counter-intelligence. Previously learned analytic techniques and skills will be applied in case studies and research projects. Analytic software and other computer applications will be applied.

*Prerequisite: HSM205*

### **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*

## **Humanities**

### **HUM105 Cultural Anthropology 3 Credits**

A study of diverse cultures, past and present. This course focuses on societal structures, family patterns, political and economic relations, and the concept of religion.

### **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.

### **HUM250 Humanities Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

### **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.

*Prerequisites: ENG200 and one social science course*

### **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: ENG200*

### **HUM315 William Shakespeare: In Text and Film 3 Credits**

This course is designed to expose students to a variety of works of William Shakespeare, first through the text of the plays, and then through cinematic interpretation. Topics to be covered include the influence of Elizabeth I and Elizabethan England as a monarchical government, a study of Shakespeare's development as an author, the socio-historical impact of selected works of Shakespeare, and the modern cinematic interpretation of these selected plays.

*Prerequisite: ENG200*

### **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 socio-economic impact of women in American culture, and the politics of global feminism.

*Prerequisite: ENG200*

**HUM390 Upper-Level Humanities Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**HUM405 Women in the Bible 3 Credits**

This course explores the role of women in biblical history from a feminist perspective. Students study specific women recorded in the Bible and analyze their experiences from both an historical and contemporary perspective. Emphasis is placed on the cultural framework of the women recorded in biblical text, interpretations of biblical women throughout history, and the impact of the biblical definition of women on the role of modern woman.

*Prerequisite: ENG200*

**HUM410 Women's Studies 3 Credits**

This course focuses on the roles of women and the ways in which history and social culture shape those roles. Discussion will revolve around the construction of gender and the intersections of gender in conjunction to race, ethnicity, class, and sexuality. The course will be conducted in a seminar format and is interdisciplinary in nature.

*Prerequisite: HUM105 or SOC105*

**Interdisciplinary Studies**

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

**IDS001 Building Academic Responsibility Together (BART) 0 Credits**

The BART program is a college support program for first year traditional students who are accepted on probation. The program is designed to assist students with a smooth and successful transition to Central Penn and help them to establish habits that cause them to be successful.

*Prerequisite: Co-requisite: Central Penn Experience*

**IDS100 Freshman Seminar 3 Credits**

This course enables students to investigate how their passion and personal characteristics relate to the skill sets needed within a specific career field. Students will develop foundational skills needed in college, in society, and in the workforce needed for success. Identification of needed skill sets will be uncovered through the inspection of historical, social, political and legal issues. This course enables students to identify specific degree requirements within their chose field of study.

**IDS105 College Success Seminar 3 Credits**

This course introduces students to social issues related to their major field of study. Historical and social topics are discussed in conjunction with current events so that students gain an understanding of the development of topics within their field. It provides a foundation for research and study within their chosen field as well as the basis for completing their degree requirements. Special topics for students returning to higher education are also covered.

*Prerequisite: Concurrent enrollment in STS005*

**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: Any social or behavioral science course and 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.

*Prerequisites: Satisfactory completion of all courses and requirements for the associate degree and status as a Continuing Education student*

**IDS300 Text and Film 3 Credits**

In this course, students will examine major literary works and their film adaptations. This course requires reading and film viewing in addition to discussion and writing. Specific topics will vary by instructor.

*Prerequisite: ENG200*

**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: ENG200*

**IDS310 Superstitions and Urban Legends 3 Credits**

This course is an exploration of folklore, urban legends, tall tales and superstitions, and their effects upon American culture. Students will discover recurring themes, as well as explore their cultural meanings and interpretations.

*Prerequisite: Any lower-level social science or humanities course*

## Immersion

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

### The Immersion Program

The Immersion Program takes place each year and is coordinated by the International Studies Program Director. Students travel abroad for

one term, earning credit and expanding their experiences.

While registered for IDS315 Global Cultural Study, students travel abroad, participate in cultural activities, and attend class. Immersion locations vary from year to year and have pre- and post-trip assignments associated with them. The Immersion Program is open to all majors and involves an application 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 Associate Dean of General Education.

**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.

*Prerequisites: BUS260 or any social or behavioral science course plus 21 earned credits*

**IDS320 Haunted Pennsylvania 3 Credits**

In Pennsylvania alone, there are over a hundred proclaimed haunted sites. These suspected "ghosts" roam freely as they haunt colleges, battlefields, hotels, government buildings, private homes, and even churches. Students in this course will assume the role of the "spirit-hunter" and discuss these mysterious sightings and numerous unexplained occurrences.

*Prerequisite: Any social science course*

**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.

*Prerequisite: ENG100*

**IDS390 Upper-Level Special Topics Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is only available when the student has taken a class not offered by Central Penn.

**IDS400 Topics in Multiculturalism 3 Credits**

An interdisciplinary investigation of the multicultural experiences in the United States. 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 their influence among the social sciences, humanities, fine arts and other career and academic fields.

*Prerequisites: Any 200-level or higher sociology, history, or humanities course and ENG200*

**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*

**IDS410 "Gumshoes": The Detective Stories 3 Credits**

This course is an in-depth study of the classical, modern, and post-modern detective genre and its transition from written literature to film. Students will examine the origins of the mystery and detective fiction, as well as the effects upon issues of class, gender, crime, and justice.

*Prerequisite: ENG200*

**IDS495 Capstone Course for SDTS (Specialized Degree Transfer Students) 3 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.

**IDS498 Capstone Seminar: The Art of Negotiation 1 Credit**

This course is a one credit seminar designed to analyze theories of interpersonal and organizational conflict and its resolution as applied to personal and professional surroundings. Students will access their own styles, skills, and values as well as develop techniques to resolve both personal and professional disputes and conflict in order to achieve objectives.

*Prerequisite: Senior Status*

**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.

*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*

## Internships

### 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 course requirements for the associate degree, including STS300 Job Pursuit Seminar*

### INT498 Washington Institute Internship 11 Credits

The Washington Institute Internship experience is offered at Central Penn College through an articulation agreement between the two institutions. The program is performed in Washington D.C. and students pick from one of four programs: Capital Experience, Embassy and Diplomatic Scholars, International Business School (IBS), or Go Green (Environmental). This highly competitive structured program includes an on-the-job educational experience coupled with two academic courses/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. It is applicable to all major fields of study.

*Prerequisite: Students must have a 3.0 cumulative grade point average. Students must also make application to the institute and will be accepted based upon the institute's acceptance criteria. Permission of the Assistant Dean of General Education and Immersion Studies is required.*

### 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 course requirements for the bachelor degree, including STS300 Job Pursuit Seminar*

## Leadership

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

### 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.

*Prerequisite: Open to students completing both pre-selected courses and additional criteria requirements for honors level designation regarding the Craiger C. Parker Leadership Development Program.*

## Legal Studies/Paralegal

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

### LGS110 Foundations in Law 3 Credits

This course introduces students to the legal system and the legal profession. Students will be introduced to the practical and ethical aspects of the practice of law, including proper legal writing style and basic legal terminology.

### LGS130 Principles of Legal Research 3 Credits

This course focuses on citing the law and case briefing. Students will learn how to read and analyze case law and summarize it into a concise case brief. Citation forms of all types of law will be covered in accordance with Uniform System of Citations (Bluebook) cite formats. Given a citation, students will learn how to quote the law and find legal material in a law library.

### 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 from a number of sources. This course is a highly individualized course that gives the students an opportunity to develop critical thinking skills and legal analysis by completing basic writing assignments incorporating their legal research. Students will be introduced to the CD-ROM library



and to WESTLAW, a computer-assisted legal research system.

*Prerequisite:* LGS130

### **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.

### **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.

### **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. Class discussions and written assignments will require students to use print and/or online legal resources to analyze and solve legal research problems.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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*

### **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.

### **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.

### **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*

### **LGS285 Legal Seminar 3 Credits**

This course is a collection of lectures and practical skills-training that prepares legal students for their internships and future employment. Students will explore the Rules of Professional Conduct that guide legal practitioners and will learn how to resolve ethical dilemmas through the use of the applicable ethical rules. In addition, each student is required to research and draft a scholarly research paper on an approved topic and lead the class in a discussion of same. Class discussions and written assignments will require students to use the resources of a law library, Westlaw and online information sources to analyze and solve legal research problems.

*Prerequisite: 48 Credits earned*

### **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: Satisfactory completion of all courses and requirements of the Paralegal program and STS300 Job Pursuit Seminar*

**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*

**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*

**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 any 200-level social or behavioral science course or PSY100 or SOC100*

**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*

**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*

**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*

**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*

**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.*

**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 work-environment.

*Prerequisites: Satisfactory completion of all courses and requirements of the Legal Studies program and STS300 Job Pursuit Seminar*

## Language

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

### **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.

### **LNG390 Upper-Level Language Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

## Mathematics

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

### **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 need help to sit for the placement exam. It does not earn any degree credits and is graded on only one final exam (Pass/Fail) given at the end of the term. Students attend classes as required by the college, do the assignments given and get help; but all in preparation of the one final exam that counts. Topics such as set theory, algebraic operations, exponents, radicals, higher-degree equations, quadratic equations and expressions, and graphing are covered. See Admissions Information/Standardized Testing After Admission.

### **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.

### **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 advanced placement*

### **MTH110 Profitable Merchandising 3 Credits**

Designed to meet the needs of retail management students, this course provides common math problems faced by salespeople, mid-management personnel, and business owners.

### **MTH115 Math for the Allied Health Professional 3 Credits**

This course is designed to give the student an understanding and application of mathematic concepts used in medical and therapy activities such as: linear mass and volumetric, ability to read rulers, tape measures, scales, thermometers, and syringes; use basic statistical measures and probability for the purpose of conducting and understanding basic research; and basic principles of geometry for as it applies to joint movement and structure. The student will review basic math skills as well as gain an understanding of the mathematical knowledge and skills needed for healthcare.

*Prerequisite: MTH010 or MTH105 or MTH200 or Advanced Placement in Math*

### **MTH120 Pre-Calculus 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*

### **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, estimating and linear correlation and regression.

*Prerequisite:* MTH010 or MTH105 or advanced placement

### **MTH215 Symbolic Logic 3 Credits**

Students are introduced to the basic elements of symbolic logic including the languages of propositional and predicate logic. These are then developed into formal systems and used to evaluate arguments translated into these languages.

### **MTH220 Calculus 3 Credits**

This course introduces the concept of the derivative, integration of algebraic, trigonometric, and transcendental functions. These concepts are then utilized in business and economic applications.

*Prerequisite:* MTH120

### **MTH225 The Geometry of Art 3 Credits**

The Geometry of Art is the study of the ancient techniques used by master painters to divide and analyze the pictorial space of artwork, including paintings, architecture, and sculpture. The study of composition and the placement of the important figures and symbols are mapped using a ruler, a compass, and vellum. Depiction of the golden section, root rectangles, and mandalas are drawn and practiced as hands-on learning.

### **MTH230 Discrete Math 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 mathematical induction and basic notions such as divisibility, prime and common divisors, linear combination, and the Euclidean algorithm.

### **MTH240 Applied Mathematics 3 Credits**

This course provides students with a foundation of mathematical concepts including the following topics: measuring and counting techniques, propositional logic, college algebra, statistics, probability and calculus. These are then developed into specialized tools used to solve problems mainly encountered in liberal arts learning professions.

*Prerequisite:* MTH010 or MTH105 or advanced placement

### **MTH241 Advanced Mathematics for Science and Technology Students 3 Credits**

This course provides students with a foundation of mathematical concepts including the following topics: propositional logic, measuring and counting techniques, graphs of linear equations, inequalities and functions, statistics and probability, trigonometry and calculus. These are then developed into specialized tools used to solve problems mainly encountered in science and technology learning professions.

*Prerequisite:* MTH010 or MTH105 or advanced placement

### **MTH250 Math Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

### **MTH310 Probability 3 Credits**

This course is an introduction to the principles and laws of probability. It presents an overview of probability and the treatment ideas and techniques necessary for a firm understanding of the subject. It is aimed at giving the student a thorough understanding of the concepts of probability, random variables, and distributions that are oriented towards applications in the social sciences.

*Prerequisite:* MTH105

### **MTH390 Upper-Level Mathematics Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

## **Occupational Therapy Assistant**

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

### **OTA100 Fundamentals of Occupational Therapy\* 3 Credits**

This course offers an overview of the history, guiding principles, theories, and philosophy of occupational therapy. It examines the role of occupational therapy in various service delivery



systems including health-care, community-based and educational settings. The course content includes: the *Occupational Therapy Practice Framework: Domain and Process* and *Standards of Practice*, the occupational therapy process from assessment to discontinuation of services, role delineations in the healthcare team, wellness and health promotion, safety considerations, and therapeutic use of self. Course may include site visits to occupational therapy practice settings. Transportation will be the responsibility of the student.

**OTA105 Occupational Analysis  
Across the Lifespan\* 3 Credits**

An in-depth analysis of human occupation in all aspects of daily living, from birth through old age, guided by the *Occupational Therapy Practice Framework: Domain and Process*. The relationship between occupation and development of self-identity and occupational roles is explored. Emphasis is placed upon development of essential skills for activity analysis, observation, and activity modification. Course content includes: Areas of occupation, client factors, performance skills, performance patterns, contexts and environments, activity analysis formats, observation skills, impact of dysfunction on occupational performance, procedures modifying/adapting activities and occupations, introduction to use of activities/occupations as therapeutic media.

*Prerequisites:* ALH120, OTA100, and concurrent enrollment in OTA105L

**OTA105L Occupational Analysis  
Across the Lifespan Lab\* 1 Credit**

This is the lab component of OTA105 which includes practical application of the activity analysis process to a wide variety of occupations and activities in which human beings engage throughout the lifespan, including work, self-care and play-leisure. Through hands-on experience, students explore and analyze the activities, while considering their intrinsic therapeutic value. The teaching-learning process is included in this lab, as students are required to teach an activity to peers. Students also create an activity resource file which will become a valuable reference during fieldwork.

*Prerequisite:* Concurrent enrollment in OTA105

**OTA200 Developmental  
Occupational Therapy\* 3 Credits**

Explores common conditions that impede normal development and threaten occupational performance. Emphasizes development of knowledge and skills for current occupational therapy screenings, assessments and interventions used with pediatric populations and developmentally challenged adults in a variety of service delivery systems. Includes 16 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 pediatric and development therapy settings. The laboratory component of the Developmental 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, remediate function, and promote adaptation.

*Prerequisites:* BIO105, OTA105 and OTA105L

**OTA205 Occupational Therapy  
in Mental Health\* 3 Credits**

Explores the impact of mental illness on human occupation. Analyzes the occupational therapy process with individuals who have psychosocial dysfunction including assessment procedures and current occupational therapy interventions. Group theory and processes are explored. Includes 16 hours of required Level I Fieldwork Experience outside of the scheduled class time, which provides opportunities for students to observe and apply the concepts learned in the classroom in actual mental health practice settings. The laboratory component of the Occupational Therapy in Mental Health course provides structured opportunity for students to develop hands-on skills for implementing occupational therapy services with individuals who have psychosocial dysfunction, as applied to a variety of mental health settings. Students practice skills for conducting various therapeutic groups and use a variety of therapeutic media.

*Prerequisites:* OTA200 and PSY420

**OTA210 Occupational  
Therapy in Physical  
Rehabilitation\* 3 Credits**

Explores the impact of physical disability and illness on human occupation. 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, orthopedic conditions, and conditions associated with the aging process. Includes an additional 16 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: OTA205 and concurrent enrollment in OTA210L*

**OTA210L Occupational Therapy in Physical Rehabilitation Lab\* 1 Credit**

This is the laboratory component of the Occupational Therapy in Physical Rehabilitation course and provides structured opportunity for students to develop hands-on skills for implementing occupational therapy services in a variety of physical rehabilitation settings. Students practice skills aimed to enhance occupational performance, remediate function, and promote adaptation.

*Prerequisites: OTA205 and concurrent enrollment in OTA210*

**OTA215 Developing Professional Behaviors in Occupational Therapy 3 Credits**

This course provides a basis for developing essential professional skills needed to practice as an Occupational Therapy Assistant in a variety of service delivery systems. Occupational Therapy ethics, practice standards, and legal issues are emphasized. Documentation of Occupational Therapy services is examined. Healthcare reimbursement systems, healthcare accrediting bodies, and their impact on delivery of Occupational Therapy services are studied. Current research, trends and issues in practice are discussed. Quality improvement processes are explored. Regulatory board requirements for certification, licensure, and on-going professional development are addressed.

*Prerequisite: OTA205*

**OTA299 Level II Fieldwork Experience\* 3 Credits**

Students complete 16 weeks of "internship" in traditional and emerging occupational therapy practice settings to apply knowledge to practice and 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, 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

**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.

**PHI250 Philosophy Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available



only when the student has taken a class not offered by Central Penn.

**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: ENG200*

**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: ENG200 and PHI105*

**PHI310 Death and Dying 3 Credits**

This 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 PHI105*

**PHI315 Business Philosophy 3 Credits**

This course will explore the relevancy of philosophy to modern business practices. Going beyond business ethics, students will apply philosophical methods and theories to the problem of "Corporate Excellence." Using the topics of Truth, Beauty, Goodness, and Unity, students will discuss current business and economic problems and develop an understanding of what it means for a business to be both financially successful and a contributing part of society.

*Prerequisite: BUS230*

**PHI320 Greek Philosophy 3 Credits**

In this course we will consider the answers that several ancient philosophers gave to many metaphysical questions such as: What is the nature of the cosmos? What are the things that exist, and how many of them are there? How do objects get the properties that they appear to have? How is change possible? Students will examine the views of the pre-Socratics Thales,

Anaximander, Anaximenes, Pythagoras, Heraclitus, Parmenides, Zeno, and Empedocles, as well as consider an in-depth reading of Plato and Aristotle.

**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: ENG200*

**Political Science**

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

**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.

**POL250 Political Science Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**POL305 Running for President 3 Credits**

This course provides insight into how the American people elect the President of the United States. Subjects to be covered include how the process has changed throughout the years, the Electoral College, the emergence of primaries, the lessening importance of conventions, third-party and independent candidates, campaign commercials and the media, and how technology has influenced the election process.

*Prerequisite: Any 100-level social science course*

**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 or any level Social and Behavioral Science Course*

**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: Any political science course*

**POL390 Upper-Level Political Science Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**POL400 Model United Nations 3 Credits**

Model United Nations simulates the actual policies and procedures of the United Nations. Students will discuss current world issues including, human rights, refugee treatment, crime prevention, drug trafficking, and economic development. Once the Model United Nations simulation begins, students are no longer an individual student — but the representative of a United Nations country.

*Prerequisite: BUS260 or POL200*

**Psychology****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 to be covered include psychology as a science, maturation and development, intelligence, perception, learning, personality, and abnormal psychology.

**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.

**PSY250      Psychology  
Transfer Credit      3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**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*

**PSY390      Upper-Level Psychology  
Transfer Credit      3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**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 presents students with a framework of definitions, descriptions, assessments, and treatments of human disorders. A combination of theory, research, and illustrative case and film study is used to present the course material.

*Prerequisite: BIO105 or PSY100*

## Physical Therapist Assistant

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

**PTA100      Fundamentals of  
Physical Therapy\*      2 Credits**

The course teaches the concepts and scope of physical therapy and its relationship to other health care professions. The role of the physical therapist, physical therapist assistant, and the physical therapy aide are discussed with emphasis on supervisory relationship, professional ethics, and special terminology used in rehabilitation. Conditions treated and procedures used are covered. Cultural diversity and socioeconomic differences will also be discussed. This course serves as a foundation for all consecutive PTA courses in preparation for the National Physical Therapy Exam.

**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.

*Prerequisites: ALH120 and PTA100*

**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:* ALH120, ALH130, and PTA155

#### **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:* ALH120, ALH130, PTA100, and PTA155

#### **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

#### **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 neuro-

logical 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:* ALH230 and PTA255, or concurrent with PTA255

#### **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

#### **PTA299 Internship for Physical Therapist Assistant\* 3 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.*

## Science

### **SCI100 Basic Nutrition 3 Credits**

The basic principles of good nutrition are utilized in the planning of a well-balanced diet. Emphasis is placed on those nutrients necessary for normal health and development. Included is diet planning for the healthy individual, as well as those requiring special and therapeutic management.

### **SCI105 Earth Science 3 Credits**

This course is designed as a multi-disciplinary introduction to the physical aspects of the planet. Topics will be approached as a systems review starting with the history of the planet, a study of the forces that shape the Earth, including the oceans, atmosphere, and geological formations, and the impact human development has on the planet.

### **SCI120 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.

### **SCI200 Natural Disasters 3 Credits**

This course explores the threat of natural disasters caused by geological, atmospheric, spatial, oceanic, and human-influenced events. An understanding of the scientific principles behind these events and the policies developed to provide awareness and preparation will be discussed.

### **SCI205 Peer Health Education 3 Credits**

This course prepares students as peer health educators. Emphasis is placed on the process of

accessing health information and exploring personal health. Students will learn about making healthy decisions, obtaining current health information and accessing community health resources.

### **SCI210 The History of Science 3 Credits**

The emphasis of the course will be on the nature of science: its history, philosophy, methodology, and scientific research. However, this course will also explore the collision of the sciences with society and its religious and social doctrine.

### **SCI215 Science and Nonsense: Facts and Fads 3 Credits**

This course touches upon the areas considered as "pseudoscience," such as astrology, creationism, holistic therapy, and paranormal phenomena. It provides a critical view of more than a half-century of scientific frauds, hoaxes, and other phony scientific theories.

### **SCI250 Science Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

### **SCI310 Geology 3 Credits**

This course covers the history of geologic events and fossil life through time. It details past geological events that produced the Earth's surface and influenced animal, plant, and human origins. The course also includes the topics of natural hazards, land use, and urban planning.

*Prerequisite: SCI105*

### **SCI390 Upper-Level Science Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

## Sociology

### **SOC100 Sociology 3 Credits**

Sociology is designed to present students with information relevant to four major areas of



social, economic, and political concern: foundations of society, social inequality, social institutions, and social change. This is accomplished through: lectures, guest speakers from government, private industry, and interest groups; field trips; and special projects.

**SOC105 U.S. Minority Groups 3 Credits**

This course examines the concept of race and ethnicity in the United States. The historical experience of various racial and ethnic groups will be discussed while the types of relationships (and the consequences of each) between dominant and minority groups are explored.

**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 an historical and contemporary context.

*Prerequisite: Any history or sociology course*

**SOC250 Sociology Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**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: ENG100, ENG200, and SOC100*

**SOC390 Upper-Level Sociology Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**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.

*Prerequisites: ENG200 and one social science course*

**SOC410 Race and Gender 3 Credits**

This course analyzes the concepts of race and gender among the many social institutions. A critical examination of the influences highlighted by multicultural perspectives on race, ethnicity, and gender.

*Prerequisite: HUM105 or SOC105*

## Student Success

**STS005 The Central Penn Experience 1 Credit**

All new students are required to complete this course. They will develop personal, academic, and professional goals and learn to become a more effective student. Students will be given practical information that will encourage positive/helpful learning, reading, and study skills. This seminar will also review healthy campus life, including college policies.

**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*



## Technology

### **TEC103 Survey of Windows 3 Credits**

A course designed to introduce students to four major Windows applications software packages used in business. Students work with word processing, spreadsheet, database, and presentation packages in order to integrate the four. Students are introduced to a historical perspective on computer use, as well as basic hardware applications and requirements.

### **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 study of the formal syntax and semantics of a programming language. Students will learn to interpret program requirements in terms of output, input, and processing using various design techniques. This course will introduce computer-based problem solving and programming in C++ or Java. Key concepts will include problem solving methodologies, program design, debugging, and testing. Hands-on programming exercises introduce programming concepts such as variables, data types, input/output, selection structures, repetition structures, and 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.

### **TEC222 Networking II 3 Credits**

Network II introduces wireless and mobile networking, multimedia, security, and network management with a specific focus on network security. Physical network security and intrusion detection 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*

**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*

<b>TEC240</b>	<b>Visual Basic for Applications</b>	<b>3 Credits</b>
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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*

## TEC242      Linux      3 Credits

This course provides a structured approach to attaining the theoretical knowledge and practical skills to installing and configuring a Linux/Unix operating system. The course includes detailed information on how Linux/Unix addresses operating system issues, such as the kernel, file and directory structure, shells, shell programming, file processing, and the X Windows system. Upon successful completion of this course, students will have learned the requisite knowledge to install, configure, and use a Linux/Unix operating system.

*Prerequisite: TEC140*

TEC245	Internet Programming I	3 Credits
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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.

*Prerequisite: TEC120*

<b>TEC250</b>	<b>Computer Science</b>	
	<b>Transfer Credit</b>	<b>3 Credits</b>

This course is used only to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

## TEC252 SOL 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*

## 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.

*Prerequisite: TEC222*

**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 back-

ground 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

**TEC355 Disaster Recovery 3 Credits**

Disaster recovery is the practice of planning, preparing, and practicing for what happens in the worst-case scenario. In order to minimize the impact of a situation, students will learn to assess assets, prioritize business and technical requirements, and prepare detailed plans for responding to a problem. As a part of the planning process, practitioners learn to identify and enlist the cooperation of other parties inside and outside the organization.

*Prerequisites:* TEC135 and TEC320

**TEC360 Upper-Level Technology Transfer Credit 3 Credits**

This course is used only to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**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*

### **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: ENG200 and 3rd or 4th year status*

### **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: MTH230 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: ENG200*

### **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*

### **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: TEC412*

### **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*



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# ACADEMIC CALENDAR

## 2014-2015

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### Summer Term 2014

Monday, July 7, 2014 – summer term begins for evening students

Tuesday, July 8, 2014 – summer term begins for day students

Monday, September 1, 2014 – college closed – affected classes see Blackboard\*

Saturday, September 20, 2014 – summer term ends

### Fall Term 2014

Monday, October 6, 2014 – fall term begins for evening students

Tuesday, October 7, 2014 – fall term begins for day students

Monday, October 13, 2014 – college closed – affected classes see Blackboard\*

Wednesday, November 26, 2014 – evening classes will be on Blackboard\*

Thursday, November 27, 2014 – college closed – affected classes see Blackboard\*

Friday, November 28, 2014 – college closed – affected classes see Blackboard\*

Saturday, November 29, 2014 – college closed – affected classes see Blackboard\*

Saturday, December 20, 2014 – fall term ends

### Winter Term 2015

Monday, January 5, 2015 – winter term begins for evening students

Tuesday, January 6, 2015 – winter term begins for day students

Monday, January 19, 2015 – college closed – affected classes see Blackboard\*

Monday, February 16, 2015 – college closed – affected classes see Blackboard\*

Saturday, March 21, 2015 – winter term ends

### Spring Term 2015

Monday, April 6, 2015 – spring term begins for evening student

Tuesday, April 7, 2015 – spring term begins for day students

Monday, May 25, 2015 – college closed – affected classes see Blackboard\*

Saturday, June 20, 2015 – spring term ends

### Summer Term 2015

Monday, July 6, 2015 – summer term begins for evening students

Tuesday, July 7, 2015 – summer term begins for day students

Monday, September 7, 2015 – college closed – affected classes see Blackboard\*

Saturday, September 19, 2015 – summer term ends

### Fall Term 2015

Monday, October 5, 2015 – fall term begins for evening students

Tuesday, October 6, 2015 – fall term begins for day students

Monday, October 12, 2015 – college closed – affected classes see Blackboard\*

Thursday, November 26, 2015 – college closed – affected classes see Blackboard\*

Friday, November 27, 2015 – college closed – affected classes see Blackboard\*

Saturday, November 28, 2015 – college closed – affected classes see Blackboard\*

Saturday, December 19, 2015 – fall term ends

### Winter Term 2016

Monday, January 4, 2016 – winter term begins for evening students

Tuesday, January 5, 2016 – winter term begins for day students

Monday, January 18, 2016 – college closed – affected classes see Blackboard\*

Monday, February 15, 2016 – college closed – affected classes see Blackboard\*

Saturday, March 20, 2016 – winter term ends

### Spring Term 2016

Monday, April 5, 2016 – spring term begins for evening students

Tuesday, April 6, 2016 – spring term begins for day students

Monday, May 31, 2016 – college closed – affected classes see Blackboard\*

Saturday, June 19, 2016 – spring term ends

*\*Note: During holiday related closings, students are responsible for Blackboard related course work. If your 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.*

## IMPORTANT DATES & EVENTS

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July 6, 2014 – New Student Move-in Day  
July 7, 2014 – New Student Orientation  
July 19, 2014 – Summer Open House  
July 24, 2014 – Part-Time Job Fair  
July 24 & 25, 2014 – Discover Forensics Camp  
August 1, 2014 – Fall Campus Preview  
August 20, 2014 – PTA Day  
September 4, 2014 – Networking Reception  
October 5, 2014 – New Student Move-in Day  
October 6, 2014 – New Student Orientation  
October 18, 2014 – Fall Harvest  
October 29, 2014 – Discovery Day  
October 30, 2014 – Fall Career Expo  
November 15, 2014 – Fall Open House  
December 3, 2014 – OTA Day  
January 5, 2015 – New Student Move-in Day  
January 5, 2015 – New Student Orientation  
April 6, 2015 – New Student Move-in Day  
April 6, 2015 – New Student Orientation  
April 29, 2015 – Business Partner of the Year  
Spring 2015 – Networking Reception in Lancaster

**Business Partner of the Year Breakfast** – A great way to meet employers during breakfast and learn from them and each other during the Town Hall Meeting portion of the event.

**Career Expo** – On-campus job fair for Central Penn students and alumni.

**Discovery Days** – Prospective students get the chance to sit in on classes and tour the campus with a current student in their desired major.

**Fall Harvest** – Current students and their families, as well as, alumni celebrate Central Penn's Homecoming and join the campus community for a fun-filled day.

**Networking Reception** – An opportunity for students to engage in a business networking experience with area human resource professionals and alumni.

**New Student Move-in** – New resident students move into their campus residences.

**New Student Orientation** – (Mandatory) New freshmen will receive workshops to orient them to the college campus and prepare them for academic success.

**Open House** – An open house for prospective students to come learn about Central Penn's academic programs, student services, student life, and admissions criteria. Students will also get to talk with faculty, meet current students, and tour our campus.

**Part-time Job Fair** – A job fair, which introduces students to area employers seeking part-time employees.



## DIRECTIONS TO CENTRAL PENN COLLEGE

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### Summerdale Campus

**From the East** – Take I-76 West (PA Turnpike) get off at Exit 247 (Harrisburg East). Take center lane to I-83 North toward Hazleton/Lewistown. Follow signs to I-81. Take I-81 South toward Carlisle. Take Exit 65 (Enola) onto Routes 11/15 South (Enola). From Routes 11/15 travel one half mile and turn right at the traffic light onto Valley Road. Travel a half mile. Central Penn is on the left.

OR... Take I-78 West. This road will merge with I-81 South. Stay on I-81 South and take Exit 65 (Enola). Travel about one half mile and turn right at the traffic light onto Valley Road. Travel a half mile. Central Penn is on the left.

**From the North** – Take Routes 11/15 South or I-81 South to Exit 65 (Enola) onto Routes 11/15 South. About one half mile south of I-81, turn right at the traffic light onto Valley Road. Travel a half mile. Central Penn is on the left.

**From the South** – Take I-83 North to Rt. 581 West (Exit 41A). Follow Rt. 581 West to I-81 North (Exit 1A). Take I-81 to Exit 65

(Enola) to Routes 11/15 South. Go one half mile and turn right at the traffic light onto Valley Road. Travel a half mile. Central Penn is on the left.

OR...Take Rt. 15 to Rt. 581 West. Follow Rt. 581 West to I-81 North (Exit 1A). Take I-81 to Exit 65 (Enola) to Routes 11/15 South. Go one half mile and turn right onto Valley Road. Travel a half mile. Central Penn is on the left.

OR...Take I-81 North to Exit 65 (Enola). Take Routes 11/15 South one half mile and turn right at the traffic light onto Valley Road. Travel a half mile. Central Penn is on the left.

**From the West** – Take I-76 East (PA Turnpike) to Exit 226 (Carlisle). Go north on I-81 to Exit 65 (Enola) onto Routes 11/15 South. Go one half mile and turn right at the traffic light onto Valley Road. Travel a half mile. Central Penn is on the left.

### Central Penn Lancaster

**From the North and West** – Take 30 East to the Rt. 340 Old Philadelphia Pike exit. Go right. Central Penn is at the first light on the right.

**From the East** – Take 30 West to the Greenfield Road exit and go left onto Greenfield Road. Central Penn is at the first light on the left.

**From Center City Lancaster** – Take King Street/462 East. Follow 340 towards HACC and go to the first light past HACC (Greenfield & Old Phila. Pike). Central Penn is on the left at Greenfield Road.

**From the South** – Take 222 N to Chesapeake St. Go right and then right again onto Duke St. It turns into Millport Rd. Go left onto Lampeter Rd and right onto 462. Rt. 340 will be your first left at the fork in the road. Central Penn is on the left at Greenfield Road.



*Central Penn College, in accordance with applicable provisions of federal law, does not discriminate on the basis of marital status, race, color, sex, age, religion, ethnic or national origin, disability, handicap or sexual preference in its educational programs, admissions policies, employment practices, financial aid, or other college-administered programs.*

*The statements in the catalog are for the purposes of information. The College reserves the right to change the requirements and regulations, including tuition and fees, as necessary without prior notice. Nothing in this catalog may be regarded as an irrevocable contract between a student or prospective student and Central Penn College.*

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## **Academic Planning Pages**





# Bachelor of Science Degree

## ACADEMIC PLANNING PAGES

\*Financial Aid regulations may limit the number of online courses.

**All students must take STS005 The Central Penn Experience.**

Course Number	Course Name	Prerequisites	Credits	Grade
STS005	The Central Penn Experience		1	

**Required Humanities credits: 18 credits; ENG100, ENG110, and ENG200 are required.  
9 other credits – at least 6 credits must be taken at the 300 level or higher.**

Course Number	Course Name	Prerequisites	Credits	Grade
ENG100	English Composition I		3	
ENG110*	Oral Communications		3	
ENG200	English Composition II	ENG100	3	

*\*Lancaster, Lehigh Valley and online students take ENG220 instead of ENG110.*

**Required Social Science Credits: 12 credits; either IDS100 or IDS105 and 9  
additional credits – at least 6 of which must be taken at the 200 level or higher.**

Course Number	Course Name	Prerequisites	Credits	Grade
IDS100 or IDS105	Freshman Seminar or College Success Seminar		3	

**Math, Science, and Technology: 15 credits; 3 credits in math taken at the 200 level  
or higher; 3 credits in science at the 200 level or higher.**

Course Number	Course Name	Prerequisites	Credits	Grade

**Open Electives: 15 credits; at least 12 must be taken at the 300 level or higher.**

Course Number	Course Name	Prerequisites	Credits	Grade

**Program/Concentration Requirements: credits vary**

Course Number	Course Name	Prerequisites	Credits	Grade

**Concentration Requirements: credits vary**

Course Number	Course Name	Prerequisites	Credits	Grade

# Associate in Science Degrees

## ACADEMIC PLANNING PAGES

\*Financial Aid regulations may limit the number of online courses.

**All students must also take STS005 The Central Penn Experience.**

Course Number	Course Name	Prerequisites	Credits	Grade
STS005	The Central Penn Experience		1	

**Required Humanities credits: 12 credits; ENG100, ENG110, and ENG200 are required.  
3 credits other than ENG200 must be taken at the 200 level or higher.**

Course Number	Course Name	Prerequisites	Credits	Grade
ENG100	English Composition I		3	
ENG110*	Oral Communications		3	
ENG200	English Composition II	ENG100	3	

*\*Lancaster, Lehigh Valley and online students take ENG220 instead of ENG110.*

**Required Social Science Credits: 9 credits; either IDS100 or IDS105  
and 6 additional credits; 3 credits at the 200 level or higher.**

Course Number	Course Name	Prerequisites	Credits	Grade
IDS100 or IDS105	Freshman Seminar or College Success Seminar		3	

**Math, Science, and Technology: 9 credits; 3 credits in math and 3 credits in science;  
at least 3 credits must be taken at the 200 level or higher of Math or Science.**

Course Number	Course Name	Prerequisites	Credits	Grade

**General Education Electives: 6 credits.**

Course Number	Course Name	Prerequisites	Credits	Grade

**Program/Concentration Requirements: credits vary**

Course Number	Course Name	Prerequisites	Credits	Grade

# Associate in Applied Science Degree in Medical Assisting

## ACADEMIC PLANNING PAGES

\*Financial Aid regulations may limit the number of online courses.

**All students must also take STS005 The Central Penn Experience.**

Course Number	Course Name	Prerequisites	Credits	Grade
STS005	The Central Penn Experience		1	

**Required Humanities credits: 9 credits; ENG100, and ENG200 are required.  
3 credits other than ENG200 must be taken at the 200 level or higher.**

Course Number	Course Name	Prerequisites	Credits	Grade
ENG100	English Composition I		3	
ENG200	English Composition II	ENG100	3	

**Required Social Science Credits: 6 credits; either IDS100 or IDS105 and 3 additional credits.**

Course Number	Course Name	Prerequisites	Credits	Grade
IDS100 or IDS105	Freshman Seminar or College Success Seminar		3	

**Math, Science, and Technology: 6 credits; 3 credits in math and 3 credits in science.**

Course Number	Course Name	Prerequisites	Credits	Grade

**General Education Electives: 3 credits.**

Course Number	Course Name	Prerequisites	Credits	Grade



**Program/Concentration Requirements: credits vary**

<b>Course Number</b>	<b>Course Name</b>	<b>Prerequisites</b>	<b>Credits</b>	<b>Grade</b>
ALH105	Medical Terminology		2	
ALH115	Medical Insurance		3	
ALH112	Essentials of Anatomy & Physiology I		3	
ALH122	Essentials of Anatomy & Physiology II	ALH112	3	
ALH145	Allied Health Procedures	ALH112	3	
ALH160	Pharmacology	ALH105	2	
ALH180	Medical Administrative Procedures	ALH105 & ENG100	3	
ALH205	Clinical Methods		2	
ALH210	Clinical Techniques	ALH122, ALH145 & ALH205*	3	
ALH230	Diseases & Diagnostic Methods	ALH105, ALH122 or ALH130	3	
ALH310	Medical Laboratory	ALH105, ALH122 or ALH130	3	
ALH350	Medical Seminar	ALH210 or concurrent registration	3	
ALH299	Medical Assisting Internship	Successful completion of course requirements for the medical assisting degree, including STS300	3	
STS300	Job Pursuit Seminar		1	

*\*ALH205 can be taken concurrently with ALH210.*

Associate in Applied Science Degree in  
Occupational Therapy Assistant  
**ACADEMIC PLANNING PAGES**

\*Financial Aid regulations may limit the number of online courses.

**All students must also take STS005 The Central Penn Experience.**

Course Number	Course Name	Prerequisites	Credits	Grade
STS005	The Central Penn Experience		1	

**Required Humanities credits: 12 credits; ENG100, ENG110, and ENG200 are required and 3 credits other than ENG200 must be taken at the 200 level or higher.**

Course Number	Course Name	Prerequisites	Credits	Grade
ENG100	English Composition I		3	
ENG110	Oral Communications		3	
ENG200	English Composition II	ENG100	3	

**Required Social Science Credits: 9 credits; either IDS100 or IDS105, PSY420, and 3 additional credits.**

Course Number	Course Name	Prerequisites	Credits	Grade
IDS100 or IDS105	Freshman Seminar or College Success Seminar		3	
PSY420	Abnormal Psychology	BIO105 or PSY100	3	

**Math, Science, and Technology: 9 credits; 3 credits in math and 3 additional credits and TEC103 Survey of Windows. A minimum of 3 credits must be taken at the 200 level or higher.**

Course Number	Course Name	Prerequisites	Credits	Grade
TEC103	Survey of Windows		3	

**Open Electives: 6 credits.**

Course Number	Course Name	Prerequisites	Credits	Grade

**Program/Concentration Requirements:**

<b>Course Number</b>	<b>Course Name</b>	<b>Prerequisites</b>	<b>Credits</b>	<b>Grade</b>
ALH105	Medical Terminology	None	2	
ALH120	Anatomy & Physiology I	None	4	
ALH130	Anatomy & Physiology II	ALH120	4	
BIO105	Human Development		3	
HUM105	Cultural Anthropology		3	
MTH115	Math for the Allied Health Professional	MTH010 or advanced placement	3	
OTA100	Fundamentals of Occupational Therapy		3	
OTA105	Occupational Analysis Across the Lifespan	ALH130, OTA100, concurrent registration in OTA105L	3	
OTA105L	Occupational Analysis Across the Lifespan Lab	Concurrent registration in OTA105	1	
OTA200	Developmental Occupational Therapy	BIO105, OTA105, OTA105L	3	
OTA205	Occupational Therapy in Mental Health	OTA200, PSY420	3	
OTA210	Occupational Therapy in Physical Rehabilitation	OTA205, concurrent registration in OTA210L	3	
OTA210L	Occupational Therapy in Physical Rehabilitation Lab	OTA205, concurrent registration in OTA210	1	
OTA215	Developing Professional Behaviors in Occupational Therapy	OTA205	3	
OTA299	Level II Fieldwork Experience	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.	3	
STS300	Job Pursuit Seminar	48 earned academic credits	1	

Associate in Applied Science Degree in  
Physical Therapist Assistant  
ACADEMIC PLANNING PAGES

\*Financial Aid regulations may limit the number of online courses.

**All students must also take STS005 The Central Penn Experience.**

Course Number	Course Name	Prerequisites	Credits	Grade
STS005	The Central Penn Experience		1	

**Required Humanities credits: 12 credits; ENG100, ENG110, and ENG200 are required and 3 credits other than ENG200 must be taken at the 200 level or higher. Remaining 3 credits may be from ART, ENG, HUM, PHI, IDS300, IDS305, IDS330, IDS410, or LGS310.**

Course Number	Course Name	Prerequisites	Credits	Grade
ENG100	English Composition I		3	
ENG110	Oral Communications		3	
ENG200	English Composition II	ENG100	3	

**Required Social Science Credits: 9 credits; either IDS100 or IDS105, PSY210, and 3 additional credits.**

Course Number	Course Name	Prerequisites	Credits	Grade
IDS100 or IDS105	Freshman Seminar or College Success Seminar		3	
PSY210	Medical Psychology		3	

**Math, Science, and Technology: 9 credits; BIO105, 3 credits in math and 3 additional credits. A minimum of 3 credits must be taken at the 200 level or higher. Choices include BUI260, BIO300, MTH101, MTH105, MTH110, MTH120, MTH200, MTH220, MTH230, MTH310, SCI100, SCI120, SCI200, SCI205, SCI215.**

Course Number	Course Name	Prerequisites	Credits	Grade
BIO105	Human Development		3	

**Open Electives: 6 credits; choices include ALH135, ALH160, ALH235, ALH245, BIO100, BIO260, BIO300, MTH101, MTH105, MTH110, MTH120, MTH200, MTH220, MTH230, MTH310, PSY100, SCI100, SCI120, SCI200, SCI205, SCI215.**

Course Number	Course Name	Prerequisites	Credits	Grade

**Program/Concentration Requirements:**

<b>Course Number</b>	<b>Course Name</b>	<b>Prerequisites</b>	<b>Credits</b>	<b>Grade</b>
ALH105	Medical Terminology	None	2	
ALH120	Anatomy & Physiology I	None	4	
ALH130	Anatomy & Physiology II	ALH120	4	
ALH230	Disease & Diagnostics	ALH105, ALH130	3	
ALH255	Medical Law & Ethics	None	3	
PTA100	Fundamentals of Physical Therapy	None	2	
PTA155	PTA Procedures	ALH120, PTA100	4	
PTA235	Modalities	ALH120, ALH145, PTA100	4	
PTA245	Applied Kinesiology	ALH120, ALH130, PTA155	4	
PTA255	Therapeutic Exercise	PTA235, PTA245	4	
PTA265	Neurological Rehabilitation	PTA230, PTA255 or concurrent with PTA255	4	
PTA298	PTA Clinical Practice	PTA235, PTA245	1	
PTA299	Internship for PTA	Satisfactory completion of all course and requirements of the PTA program and to have passed all required competency tests and STS300	3	
STS300	Job Pursuit Seminar	48 credits earned	1	

# 2015-2016 ACADEMIC CALENDAR

Summer Term	<div><div>JULY 2015</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table></div>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<div><div>AUGUST 2015</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr></table></div>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<div><div>SEPTEMBER 2015</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr></table></div>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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<b>Summer Term:</b>	<b>Begin: Monday, July 6, 2015</b>	<b>End: Saturday, September 19, 2015</b> Monday, September 7, 2015 - Labor Day - College Closed*
<b>Fall Term:</b>	<b>Begin: Monday, October 5, 2015</b>	<b>End: Saturday, December 19, 2015</b> Monday, October 12, 2015 - Columbus Day - College Closed* Wednesday, November 25, 2015: Evening classes will be given Blackboard assignments. Thursday - Sunday, November 26 - 29, 2015 - Thanksgiving Break - College Closed*
<b>Winter Term:</b>	<b>Begin: Monday, January 4, 2016</b>	<b>End: Saturday, March 19, 2016</b> Monday, January 18, 2016 - Martin Luther King, Jr. Day - College Closed* Monday, February 15, 2016 - President's Day - College Closed*
<b>Spring Term:</b>	<b>Begin: Monday, April 4, 2016</b>	<b>End: Saturday, June 18, 2016</b> Monday, May 30, 2016 - Memorial Day - College Closed*

\*Affected classes see Blackboard

**Central Penn College**  
600 Valley Road  
P.O. Box 309  
Summerdale, PA 17093-0309  
(717) 732-0702

**Central Penn Lancaster**  
1905 Old Philadelphia Pike  
Lancaster, PA 17602  
(717) 393-0779

**Central Penn Lehigh Valley**  
1455 Valley Center Parkway,  
Suite 200  
Bethlehem, PA 18017  
(484) 895-3745





*Students volunteer at Capital Area Therapeutic Riding Association during Central Penn's ReachOut Day.*

## IMPORTANT PHONE NUMBERS

Office	Phone
Academics . . . . .	ext. 2510
Activities . . . . .	ext. 2530
Athletics . . . . .	ext. 2273
Business . . . . .	ext. 2224
Career Resource Center . . . . .	ext. 2262
Comm Center . . . . .	ext. 2390
Computer Help Desk . . . (HELP)	ext. 4357
Facilities . . . . .	ext. 2258
Financial Aid . . . . .	ext. 2261
Housing . . . . .	ext. 2398
Library . . . . .	ext. 2508
Maintenance . . . . .	ext. 2264
Operator . . . . .	0
President . . . . .	ext. 2324
Provost . . . . .	ext. 2510
Records & Registration . . . . .	ext. 2229
<b>Resident Advisors</b>	
Anne 1 . . . . .	ext. 2552
Gale 1 . . . . .	ext. 2555
Jeremy 145 . . . . .	ext. 2553
Kathi 1 . . . . .	ext. 2363
Todd 2 . . . . .	ext. 2551
Zachary 173 . . . . .	ext. 2554
Weekend on-call . . . . .	982-1806
Scoozi Café . . . . .	ext. 2293 or 2304
Security . . . . .	ext. 2364 or 982-1808
Student Services . . . . .	ext. 2390

## INCLEMENT WEATHER

In cases of inclement weather or other emergency situations, Central Penn College delays or closings will be announced through the Central Penn Alert System, the college Website [www.centralpenn.edu](http://www.centralpenn.edu), student emails and the answering service.

On days when the college is closed, students must use Blackboard to access their coursework.

On days when the college is having a modified snow schedule, it is considered a casual dress day.

The modified snow schedule of classes is as follows:

Normal Class Time	Snow Schedule
7:30 a.m.	9:00 - 9:45 a.m.
8:40 a.m.	9:55 - 10:40 a.m.
9:50 a.m.	10:50 - 11:35 a.m.
11:00 a.m.	11:45 - 12:30 p.m.
12:10 p.m.	12:40 - 1:25 p.m.
1:20 p.m.	1:35 - 2:20 p.m.
2:30 p.m.	Return to regular schedule
3:40 p.m.	
6:00 p.m.	