



CENTRAL PENN COLLEGE

2016-2017 CATALOG

VOLUME 94

2016-2017 ACADEMIC CALENDAR

Summer Term	<div><div>JULY 2016</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>AUGUST 2016</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>31</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 2016</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>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</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:	Eve/Online Students Begin: Monday, July 4, 2016 Day Students Begin: Wednesday, July 6, 2016** **Day Classes will be held July 11 to make up for July 5. Monday, July 4, 2016 - July 4th Holiday - College Closed* Monday, September 5, 2016 - Labor Day - College Closed*	End: Saturday, September 17, 2016 End: Saturday, September 17, 2016
Fall Term:	Begin: Monday, October 3, 2016 Monday, October 10, 2016 - Columbus Day - College Closed* Wednesday, November 23, 2016: Evening classes will be given Blackboard assignments. Thursday - Sunday, November 24 - 27, 2016 - Thanksgiving Break - College Closed*	End: Saturday, December 17, 2016
Winter Term:	Begin: Monday, January 9, 2017 Monday, January 16, 2017 - Martin Luther King, Jr. Day - College Closed* Monday, February 20, 2017 - President's Day - College Closed*	End: Saturday, March 25, 2017
Spring Term:	Begin: Monday, April 10, 2017 Monday, April 17, 2017 - Easter Monday - College Closed* Monday, May 29, 2017 - Memorial Day - College Closed*	End: Saturday, June 24, 2017

*Affected classes see Blackboard

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CENTRAL PENN COLLEGE

2016-2017 CATALOG

VOLUME 94

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

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A MESSAGE FROM THE PRESIDENT



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 in the Boyer House to contact me at 717-728-2324 or 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.

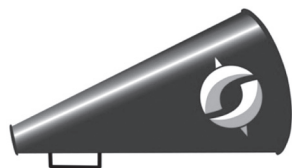
Your courses will be rigorous, and at times you may be pushed further than you thought possible, but please remember this...I know that you will succeed, because you can.

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!

Respectfully,

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

Dr. Karen M. Scolforo



@KarenMScolforo



facebook.com/PresidentScolforo

ABOUT CENTRAL PENN COLLEGE

A Short History of the College

Central Penn College traces its history to 1881, when Joseph N. Currey founded the Pennsylvania Business College at 307 Market Street in Harrisburg, Pennsylvania. For the next eighty-nine years, a continuous series of career-oriented business colleges existed on Market Street in the heart of the business district of Harrisburg. In 1922, Professor William H. Hartsock, opened the doors to Central Pennsylvania Business College.

In 1970, Central Pennsylvania Business School moved across the Susquehanna River to Summerdale, Pennsylvania. Bart and Jean Milano began the creation of the School's current suburban Summerdale 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. Later that year, Henszey's Bridge, an 1869 wrought iron structure listed in the National Historic Register, was restored and placed in the center of the campus. The Charles "T" Jones Leadership Library opened its doors in October 2002. In addition to serving Central Penn's academic needs, it houses a collection of personal development and leadership materials from many of the country's top motivational speakers and authors.

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

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

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

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

Mission

Central Penn College will provide a quality education that prepares its graduates for employment or advancement in their field, and/or the pursuit of advanced degrees.

Vision

Central Penn College strives to provide a dynamic and innovative student experience, expand our role in workforce development through increased community partnerships, promote global access to our quality education, increase diversity among our members, and ensure that program offerings are progressive and relevant.

Core Values

Integrity. Integrity indicates that we deliver on 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. Professors prepare students to enter the workforce by teaching both hard and soft skills. Through human interaction, written and verbal communication, and practice of professionalism in courses, it is easy for students to learn professionalism in their everyday lives. The policies at Central Penn, such as attendance and an alcohol- and drug-free environment, reinforce the concept of students holding themselves to a professional standard.

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.

Diversity. We want Central Penn to be representative of the world around us. That means including people from different cultures, nationalities, religions and genders. We want this to be an institution where everyone can find new opportunities to grow. By embracing multiple perspectives, we expand our own knowledge base, as well as those around us. The college not only embraces diversity, but promotes it in our recruitment and hiring practices.

Quality. In order to build a quality workforce, we must first provide a quality education for our students. We ensure a quality education by fostering a faculty with the highest credentials and experiences, being committed to professional development and continual improvement, and regularly reviewing curriculum for academic rigor and relevance. However, quality doesn't stop at the classroom. It extends to the resources we offer students, including technology, housing, food, and the support of faculty and staff. We strive to make our educational product the highest quality, therefore ensuring our graduates also are of the highest quality.

ACCREDITATIONS AND APPROVALS

College Accreditation

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.

College Approvals

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 is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).

Medical Assisting Program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763.

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

CAMPUS DIRECTORY

Academic Affairs

Academic Affairs Office

Room 201, ATEC
Dr. Linda Fedrizzi-Williams, Ph.D., Vice
President, Academic Affairs & Provost
OfficeofAcademicAffairs@centralpenn.edu

Academic Deans

School of Nursing and Health Sciences

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

School of Professional Studies

Dr. Matthew Vickless, Ph.D.
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School of Business

Dr. Jack Babinchak, Ph.D.
West Wing, Room 21
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School of Humanities and Sciences

Dr. Melissa Wehler, Ph.D.
West Wing, Room 21
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Student Services

Dave Baker
Bollinger, Room 57
davebaker@centralpenn.edu

Assessment and Accreditation

Shawn Humphrey
ATEC, Room 201
shawnhumphrey@centralpenn.edu

Offices

Admissions Office

Admissions Requirements, Enrollment,
and Program Information
ATEC, Room 30
admissions@centralpenn.edu
1-800-759-2727

Business Office

Milano, Room 12
Amy Fetrow, Student Accounts Manager
amyfetrow@centralpenn.edu

Compliance Office

ATEC, Room 201
Kathy Andersen, Director
compliancedirector@centralpenn.edu
717-728-2503

Financial Aid Office

Milano, Room 18
Kathy Shepard, Director
kathyshepard@centralpenn.edu

Lancaster Center

717-393-0779 or 717-728-2535

Records and Registration Office

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

Student Services

Activities Director

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

Career Services

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

Campus Counselor

Bollinger, Room 52
Megan Cline, Counselor
counselor@centralpenn.edu
717-728-2390

Cultural Diversity Center

Bollinger, Room 52
Romeo Azondekon, Director
romeoazondekon@centralpenn.edu

Library

Academic Quad
library@centralpenn.edu

Residence Life

Bollinger, Room 40
Megan Peterson, Director
meganpeterson@centralpenn.edu
717-728-2398

Writing Center

The Underground
Dalton James, Center Director
writingcenter@centralpenn.edu

Facilities

Maintenance

Bollinger, Room 58
maintenance@centralpenn.edu

Public Safety Office

Bollinger, Room 43
Ronald Amoriello, Chief Public Safety Director
security@centralpenn.edu
717-728-2364

Technology Help Desk

Bollinger, Room 55
helpdesk@centralpenn.edu
(866) 291-HELP

STANDARDS AND COMPLIANCE

Americans with Disabilities Act

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

Director of Compliance:

Kathy Andersen
600 Valley Road
Summerdale, PA 17093
Tel: (717) 728-2503
Email: compliancedirector@centralpenn.edu

Accommodations for Students with Disabilities

As part of the educational process, students with disabilities are expected to develop good self-advocacy skills and to have full knowledge of the impact of their disabilities. If a student requires assistance, his or her disability should be identified to a campus professional designated in this policy. The designated campus professional at the College is the Director of Compliance.

Appropriate documentation should be provided, and any needed accommodations should be requested within a reasonable time frame. Incoming students are encouraged to submit documentation as soon as they make their decision to attend the College and, certainly, no later than 60 days prior to the date of anticipated matriculation. Faculty and staff will endeavor to provide reasonable accommodations that are requested in a timely manner, are appropriately documented, and do not compromise the integrity of a course or degree program. The College will endeavor to protect a student from discrimination and to educate faculty about the needs of individuals with disabilities. Although faculty members are ultimately responsible for providing reasonable access to their classroom and other educational opportunities, it is the student's responsibility to follow established procedures for requesting accommodations he or she believes are necessary.

A student with a disability is expected to be proactive in requesting accommodations. The process includes the following steps:

- The student should identify the disabling condition and its symptoms.

- The student must provide a recent, appropriate evaluation from a licensed medical professional and/or behavioral specialist familiar with the disability to the designated campus professional and make a follow-up appointment to discuss accommodations. The disability identified in the evaluation must fall within the guidelines of the Americans with Disabilities Act. Under the Act, a person with a disability is one who has a physical or mental impairment that substantially limits a major life activity.
- If the symptoms of a student's disability are ones that could result in more than one possible diagnosis, the evaluation should include the specific diagnosis and a discussion of why other diagnoses have been rejected.
- The student should specify what accommodations, if any, he or she is requesting to mitigate the disabling condition.
- If a student has requested any accommodations to mitigate a disabling condition, the evaluation should discuss the appropriateness of the request(s) and how it/they will assist in mitigating the limitations created by the disability.
- When the accommodation involves a faculty member, the student must meet with him or her as well.
- Any concerns, disputes, or questions regarding accommodations should be directed to the professional who holds the documentation or to the Vice President of Academics. After appropriate assessment of a student's documentation and consideration of the student's current functional disability and any requested accommodations, campus professionals will make recommendations regarding support services and/or accommodations. The College is unable to provide accommodations requiring extensive personal services such as attendants, drivers, or speech therapists. All requests will be reviewed on a case-by-case basis.

Grievance Procedures for Students with Disabilities

A student has the right to file a grievance alleging that the College has failed to comply with federal laws or regulations pertaining to the protection of persons with disabilities. The word "days," as used in this procedure, means calendar days.

Informal Procedures

Prior to filing a formal complaint, a student is encouraged to comply with the informal procedures.

- The student should first discuss the problem with an appropriate campus professional.
- This may be a faculty member or a support staff professional. If the student chooses to discuss the matter first with a faculty member but remains dissatisfied with the resolution of the concern, the student may bring the matter before a designated coordinator. The designated coordinator is the Dean of Student Services.
- The designated coordinator will attempt to resolve the issue. If the student remains dissatisfied with the coordinator's suggested resolution, he or she may file a formal grievance in accordance with the steps below within 10 working days of the date the coordinator's resolution is suggested.

Formal Procedures

If a complaint has not been satisfied after following all steps outlined in the informal procedures, a student may initiate the formal procedure.

- If a student is dissatisfied with the informal resolution of a grievance or chooses to initiate a formal grievance at the outset, he or she must do so by filing a grievance in writing within 60 days of the alleged incident.

- The student will present relevant information in writing to the Dean of Student Services.
- The Dean of Student Services or designee will review the information, meet with the student, interview witnesses as the Dean of Student Services deems appropriate, and issue a written decision within 30 days after receiving the student's complaint.
- If the student's grievance pertains to a decision made by a designated coordinator regarding an alleged ADA eligibility, the student must file his/her grievance with the Vice President of Academic Affairs who will review the charge and the evidence presented by the complainant. After consultation with the Vice President of Academic Affairs, a decision will be made as to whether the coordinator followed the proper procedure in determining the student's eligibility.

Appeal Procedures

In the event the student is dissatisfied with a resolution made by the coordinator or the Vice President of Academic Affairs, the student may file a written appeal to the President of the College within 14 days of the decision. The student must set forth, with particularity, in what way the decision was issued in error. The President of the College or his/her designee will review the decision, the file, and the appeal, and shall issue a written determination within 30 days of receipt of the appeal. This written determination shall be final. For further information, contact the Director of Compliance.

Learning Disabilities

Central Penn College values individuals who desire to overcome disabling conditions to achieve their academic goals. The College does not discriminate against students with disabilities and stands ready to assist when accommodations can reasonably be provided.

Drug-free Schools and Communities

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

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

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

- A clear statement of the disciplinary sanctions that the College will impose on students and employees who violate the standards of conduct.

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

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

FERPA

Preamble

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

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

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

Inspection

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

- Name
- Major
- Student Activities, including Athletics
- Dates of Enrollment
- Date of Graduation
- Degrees and Awards Received

- Honors
- Most Recent Educational Institution Attended Prior to Admission
- Photos
- 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 www.centralpenn.edu/disclosures.

Harassment Policies

Harassment Policy

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

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

Gender Discrimination/Sexual Harassment Policy Statement

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

Disability Harassment Policy

Central Penn is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation, gender identity expression, physical

appearance/ability or any other legally protected characteristic will not be tolerated. Students experiencing disability harassment should contact Student Services or the Academic Affairs office immediately with details of the behaviors being encountered so an investigation can be completed.

Diversity and Inclusion Statement

Central Penn College values an institutional culture of diversity, equity and inclusion. The College maintains its commitment to ensure the practice of diversity and inclusion is upheld in efforts to enrich the experiences of our students, faculty, staff and administrators. The college recognizes that all members will benefit from a culturally rich and vibrant environment that embraces our collective diversity. Additionally, Central Penn reflects this by prioritizing diversity as a strategic objective and subsequently employs these values in its educational, operational and employment practices.

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

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

Registered Sex Offender Information

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

The Pennsylvania State Police does not provide information on sexually violent predators who are still in prison, unless the sexually violent predator was previously registered with the Pennsylvania State Police and subsequently re-incarcerated after registration. This registry is not a complete and comprehensive listing of every person who has ever committed any sex offense in Pennsylvania, nor does it make information about every

sex offender living in Pennsylvania available on the Internet. Under Pennsylvania law, before community notification takes place, offenders receive a final classification order from the court following the opportunity for a hearing.

Accuracy of the Information Contained within this Registry

Although the individuals listed on the sex offender registry are initially identified through fingerprinting and photograph submission to the Pennsylvania State Police, it should be understood that positive identification of any individual whose registration record has been made available on the Internet registry can be verified only through the review of a properly executed fingerprint card. By placing this information on the Internet, no representation is being made that the listed individual will not commit any specific crime in the future, nor is any representation being made that if the individual commits an offense that one of the listed offenses will be the offense committed. The Pennsylvania State Police, Megan's Law Section, verifies and updates this information regularly to try and ensure that it is complete and correct. Although efforts have been made to ensure the information is as accurate as possible, no guarantee is made or implied. Be cautioned that information provided on this site may not reflect the current residence, status, or other information regarding an offender.

For more information, please see the Pennsylvania State Police
www.pameganslaw.state.pa.us.

ADMISSIONS

General Admissions

Undergraduate General Requirements

To be considered for admission into a degree program, students must be a high school graduate, have received a General Equivalency Diploma (GED), Pennsylvania Home School Diploma or other recognized equivalency diploma. We welcome applications from students seeking to prepare for a career or a promotion. Students seeking work-related skills 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 high school and/or college transcript(s), and attend a personal interview with the Admissions office. Call the Admissions Office at 800-759-2727 to learn more.

Proof of Eligibility

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

Admission Requirements for Online Degree Programs

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

Application Deadline

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

Application Procedures

- For an application, please call the Admissions office at 800.759.2727 or email admissions@centralpenn.edu between 8:00 a.m. and 5:00 p.m. Monday through Friday. The application is also available on the Internet at centralpenn.edu/apply.
- Students must request their high school guidance office to mail an official transcript directly to the Admissions office. A Graduate Equivalent Diploma (GED) or Pennsylvania Home School Diploma is also acceptable.
- Admission consideration for students may be based upon a written 500-word essay, high school or college grade performance, and a personal interview on campus.
- In some cases, a student may be accepted under Academic Monitoring. This means that students must achieve no less than "C" average (2.0 GPA) during their first term at Central Penn.

- Application and official transcript(s) will be reviewed as soon as they are received. Students will be notified of their acceptance or next step in the admissions process within one week of the College receiving all materials.

Program Specific Admissions

See academic program pages for specific admissions criteria.

International Students

Central Penn is authorized under federal law to enroll non-immigrant alien students. If you are not a native English-speaking student, you are required to provide proof of English proficiency by submitting one of the following: a minimum TOEFL score of 72, an IELTS score of 6, or an SAT Critical Reading score of 500. The score will become a part of your student file and will be used during the admission process. There are some exceptions to this rule which will be considered on a case-by-case basis.

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

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

Academic Placement and Placement Testing

Central Penn administers a self-adaptive test to determine placement in writing and mathematics curriculum. All new students are highly encouraged to take the placement exams.

Students who do not pass the placement exam or transfer appropriate credits will be placed in developmental writing and math courses. Developmental classes do not carry credit applied to graduation. Developmental course fees are consistent with three credit courses, as they also require 44 hours of instructional time. In most instances, financial aid will cover developmental coursework.

Transfer students may be exempt from certain aspects of testing based on transfer courses and should communicate with test proctors regarding transfer courses and testing needs.

College-Level Examination Program (CLEP)

Central Penn does accept CLEP examinations for credit in identified areas. However, at this time the College is not a testing center. Go to www.collegeboard.com/CLEP to find a conveniently located testing site.

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 Non-Traditional 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.

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.

Lifelong Learning

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

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

Portfolio presentation of work/life experience is not to be used if comparable College Level Examination Program (CLEP) examinations are available. Work/life credit is not applicable to the natural sciences, social sciences, physical sciences, the humanities or internships. Therefore these credits are only applicable to core courses within each specified discipline.* CLEP testing is more appropriate for the foregoing classification of academic courses. The process may involve competency testing, in addition to proof of work experience.

**Exceptions can be made where applicable.*

TRANSFER POLICY

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 the 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.

Students interested in transferring credits from another institution should speak with their 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, students need to consult with their faculty advisor prior to the change.

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

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

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

- Students must send a completed application for admission, noting the extent of their academic training beyond high school.
- Students must request their high school guidance office to mail an official transcript directly to the Admissions office.
- After an application is received, a transcript evaluation can be conducted with unofficial transcripts, but will not be applied until an official transcript is received.
- 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.
- Students will receive a listing of the credits accepted and courses remaining for degree completion. The transfer credits will be made a part of their permanent record after official college transcripts are received.
- Central Penn College reserves the right to administer an appropriate examination for transfer credits. Students may be asked to verify if any of their transferable credits from their former institution were earned online.
- Students having any questions about this process should contact Records and Registration.
- If a student enrolled at Central Penn wishes to take a course off campus and transfer those credits, an appointment should be made with the Transcript Evaluator in the Records and Registration office to determine if that course credit can be transferred to Central Penn.

The college to which students intend to transfer determines acceptance of transfer credits. If students plan to transfer to another institution after graduation, they 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:

Educational Credential Evaluators, P.O. Box 514070, Milwaukee, Wisconsin 53203-3470.
Tel: 414.289.3400. Fax: 414.289.3411. e-mail: eval@ece.org.

World Educational Services, P.O. Box 5087, Bowling Green Station, New York, New York 10274-5087. Tel: 800.937.3895. Fax: 212.739.6100. e-mail: info@wes.org.

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.

Articulation 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. Information on articulation agreements can be found by asking a high school guidance counselor, college transfer office, or any admissions counselor.

FINANCIAL INFORMATION AND SERVICES

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! Students can contact the office if they have any questions about the financial aid process, the application forms, the types of aid administered, or to set up a personal interview to discuss individual circumstances.

General Eligibility Requirements

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

- Demonstrate financial need.
- Maintain satisfactory academic progress.
- Be enrolled in an eligible degree program.
- Be enrolled on at least a half-time basis (6 credits). Students enrolled on a less-than-full-time basis (less than 12 credits) may have their financial aid reduced. Some students enrolled on a less-than-half-time basis (less than 5 credits) may qualify only for a Federal Pell Grant.
- Be a U.S. citizen, national, or permanent resident (eligible noncitizen).
- Not owe a refund on a Federal Pell Grant or be in default on a Federal Perkins Loan (formerly NDSL), Federal Stafford Loan (formerly GSL), Federal Direct Loan, PLUS Loans, or Supplemental Loan for Students (SLS).
- Students cannot take more than 50% of their courses online per term without affecting their PHEAA State Grant eligibility.
- Lifelong Learning credits are not eligible for financial aid.

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

Application Process

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

The Financial Aid Office recommends that students file the FAFSA by March 15 of each new filing year. By filing the form by March 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 financial aid forms after March 15 may not know their status until after the term begins.

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

Financial Aid Programs

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

Students must reapply each year.

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

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

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

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

Scholarships

Central Penn College offers numerous scholarships, totaling over \$600,000 each year. All 2016 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 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. Students should work with their local high school guidance office to find sources of local and regional financial aid. Scholarships received by students must be reported to the Financial Aid Office. These are considered a resource and must be considered as part of their financial aid award package.

Satisfactory Academic Process

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

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

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

Quantitative Measures:

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

Qualitative Measures:

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

Evaluation of Aid Eligibility:

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

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

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

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

SAP Appeal Process

If unusual circumstances, such as injury to the student, illness to the student, a change in educational objective or death of an immediate family member occurs, the

school may waive the SAP requirement for the student. The school may choose to waive the SAP requirement if the student has experienced undue hardship due to special circumstances. Waivers will be reviewed on a case-by-case basis. For special consideration, a student must complete a Financial Aid Appeal Request Form and submit it to the Financial Aid Director. The appeal will then be reviewed by the Financial Aid Advisory Committee. The student will be notified in writing as to the status of their appeal. All SAP appeals must have supporting documentation.

Financial Aid Reinstatement:

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

Grade Level Advancement Policy:

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

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

FINANCIAL INFORMATION

Tuition and Expenses

Note: These 2016-2017 rates are subject to change July 2016, but may change without notice.

Fixed Expenses Per Quarter Term

Tuition (per credit) all majors – undergraduate	\$466
Student/Technology Fee (5 or more credits)	\$290
Student/Technology Fee (4 or less credits*)	\$178

*Some zero credit classes may have a student fee

PTA Program/Lab Fee (per term)	\$142
PTA-Certified Background Expense (PTA298; one-time expense)	\$88

OTA Program/Lab Fee (per term)	\$142
OTA-Certified Background Expense (OTA200; one-time expense)	\$88
MA Program/Lab Fee (per term)	\$114
Certified Medical Assistant Exam Fee (final term only)	\$125
Health Sciences Program/Lab Fee (per term)	\$185

Annual Lease

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

Board (per term):

Option 1	\$484
Option 2	\$587
Option 3	\$690

Variable Expenses Per Term

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

One-time Expenses

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

Locked-In Tuition Rate

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

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

Payment

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

Billing and Payment Dates

Fall 2016

Bills Mailed – August 19, 2016

Payment Due – September 9, 2016

Winter 2017

Bills Mailed – November 18, 2016

Payment Due – December 9, 2016

Spring 2017

Bills Mailed – February 24, 2017

Payment Due – March 17, 2017

Summer 2017

Bills Mailed – May 26, 2017

Payment Due – June 16, 2017

Fall 2017

Bills Mailed – August 25, 2017

Payment Due – September 15, 2017

Winter 2018

Bills Mailed – November 22, 2017

Payment Due – December 15, 2017

Fees

Housing Security Deposit

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

**If students request cancellation within five calendar days of payment, this fee is fully refundable. A request for cancellation, which is not made in writing, shall be confirmed*

in writing by the student within an additional period of five calendar days. After five calendar days or after ten calendar days absent of written confirmation, the school may retain all of the monies paid.

Registration Fee

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

Student/Technology Fee

A student fee of \$178 (four or less credits) or \$290 (five or more credits) per term is required. It covers all the services listed below as long as the student is enrolled at Central Penn. The student fee is non-refundable. The student/technology fee includes, in part, the following: 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; a copy of their 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 their degree, the graduation ceremony, and individualized career assistance for students and alumni.

Other Expenses

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

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

Refund and Distribution Policy

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

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

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.

STUDENT SERVICES

Orientation

Central Penn College's new student orientation begins after students move in to their housing. This full day of events includes various presentations from faculty and staff, workshops, and activities that will help prepare students for a successful experience at the college. Students will meet their college advisor, fellow classmates and explore their surroundings all before the first day of class.

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 the college experience. The mission of the library is to provide a facility, services, and resources, which support the academic needs of Central Penn College.

All students have access to 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 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.

Tutoring

Writing 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.

Peer Tutors

Students interested in tutoring should contact the Dean of Student Services. Students must have successfully completed (with an "A" or "A-") the course they want to tutor. Students can receive credit for community service hours through student tutoring. An active student-tutoring list is disseminated each term.

Career Services

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. The Career Services Department assists students with resume writing, cover letters, mock interviews, job search strategies, and other career-related questions at any time throughout a student's education as well as after graduation. It hosts several events that enable students to network with employers for internships, part-time jobs, or full-time employment. All services and events provided by Career Services are free of charge, open to all students, and continue to be after graduation.

Employment After Graduation

Central Penn annually hosts 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 job postings and internships.

FOCUS

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

Optimal Resume

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

Counseling Services

Student Services provides counselors 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

Central Penn College is committed to making the campus and centers accessible to the needs of physically challenged students. Students requiring accommodations for any disability should contact the Director of Compliance.

Student Activities and Organizations

Central Penn College encourages students to become involved in campus life by participating in one or more of the many clubs, organizations, or athletic activities. For a complete, up-to-date list of activities and organizations, visit the college's website centralpenn.edu/college-services/clubs-activities/.

Technology Services

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

ADMINISTRATIVE POLICIES AND PROCEDURES

Code of Business Conduct and Ethics

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 afore-mentioned 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 noncompliance may have adverse financial and other consequences for themselves and the College. Individuals are responsible for monitoring and understanding changes in laws and regulations related to their areas of responsibility.

E. Confidential Information

Central Penn 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 an individual's 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.

Effective Catalog Date

The information contained within this catalog is effective July 1, 2016 and is effective until June 30, 2017.

Academic Day and Year

Courses are offered Monday through Thursday in the evenings and Tuesday through Friday during the daytime. Online classes are also available. Typical courses run for an eleven-week term.

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.

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. Hybrid programs offer a combination of in person and online delivery methods. Some courses and programs are also offered fully online.

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 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.

Official Communication with Students

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

Off-site Courses

The College offers courses at the Lancaster Center. Students cannot earn a complete degree at this location. 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 and/or courses at the Summerdale Campus to complete a degree.

Class 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 Program Chair and then the Dean for final approval. Dropping below 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.

ACADEMIC 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, 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.

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.

Internship and Capstone Experience

The college requires undergraduate students to complete a culminating learning experience in the form of an internship or capstone.

Internship

Internships range in hours from 180 - 640 hours. Students are eligible for internship upon completion of all coursework and should register for internship during their final term of classes. Students must be approved to register for the internship course by their advisor. The advisor approves and registers the student for internship after completing a degree audit and determining that the student is eligible.

Unless otherwise dictated by the program (see specific program pages for requirements), associate students will register for INT299 Associate Degree Internship and bachelor students will register for INT499 Bachelor Degree Internship. All students will also register for STS300 Job Pursuit Seminar as part of their internship requirements.

Students on internship who do not complete the amount of hours and/or coursework required to successfully pass the internship course will receive an incomplete (I) grade at the end of the term. Students have until the end of the following term to turn in his/her completed coursework to the designated internship faculty member at which time the faculty member has an additional two weeks to complete a grade change form. Should the coursework not be submitted by the end of the term the incomplete grade will default to an "F" for the course.

Capstone

Students working in their field will complete a capstone in place of an internship. This course requires an extensive research project related to the student's chosen career path. The advisor approves and registers the student for capstone after completing a degree audit and determining that the student is eligible. MA, OTA and PTA students should refer to their degree program handbook.

Unless otherwise dictated by the program (see specific program pages for requirements), associate students will register for IDS299 CE Capstone Course for the

Associate Degree and bachelor students will register for IDS499 CE Capstone Course for the Bachelor Degree.

Independent Study Policy

Independent study is defined as individual coursework that compliments the traditional education program and allows students to pursue an area of particular academic interest. They are facilitated by a full-time faculty member and preparation for the course must be completed prior to registration. Students should contact the faculty member who they wish to facilitate the course in order to complete this process.

Grievance Policy

Any Central Penn College undergraduate or graduate student who believes they have experienced an academic impropriety is entitled to file an academic grievance, to have that grievance heard by an independent review committee, and to have corrective action taken if appropriate. A grievance is an official, documented complaint made to the academic administration regarding an academic decision made by a College official in their official capacity that may have influenced the student's overall academic standing. Students have the right to request a formal review of academic decisions where possible policy irregularities, procedural irregularities, academic/personal prejudices, or mitigating circumstances may have occurred. An academic grievance cannot be invoked to issues pertaining to dissatisfaction with a College policy, school, or program policy.

Academic Grievance Committee

An Academic Grievance Committee, comprised of the Dean of Assessment and Accreditation (chair), the Dean of Student Services (standing member), and three full-time faculty from outside the discipline of the course in which the academic decision was made (ad hoc), will adjudicate all academic grievances. The student will need to submit the complaint to the chair of the committee in writing to initiate the process. A student must initiate the Academic Grievance Procedure within fifteen days of the original academic decision.

Informal Attempts at a Resolution

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

Academic Grievance Procedure

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

1. The student should submit a written statement that clearly states the academic grievance, lists proactive measures taken, details desired resolution(s), and provides any supporting documentation to the chair of the Academic Grievance Committee. The written statement should address one of the items that can be formally grieved as listed

in the Statement on Academic Grievance. For help preparing the statement, the student may seek the assistance of a third party, such as a faculty advisor, program chair, or other relevant staff.

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

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

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

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

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

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

If the committee's decision requires further action, the involved parties will be notified by the chair of committee. The committee may determine whether to resolve the issue informally or reassign the issue to the appropriate College official. The decision will be

filed with all concerned parties and a record of the appeal will be filed in the Office of Academic Affairs by the chair of the Academic Grievance Committee.

Filing an Appeal

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

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

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

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

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

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

Statement on Academic Integrity

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

Definition of Academic Dishonesty

Any student who uses the intellectual property of another without acknowledging the original source properly has committed academic dishonesty. This definition includes but is not limited to inserting verbatim resources from an outside source without citation; closely imitating the word choice, sentence structure, and/or paragraph from an outside

source without citation; improperly citing a source with the intention to obscure the original source; submitting the work of another without attribution and as their own; resubmitting the same work a second time without the permission of the original and secondary instructor; using sources directly prohibited; and colluding with another student with or without their knowledge when prohibited.

Consequences of Plagiarism

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

Course Level

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

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

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

- **First Offense:** Failing grade on the assignment but may revise for new grade or failing grade on the assignment but may revise for a reduced grade or failing grade on the assignment
- **Second Offense:** Failing grade for the assignment
- **Third Offense:** Failing grade for the course

The faculty member should present the student with the documentation they have collected detailing the violation, the faculty's sanctions, and the college's policy.

Institutional Level

The faculty member must notify the academic dean of a student's academic dishonesty. Once notified, the academic dean may impose additional sanctions if multiple occurrences are discovered in other courses.

The academic dean will impose sanctions based on the following guidelines at their discretion:

- **First Offense:** Written notification to the student detailing the instance of academic dishonesty as an institutional level offense
- **Second Offense:** Enrollment in academic integrity course (C-to-Pass) and academic probation
- **Third Offense:** Academic dismissal or permanent academic dismissal

The office of the dean will also send the completed report of academic integrity violations to the student and the dean of their program that will include all violations of the policy during their time at the college. The academic dean will also make a note of the case in the student's file.

Right to Appeal

The student has the right to appeal the decision of the faculty member. See the *Academic Grievance Policy* for more information.

Attendance Policy

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

Excessive absences in a course or continued excessive absences throughout a program may result in the following administrative actions:

- Attendance warning
- Academic warning
- Academic probation
- Academic dismissal

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

Grades

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

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
- D - Marginal mastery of subject matter with indicated areas of deficiency
- F - Impaired understanding of subject with a deficiency in most areas

Scale

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

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

Cumulative Grade Point Average (GPA)

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 a student's cumulative average.

Dean's List

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

Recognition of Achievement

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

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

Incomplete

An incomplete grade may be awarded by the approving faculty member to students who, because of extenuating circumstances, request additional time beyond the term to complete coursework. The student and faculty member are encouraged to complete a work completion plan in order to ensure the timely submission of assignments.

All work must be submitted before the first day of the following term. If the work is not submitted before the first day of the following term, the student's grade will automatically change to an "F"

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

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

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

Midterm Warnings

At midterm of each term, a warning is emailed to students if they are failing or not doing satisfactory work in a course. The Faculty Advisor will also receive a copy of this warning and then request a meeting with the student. Midterm warnings and Faculty Advisor meetings are designed to help a student improve in needed areas.

C-to-Progress

Some undergraduate courses are designated "C+ to Progress" or "C to Progress." A student taking these courses must receive a grade of at least a C+ (for C+ to Progress courses) or C (for C to Progress courses) in order to satisfy degree requirements or to take other required courses in their program.

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

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

Academic Dismissals

Academic Warning

Academic warning occurs when a student's cumulative grade point average (GPA) falls between 2.0-2.20 at the end of any academic term.

Academic Probation for First Term Students

For first term students, academic probation occurs when a student's cumulative grade point average (GPA) falls between 1.0 – 1.99 at the end of any academic term. In order to improve student success, students will be limited to ten credits during the next term. Students are also required to demonstrate improvement at the conclusion of the term following their probationary status. If this is not achieved, the student would be subject to academic dismissal from the college.

Academic Probation

Academic probation occurs when a student's cumulative grade point average (GPA) falls between 1.5-1.99 at the end of any academic term. In order to improve student success, students will be limited to ten credits during the next term. Students are also required to demonstrate improvement at the conclusion of the term following their probationary status. If this is not achieved, the student would be subject to academic dismissal from the college.

Academic Dismissal

Academic dismissal occurs when a student's cumulative grade point average (GPA) falls below a 1.5 at the end of any academic term or after failing to demonstrate improvement during an academic probation term. Students who are academically dismissed must sit out for two terms before being considered for readmittance. Students should inquire at the admissions office for further information.

Right to Appeal

The student has the right to appeal this decision. See the *Academic Grievance Policy* for more information.

Student Statuses

Departure Policy

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

Schedule Gap

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

Leave of Absence Policy

To be eligible to apply for a leave of absence, a student must have completed one full term at the College for undergraduate and graduate degree programs. The purpose of a leave of absence (LOA) is to allow students to interrupt continuous enrollment up to 180 days at the college without having to apply for re-enrollment through the admissions

department. Leave of absences (LOA) might have both financial and academic consequences that occur from a break from academic study.

Procedure

Prior to taking a LOA, the student must provide a signed and dated official Leave of Absence Request Form with all required documentation to the Director of Compliance (form available from the Director of Compliance). The student must provide the reason, military and medical only, for requesting the LOA and indicated their expected date of return to class. The student must have approval from the Director of Compliance prior to the start of the LOA.

If unforeseen circumstances, such as a medical emergency, prevent a student from submitting a written and signed request prior to the start of the LOA, the College may still grant the LOA if the College is able to document the unforeseen circumstances, and also receives the student's signed written request at a later date. A student may make a single request for a non-contiguous leave of absence when the request is for the same reason (such as a serious health problem requiring multiple treatments).

Approval

A leave of absence may be granted at the sole discretion of the College if the College is able to determine that there is a reasonable expectation that the student will return to school following the LOA. If an LOA is not granted by the College, the student is required to attend classes as scheduled, or withdraw from the program. A leave of absence may be granted for a period not to exceed 180 days. Generally, students are limited to one LOA in any twelve-month period.

However, a second LOA may be granted as long as the total number of days does not exceed 180 days in any twelve-month period. Acceptable reasons for a LOA or a second LOA within a twelve-month period are jury duty, military duty or circumstances covered under the Family Medical Leave Act of 1993 (FMLA). These circumstances are birth of a child, placement of a child with student for adoption or foster care, student must care for spouse, child, or parent with serious illness, or a serious medical condition of the student.

Financial Obligations

Students taking an approved LOA do not incur any additional charges for the period of the approved leave. If the student is a recipient of Federal Financial Aid prior to the College granting the LOA, it is highly recommended for the student to meet with a Financial Aid Officer to discuss the effects of the student's failure to return from a LOA may have on his/her loan repayment terms. These effects may include exhaustion of some or all of the student's grace period. If the student has any outstanding financial obligations to the College, s/he must make appropriate arrangements with the Business Office to ensure his/her account remains current.

Return from Leave of Absence

Upon the student's return from the LOA, s/he is permitted to continue in the academic program s/he began prior to the LOA. Students must register for classes the term prior to their return. For example if a student is on LOA for the summer and their anticipated return date is in the fall, s/he will need to register for classes during the summer term for return in the fall.

If a student on LOA does not resume attendance on the anticipated return date listed on the LOA request form, s/he is withdrawn from the College and may incur any applicable fees associated with this institution while applying for re-enrollment through the admissions department. The student's date of determination is the date the student began the leave of absence, and charges and refund calculations are applied. All refund and cancellation policies are applied based on a student's date of withdrawal. A major consequence of this for students who have received federal student loans is that most of a student's grace period may be exhausted and student loan repayment may begin immediately.

Point of Contact

For questions, the Director of Compliance can be reached at compliancedirector@centralpenn.edu during the process.

Registration Policies

Class Size

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

Class Registration

Students are pre-registered for their first term. After this term, scheduling becomes the responsibility of the student. Students should contact their advisor if they have questions regarding appropriate course selection and are advised to keep their degree-audit records.

Registration Deadlines

Registration for students is accessible online at through the student portal. Open registration occurs during week four, five, and six. All students must register for classes regardless of where they are in the financial aid process. After open registration, students must use the drop/add form to change their schedule. Registrations occurring after open registration must have financial clearance from the business office.

Tuition bills are mailed week 8. Students should contact the business office for questions or issues regarding tuition payments. An email will be sent to students during weeks 9, 10 and 11 if their account is not paid/cleared.

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

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

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

Drop / Add Period

The course drop/add form can be accessed through the student portal. 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.

Dropping a Course

In order to withdraw from a course with a grade of "W," a student must do so prior to the close of week seven. A student withdrawing after week seven will receive an "F." Prior to dropping a course, students should contact their advisor in order to discuss any potential academic progress implications. See the Satisfactory Academic Progress (SAP) policy and Refund and Distribution Policy for more information.

Repeating Courses

If a student fails a course, that course may be repeated. MTH010, ENG015, ENG100, ENG200, IDS100, and IDS105 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 the appropriate academic dean.

Auditing Policy

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

Non-Degree / Non-Program

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

Name and Address Change

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

Transcripts

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

Re-acceptance

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. Re-acceptance is not guaranteed.

Student Conduct Policies

Classroom Disruption Policy

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

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

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

Alcohol-Free and Drug-Free Campus

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

Appearance Policy

Central Penn College strives to mirror the current business environment as closely as possible, evolving to present a more current picture of what graduates will encounter in their careers when it comes to business attire. The majority of today's professionals dress up for meetings or presentations while maintaining a more relaxed dress for day-to-day operations. Central Penn students will dress in business attire for special presentations and assignments only, and be graded against a rubric that emphasizes professionalism, including professional attire. Students will learn to dress the part of a professional, build confidence, develop good habits, and build a professional wardrobe.

Firearms Policy

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

Acceptable Technology Use Policy

Purpose

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

Consequently, it is important for students to behave in a responsible, ethical, and legal manner.

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

Scope

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

Policy

- Students are responsible for respecting and protecting the privacy of others and may use only the technology systems, computer accounts, and computer files for which they have authorization.
- Students must not use another individual's account, or attempt to capture, guess, or distribute other users' passwords or similar private information.
- Students should make a reasonable effort to protect passwords and to secure resources against unauthorized use or access.
- Students are responsible for respecting and protecting the intellectual property of others and must not infringe on copyrights. Making illegal copies of music, videos, games, images, texts, or other media is strictly prohibited.
- Plagiarism or representing the work of others is strictly prohibited.
- Students must be professional and respectful when using computing systems to communicate with others; the use of college technology resources to send messages that are pornographic, threatening, rude, discriminatory, or meant to harass any other person is not allowed.
- Students must not use technology resources to start or further acts that are criminal or violate the School's code of conduct.
- The sending of SPAM, chain letters, or other mass unsolicited communications is prohibited.
- Students may not buy, sell, advertise, or otherwise conduct personal business on the network, unless approved as a school project.
- Students must use network resources, like internet bandwidth, wisely. Excessive use of streaming media or online gaming hurts everyone by slowing down the network.
- Management has the right to view emails and other normally-private documents stored on school systems. They shall exercise this right infrequently and judiciously.

Enforcement and Sanctions

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

Reporting Violations

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

ACADEMIC SCHOOLS AND PROGRAMS

School of Business

Mission

The School of Business at Central Penn College is dedicated to enhancing the knowledge, skills, and abilities of our learners through a student-centered approach to pedagogy that enables our graduates to compete responsibly and successfully in a global business environment.

Master of Professional Studies Program*

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

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

Bachelor of Science Program*

*Requires a minimum of 124 credits***

- Business Administration – *Concentrations:* Banking and Financial Services, Finance, Health Administration, Human Resource Management, General, Management, Marketing
- Organizational Leadership

Associate in Science Programs*

*Requires a minimum of 76 credits***

- Entrepreneurship and Small Business
- Marketing

School of Humanities and Sciences

Mission

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

Offerings

The School of Humanities and Sciences hosts the college's general education programming and offers courses in arts, biology, chemistry, English, geography, history,

honors, humanities, immersion studies, interdisciplinary studies, language, mathematics, philosophy, physics, political science, psychology, science, and sociology.

School of Nursing and Health Sciences

Mission

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

Bachelor of Science Programs*

*Require a minimum of 124 credits***

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

Associate of Applied Science Programs*

*Require a minimum of 61 credits***

- Medical Assisting
- Occupational Therapy Assistant
- Physical Therapist Assistant

School of Professional Studies

Mission

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

Bachelor of Science Program*

*Require a minimum of 124 credits***

- Accounting
- Corporate Communications
- Criminal Justice Administration
- Homeland Security Management
- Information Technology – *Concentrations:* Applications Development and Networking and Security
- Legal Studies

Associate in Science Programs*

*Require a minimum of 76 credits***

- Accounting
- Communications

- Computer Information Systems – *Concentrations*: Application Development and Networking and Security
- Criminal Justice
- Paralegal

**Central Penn College offers off-site degree completion opportunities. Degree completion requirements may vary for students who are transferring from an institution who has an articulation agreement in place with the college. Admissions counselors are available to discuss degree completion options. To see if a program is offered at main campus, a degree completion center, or online, please visit centralpenn.edu/programs.*

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

DEGREE REQUIREMENTS

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

It is the responsibility of the student, with guidance from his/her faculty advisor, to fulfill all degree and program requirements. Students should keep an accurate record of courses taken. Students can conduct a degree audit in the student portal to check their progress. Transfer students should follow the educational plan outlined in their transfer evaluation.

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

1. All students must obtain a cumulative grade point average of 2.0 and fulfill all degree requirements to be eligible for graduation. Requirements vary by program.
2. The general education requirements comprise one-third of the curriculum in each program.
 - A. **Humanities** – Humanities courses serve to knowledge of human culture and experiences that shape people's understanding of society and the world.
 - B. **Math, Science, and Technology** – Math, science, and technology courses focus on generating results through problem solving and utilizing sources for data and analysis.
 - C. **Social and Behavioral Sciences** – Social and behavioral sciences courses explore society, human relationships within and to society.
3. 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. 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. These courses are designed to introduce students to the support systems at the college, provide support in navigating common student obstacles, and assist in setting academic and professional goals.
4. Degree Levels: Associate degree programs require a minimum of 61 credits. Bachelor degree programs require a minimum of 124 credits. Master degree programs require 33 credits beyond the baccalaureate.
5. Program Requirements: Most programs of study consist of field-specific courses, in addition to several elective courses. Students are strongly encouraged to declare a program of study upon acceptance. Students must declare a major prior to receiving financial aid.
6. 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.

7. Internship/Capstone Experience: All students must fulfill the internship or job-related capstone requirement for their program. Requirements vary by program.
8. 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 a student's education, but must be kept track of in a log which can be found on 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 the facilitator of the internship course or to program-specific clinical coordinator if applicable prior to the completion of internship. Internship grades will not be issued without successful completion of this service requirement. Traditional students who take the capstone course will need to submit their service hours to the facilitator of the capstone course. Capstone grades will not be issued to traditional students without successful completion of this service requirement.

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.

UNDERSTANDING THE COURSE DESCRIPTIONS

Course Descriptions

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

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

Course Numbering

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 Academic Dean of the school that houses the course may grant a waiver. The onus is on the student and the student's faculty advisor to provide documented justification for waiving a prerequisite. A student may not waive a course that is required for graduation.

**Disclaimer: Some courses will require a grade of "C" or better to progress in coursework. Students should carefully read individual course syllabi for grade requirements.*

ASSOCIATE DEGREE PROGRAMS

These requirements apply to the College's associate degrees in Accounting, Communications, Computer Information Systems, Criminal Justice, Entrepreneurship and Small Business, Marketing and Paralegal. Please refer to the program page for degree specific requirements that may not be listed here.

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, GEO, LNG, 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 placement test results*

***Students enrolled in Lancaster 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, CHM, MTH, PHY, 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:

HUM105	Cultural Anthropology
IDS200	Consumer Protection
IDS210	Global Humanitarian Studies
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.

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.

Admissions Requirements

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

Program Requirements

In addition to the 36 credits of general education and elective requirements including MTH105 College Algebra, students are required to take a core group of courses associated with their major to total 76 credits.

Accounting Core Courses – 40 credits

ACC100	Accounting I
ACC110	Accounting II
ACC200	Managerial Accounting
ACC210	Data Management Applications
ACC220	Income Tax
ACC230	Intermediate Accounting I
ACC300	Intermediate Accounting II
ACC310	Nonprofit Accounting
ACC320	Cost Accounting
BUS200	Finance
BUS215	Microeconomics
INT299	Associate Degree Internship
LGS250	Business Law
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 36 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 76 credits.

Communications Core Courses – 40 credits

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.

Admission Requirements

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

Program Requirements

In addition to the 36 credits of general education and elective requirements, students are required to take a concentration group of courses to total 76 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 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 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.

Admission Requirements

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

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

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

Program Requirements

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

Criminal Justice Core Courses – 40 credits

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

Entrepreneurship and Small Business

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

Entrepreneurship and Small Business Core Courses – 40 credits

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

Marketing

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 36 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 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) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763.

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.
- Develop informational and analytical research skills.

Admission Requirements

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

General Education Requirements

Humanities – 9 credits

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

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

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

**English placement determined by placement 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.

Program Requirements

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

Medical Assisting Core Courses – 37 credits

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 pediatrics and geriatrics, mental health, and physical rehabilitation are introduced and mastered through integrated laboratory and observational (Level I) Fieldwork Experiences. Coursework is layered with threads of evidence-based practice, professional behaviors and lifelong learning practices necessary for achieving and maintaining professional competence. The OTA program culminates in 16 weeks of Level II Fieldwork Experiences, equivalent to internship, which must be completed within 12 months after completing all other required coursework. Due to the academic rigor of the program, any student receiving a failing grade (F) in any 2 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 is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, Inc., located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. Graduates are eligible to sit for the national certification examination for the occupational therapy assistant

administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. Any student having a criminal record will need to contact NBCOT directly to discuss eligibility for the examination: NBCOT, 12 South Summit Ave., Suite 100, Gaithersburg, MD 20877-4150, phone: (301) 990-7979.

Program Objectives

- Develop a sound understanding of the Theoretical Knowledge Base that is foundational to the practice of occupational therapy
- Demonstrate the Basic Principles of OT critical to the use of evidence-based practice
- Demonstrate Competent Clinical Skills across all stages of the OT process
- Demonstrate Professional Behaviors within the classroom, clinic and community settings.
- Understand the necessity for Continued Professional Development and Lifelong Learning to the profession
- Successfully complete Level II Fieldwork by demonstrating mastery of skills required to be an entry-level occupational therapy assistant

Admissions Requirements

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

- High school and/or college GPA of 2.5 or higher in the last school attended
- Two letters of professional reference
- Professional admissions interview
- On-site written essay
- Eight observation hours in the occupational therapy field
- SAT or ACT scores are not required, but are preferred
- OTA core course must be taken at Central Penn College. There will be no transfer credits accepted for OTA courses.

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

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

Clinical Fieldwork Considerations

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

b. Prior to readmission, the student will be required to take a comprehensive examination covering the material of the previously completed OTA core courses. The student must score a 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 as long as the instructor has available space to accommodate all students.

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

3. If a student does not pass one of the OTA core classes (OTA and ALH), they will have one opportunity to re-take that class. If on the second attempt of taking a core class the student receives a final grade of "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 apply for a drop reenter.

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.

General Education Requirements:

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, GEO, LNG, 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, 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. 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:

HUM105 Cultural Anthropology
BUS235 Consumer Behavior
GEO100 Cultural Geography
IDS200 Consumer Protection
IDS210 Global Humanitarian Studies

Open Electives – 6 credits

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

Program Requirements

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

Occupational Therapy Assistant Core Courses – 43 credits

ALH105	Medical Terminology
ALH120	Anatomy and Physiology I
ALH130	Anatomy and Physiology II
ALH230	Disease and Diagnostics
OTA100	Fundamentals of Occupational Therapy +
OTA108	Therapeutic Techniques I +
OTA110	Therapeutic Techniques II +
OTA200	Developmental Occupational Therapy +
OTA205	Occupational Therapy in Mental Health +
OTA210	Occupational Therapy in Physical Rehabilitation +
OTA215	Developing Professional Behaviors in Occupational Therapy +
OTA220	Occupational Therapy in Geriatrics +
OTA299	Level II Fieldwork Experience
STS300	Job Pursuit Seminar

(+) - C+ to progress

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 C+. If a student does not pass one of the OTA core courses with at least a final grade of 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 C+, the student will be automatically dismissed from the OTA Program and asked to change their major.
3. If a student in the OTA program scores a final grade of less than a C+ in any three total core courses, the student will be dismissed from the OTA Program and asked to change their major.

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

Paralegal Core Courses – 40 credits

LGS110	Foundations in Law
LGS130	Principles of Legal Research
LGS135	Legal Research and Writing I
LGS140	Civil Litigation I
LGS170	Criminal Procedure

LGS200	Contracts
LGS210	Evidence
LGS230	Civil Litigation II
LGS260	Administrative Law
LGS265	Criminal Law
LGS280	Legal Research and Writing II
LGS285	Legal Seminar
LGS299	Internship for Paralegals
STS300	Job Pursuit Seminar

Physical Therapist Assistant

Associate in Applied Science Degree

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 less than a C+ (77%) 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

Admissions Requirements

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

1. To enter the PTA program an applicant must have completed math and science courses as outlined below:
 - a. Students who have been out of high school five or less years and have not attended college must have completed one unit of biology, chemistry, or physics, and two units of math—one being algebra with a GPA of a 2.5 or higher in the above mentioned courses.
 - b. Students who have not attended school within the last five years must complete two prerequisite courses at the college level earning a 2.5 GPA or better within 12 months of starting the program. Prerequisite courses must include one unit of math (college algebra or higher) and one unit of science (biology, chemistry, physics, or anatomy and physiology) at an accredited college or university.
 - c. Transfer students must have earned a 2.5 GPA at their last school attended; credits will be evaluated on a case-by-case basis.

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

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

4. **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.

5. 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.

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

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

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

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

Application Deadlines

There are two separate application deadlines during the calendar year for enrollment into the program. The application deadline to begin during the summer term is April 1. The application deadline to begin during the winter term is October 15. Up to 30 students will be accepted each summer and winter term.

Readmission to the PTA Program

1. If a student voluntarily withdraws from the college, he/she will be granted the opportunity to re-apply for admission into the program. However, this is not a guarantee that the student will be re-accepted. Students who have voluntarily withdrawn for more than one term but less than one year will have the opportunity to take the comprehensive examination.

a. The student must submit a written readmission request to the Program Director.

The request must include a statement showing how the student will successfully complete the program upon readmission. The decision to readmit the student will be determined by the full-time PTA faculty, Program Chair and the Dean of the School of Health Science.

b. Prior to readmission, the student will be required to take a comprehensive exam covering the material of the previously completed PTA core courses. The student must score a 75% or higher in order to transfer the previously taken core courses. The purpose of this exam is to ensure that all students have the proper knowledge and skill level prior to participating in clinical experiences. If the student does not pass the exam, the student must re-apply to the College for either the winter or summer term and go through the entire application process. If accepted, the student will follow the current college catalog's academic requirements for the PTA program.

c. If a student scores a 75% or better, yet would like to review material from previously taken courses, the student may audit any previously taken PTA courses. This means a student may "sit" in the requested course/courses for no credit, no tuition fee as long as space is available in that particular course.

2. If a student fails a core course that is a prerequisite for another core course, he/she may be unable to take any classes the following term. The student must then gain permission from the Program Chair 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, one year after their dismissal and go through the entire application process again. The student will then be required to begin the program under the current college catalog. The student may take the comprehensive examination in order to determine if they will be required to retake any core courses.

General Education Requirements:

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.

The 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 courses labeled BIO, MTH and 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 and ALH280 Professional Behaviors for the Allied Health Professional and 3 additional credits.

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

BUS365	Organizational Behavior
CRI380	Psychology of the Criminal
GEO100	Cultural Geography
IDS200	Consumer Protection
IDS325	Nature of Leadership
IDS400	Topic in Multiculturalism
LGS180	Historical Perspectives of the Constitution
LGS220	Torts
LGS370	Alternative Dispute Resolution
LGS415	Advanced Alternative Dispute Resolution

Open Electives – 6 credits

Students must take 6 additional credits. Students may choose courses labeled: BIO, MTH, PSY, SCI and ALH115, ALH245 or ALH290.

Program Requirements

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

Physical Therapist Assistant Core Courses – 43 credits

ALH120	Anatomy and Physiology I
ALH130	Anatomy and Physiology II
ALH280	Professional Behaviors for the Allied Health Professional
PTA100	Fundamentals of Physical Therapy
PTA155	Physical Therapist Assistant Procedures
PTA160	Pathophysiology for the PTA I
PTA235	Modalities
PTA245	Applied Kinesiology
PTA255	Therapeutic Exercise
PTA260	Pathophysiology for the PTA II
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

Progression Through PTA Classes

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

1. If a student scores below a C+ (77%) one of the PTA core classes (PTA or ALH), they will have one opportunity to retake that class.
2. If on the second attempt of taking a core class the student receives a final grade of less than a C+ (77%), the student will be dismissed from the PTA program and asked to change their major.
3. If a student in the PTA program accumulates a total of three final grades of "C" or below (less than 77%) in any of their core courses (PTA or ALH), they will be dismissed from the PTA program and asked to change their major.

BACHELOR DEGREE PROGRAMS

These requirements apply to the College's bachelor degrees. Please refer to the program page for degree specific requirements that may not be listed here.

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, GEO, LNG, or PHI, as well as from the list below:

ALH255 Medical Law and Ethics
COM200 Technical Writing
COM215 Communications Ethics
IDS210 Global Humanitarian Studies
IDS305 Selected Topics in Film
IDS315 Global Cultural Study
IDS330 Global Conflict
IDS335 Fashion, Media, Culture
IDS400 Topics in Multiculturalism
HON400 Honors Studies
LGS310 Legal Communications

**English placement determined by placement test results*

***Students enrolled in Lancaster or a fully online program may substitute ENG220 Business Communications for ENG110. Students enrolled in the BSRS or BSHM who do not transfer in Oral Communications will be required to take COM100.*

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, CHM, MTH, PHY, SCI or TEC.

Social and Behavioral Science – 12 credits

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

HUM105 Cultural Anthropology
BUS235 Consumer Behavior
BUS365 Organizational Behavior
CRI380 Psychology of the Criminal
IDS200 Consumer Protection
IDS315 Global Cultural Study
IDS325 Nature of Leadership
HON400 Honors Studies

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.

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 the 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.

Admissions Requirements

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

Program Requirements

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

Accounting Core Courses – 52 credits

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

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

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

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

Bachelor of Science Degree Program in Business Administration

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

Business Administration Core Courses – 43 credits

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

General Business Administration Concentration

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

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

Banking & Financial Services Concentration

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

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

ACC200 Managerial Accounting
BUS275 Credit Analysis
BUS300 Finance II
BUS305 Investments
BUS320 Money and Banking
BUS335 Insurance
BUS410 Options, Futures, and Other Derivatives
BUS435 Personal Financial Management
BUS440 International Finance
BUS495 Financial Analysis and Loan Evaluation

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

Corporate Communications Core Courses – 43 credits

COM100 Survey of Mass Communications
COM130 Public Relations
COM140 Media Writing
COM215 Communications Ethics
COM220 Journalism I
COM225 Writing for Public Relations
COM230 Desktop Publishing I
COM265 Organizational Communications and Leadership
COM270 Writing for Broadcast Media
COM320 Feature Writing
COM340 Communications Law
COM390 Public Affairs Reporting
COM395 Photojournalism
INT499 Bachelor Degree Internship
STS300 Job Pursuit Seminar

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

Students must take 15 credits of 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.

Admission Requirements

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

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

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

Program Requirements

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

Criminal Justice Administration Core Courses – 52 credits

BUS220	Principles of Management
BUS365	Organizational Behavior
CRI100	Criminal Justice
CRI135	Introduction to Corrections
CRI225	Juvenile Justice: Alternatives to Incarceration
CRI245	Criminal Investigation
CRI285	Societal Changes in Victimology
CRI312	Investigative Report Writing
CRI321	Police Operations
CRI365	Cyber Investigations
CRI395	Essential Criminal Justice Research

HSM205	Fundamentals of Intelligence Analysis
INT499	Bachelor Degree Internship
LGS170	Criminal Procedure
LGS180	Historical Perspectives of the Constitution
LGS210	Evidence
LGS265	Criminal Law
STS300	Job Pursuit Seminar

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

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

Bachelor of Science Degree Program in Health Science

The Bachelor of Science in the Health Science (BSHS) degree program is for individuals who are currently or soon will be certified, licensed, or registered in a health care profession, or for students who are preparing for entry into professional and graduate schools in a variety of allied health fields. The programs curriculum encompass courses that are relevant to almost all healthcare careers including physical and life sciences, medical ethics, and basic patient care. This program is designed to provide career and academic advancement for current practitioners as well as to deliver a well-rounded generalist curriculum to those who are preparing for graduate school in several healthcare disciplines.

Program Objectives

- Teach patients, their family members and/or caregivers, and other healthcare providers how to safely and effectively perform selected treatment procedures and functional activities.
- Evaluate and utilize techniques and skills for problem solving and decision making while practicing with a high standard of ethical behavior and sensitivity for cultural and socioeconomic differences among individuals.
- Demonstrate an understanding of the psychosocial effects of disability, whether temporary or permanent, and be able to provide appropriate support and respect for individual differences in coping with disability.
- Effectively communicate with all members of the healthcare team as well as patients and their families, using written, verbal and nonverbal skills.
- Enhance and develop leadership and health care knowledge through academic inquiry based on current, practical health care models.
- Value and formulate plans for continuing personal and professional growth and development while serving as role models for other health care professionals.
- Obtain academic and/or career advancement through acceptance into a graduate degree program or position of management, administration, research, or education in their chosen degree field.

The tracks will include the following:

1. PTA bridge to BSHS preparing for application into a Doctorate in Physical Therapy Program

2. COTA bridge to BSHS preparing for application into a Masters/ Doctorate in Occupational Therapy Program
3. MA bridge to BSHS preparing for entry in the medical field with advanced medical assisting skills recognized by the American Association of Medical Assisting and the Continuing Education Board.
4. PA Preparatory which is designed to prepare students for application into a Physician's Assistant Program
5. Pre-Professional track which is designed to prepare students who wish to further their education with the prerequisites required for application into a masters or doctoral level health specific program of their choice.

Admission Requirements

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

- Transfer students must have a 3.0 GPA or higher at their last college attended.
- High school graduates without college experience must have a high school GPA of 3.0 or higher, and submit SAT or ACT scores. Due to the academic rigor and specificity of the BSHS program, a GPA of 3.0 is preferred. Students who do not meet the minimum requirements may be admitted to the BSHS program on a contingency basis. If a student is admitted on a contingency basis, the student must maintain an overall GPA of a 2.88 (B-) for their first term. If the student does not meet the above stated requirements at the end of their first term, they will be required to change their major.
- Submit two professional reference letters.
- Program is capped at 25 students. Students will be admitted based on the criteria above on a first come, first served basis.

General Education Requirements

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**, ENG200, ALH255 or PHI105 and 6 additional credits at the 300 level or higher.

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

ALH255 Medical Law and Ethics
 COM200 Technical Writing
 COM215 Communications Ethics
 IDS210 Global Humanitarian Studies
 IDS305 Selected Topics in Film
 IDS330 Global Conflict
 LGS310 Legal Communications

**English placement determined by test results*

***Students enrolled in Lancaster 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 6 credits in math, 3 of which must be at the 200 level or higher, and 3 credits in science taken at the 200 level or higher. MTH200 and SCI100 are required.

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 Seminar or IDS105 College Success Seminar, PSY100, PSY210 and 3 additional credits 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
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. SOC100 is required. Any course not fulfilling another degree requirement may be used.

Program Requirements

In addition to the 60 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 126 credits. Choice classes are based on the desired track.

Health Science Core Courses – 51 credits

ALH120 or ALH155 Anatomy and Physiology I with lab
ALH130 or ALH165 Anatomy and Physiology II w/lab (ALH120 or ALH155)
ALH230 Disease and Diagnostic Methods (ALH105 and ALH130 or ALH165)
ALH330 Healthcare Policies & Politics (BUS220)
BIO105 Human Development
BIO120 Advanced Biology with a lab
BIO310 Microbiology with a lab
BUS220 Principles of Management

CHM200 General Chemistry I (MTH105)
CHM210 General Chemistry II (CHM200)
CHM300 Biochemistry (CHM210)
PHYS200 Physics I
PHYS300 Physics II (PHYS200)
IDS499 Capstone in Health Sciences

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

Curriculum

The BS in health sciences is designed to prepare students for graduate work that will lead to careers in allied health care fields. The degree's core is composed of science courses that are the common prerequisites for admission into allied health care graduate programs and social science and health science courses that equip all students with a multidisciplinary understanding of health and health care in today's world. The core is complemented by four concentrated areas of study which reflects areas of interest for graduate work in either: Physical Therapy, Occupational Therapy, Physician's Assistant, or other Pre-professional related healthcare fields.

Pre-Physical Therapy Track

The PTA curriculum has been developed around the understanding that students need the elements of a general education in conjunction with specific training in physical therapy principles and practices. This combination provides students with a solid base of knowledge that will enable each student to take on the responsibility of providing a health service to individuals with various disabilities. The organization of the program curriculum includes general education and core physical therapy courses, which include basic sciences. Upon completion of the 80 credits for the PTA program requirements, students will be awarded the Associate in Applied Science degree. If students choose the Pre-PT track, they will then continue on within the program to earn a Bachelor of Science in Health Science degree. This track is designed to prepare students for possible entry in a graduate degree program in Physical Therapy

Choice Classes – 15 credits

Students will take courses that tailor their degree to the track of their choice. The courses in parenthesis are prerequisites within the specialty track and must be fulfilled. If not fulfilled, they must be completed prior to completion of the core courses.

Pre-Physical Therapy Area of Study Courses - 15 Credits

SCI300 Genetics (ALH130 or ALH165 and BIO120)
SCI330 Advanced Pharmacology (ALH130 or ALH165)
MTH105 College Algebra (MTH010 or placement)
PHI310 Death and Dying (ALH255 or PHI105)
PSY420 Abnormal Psychology (PSY100)

Pre-Occupational Therapy Track

The Occupational Therapy Assistant Program consists of six, 11 week terms of didactic instruction and 16 weeks of Level II Fieldwork Experience, and can be completed in 20.5 months. The curriculum is based upon a sequential 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 diversity upon lifestyle. Upon this foundation, occupational therapy principles and clinical practices in developmental occupational therapy, mental health and physical rehabilitation are introduced and mastered through integrated laboratory and Level I fieldwork experiences. Final courses focus on developing professional behaviors and lifelong learning necessary for maintaining professional competency. The program culminates in completion of Level II fieldwork experiences. If students choose the Pre-OT track they will then continue on within the program to earn a Bachelor of Science in Health Science degree. This track is designed to prepare students for possible entry in a graduate degree program in Occupational Therapy.

Choice Classes – 15 credits

Students will take courses that tailor their degree to the track of their choice. The courses in parenthesis are prerequisites within the specialty track and must be fulfilled. If not fulfilled, they must be completed prior to completion of the core courses.

Pre-Occupational Therapy Area of Study Courses - 15 Credits

Open 200+ course of Math/SCI or SBS
 SOC410 Race and Gender or SOC105
 MTH105 College Algebra (MTH010 or placement)
 PHI310 Death and Dying (ALH255 or PHI105)
 PSY420 Abnormal Psychology (PSY100)

Medical Assisting – Para-professional Track

The MA curriculum has been developed around the understanding that students need the elements of a general education in conjunction with specific training in medical principles and practices. 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. If students choose the Pre-Professional track, they will then continue on within the program to earn a Bachelor of Science in Health Science degree. This track is designed to prepare students for possible entry into graduate degree programs designed for the Health Professional or to be used for career advancement.

Choice Classes – 15 credits

Students will take courses that tailor their degree to the track of their choice. The courses in parenthesis are prerequisites within the specialty track and must be fulfilled. If not fulfilled, they must be completed prior to completion of the core courses.

Medical Assisting – Para-Professional Area of Study - 15 Credits

MTH105 College Algebra (MTH010 or placement)
 BUS220 Principles of Management
 BUS245 Human Resources (BUS100 or BUS220)
 PHI310 Death and Dying (ALH255 or PHI105)
 PSY420 Abnormal Psychology (PSY100)

Pre-Physician Assistant Track

This curriculum offers students an interdisciplinary approach to study health sciences, health and wellness. The curriculum is based on a strong foundation in the health sciences. This pre-professional program will provide all the necessary tools, foundational classes, and interpersonal skills needed for success in today's health and human services settings. The coursework will include: social, biological, and behavioral sciences. This track is designed to meet the common requirements needed for entry into graduate programs for Physicians Assistant.

Choice Classes – 16 credits

Students will take courses that tailor their degree to the track of their choice. The courses in parenthesis are prerequisites within the specialty track and must be fulfilled. If not fulfilled, they must be completed prior to completion of the core courses.

Pre-Physician Assistant Area of Study Courses - 16 Credits

SCI300 Genetics (ALH130 or ALH165 and BIO120)
MTH105 College Algebra (MTH010 or placement)
PHI310 Death and Dying (ALH255 or PHI105)
PSY420 Abnormal Psychology (PSY100)

Pre-Professional Health Care Track

This curriculum offers students an interdisciplinary approach to study health sciences, health and wellness. The curriculum is based on a strong foundation in the health sciences. This pre-professional program will provide all the necessary tools, foundational classes, and interpersonal skills needed for success in today's health and human services settings. This degree track can offer opportunities within disciplines and/or health care systems, to expand clinical roles, support career advancement into positions of management, administration, or education.

Choice Classes – 15 credits

Students will take courses that tailor their degree to the track of their choice. The courses in parenthesis are prerequisites within the specialty track and must be fulfilled. If not fulfilled, they must be completed prior to completion of the core courses.

Pre-Professional Health Care Area of Study Courses - 15 Credits

ALH365 Issues and Trends in Healthcare
BUS245 Human Resources (BUS100 or BUS220)
BUS365 Organizational Behavior
MTH105 College Algebra
SOC400 Leadership in Society

Bachelor of Science Degree Program in Healthcare Management

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

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

Program Objectives

This program is designed to prepare our graduates to be able to:

- Demonstrate effective communication skills, both written and oral, in a manner reflective of business and healthcare professionals.
- Understand and apply business concepts to business models in general and how these models and concepts can be used to respond to the clinical, organizational, and fiscal demands facing the ever changing health care industry.
- Understand business and healthcare organizations as complex systems and the implications of workplace diversity, organizational change, and corporate culture.
- Identify appropriate resources and apply analytical reasoning/critical thinking skills in order to make informed business decisions.
- Understand the role of effective leadership in driving organizational performance and change.
- Obtain career and/or academic advancement into a management, administrative, or educational position, or acceptance into a graduate degree program.

Admission Requirements

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

- Students must have completed a minimum of 60 credits from an accredited institution.
- Transfer students must have a 2.0 GPA or higher at their last college attended.
- Submit two professional reference letters.

Professional Credentials

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

Program Requirements

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

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

Healthcare Management Core Courses – 34 credits

ALH255 Medical Law & Ethics
ALH320 Health Services Organization & Management (BUS220)
ALH330 Healthcare Policies & Politics (BUS220)
ALH388 Healthcare Quality Management (ALH320)
ALH410 Health Economics & Financial Strategies (BUS215)
BUS215 Microeconomics
BUS220 Principles of Management
BUS245 Human Resources (BUS100 or BUS220)
BUS365 Organizational Behavior (BUS220 and PSY100 or SOC100)
ENG220 Business Communications (ENG 200)
IDS499 CE Capstone Course for the Bachelor Degree

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

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

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

ALH375 The Interprofessional Healthcare Team (ENG220)
ALH400 Hospital & Health Services Administration (course is taken the final term before capstone)
ALH420 Healthcare Planning & Marketing (BUS 220 and BUS 230)
BUS230 Principles of Marketing [pre for ALH 420] (BUS 100 or BUS 220)
BUS345 Operations Management (BUS 100 or BUS 220 and TEC 103 or another computer class)
BUS355 Project Management (BUS 100 or BUS 220)
BUS402 Organizational Change Management (BUS 365)
BUS460 Evaluation & Assessment (BUS 245)
BUS465 Training & Development (BUS 245)
SOC400 Leadership in Society (ENG200 and one social science course)
SOC410 Race & Gender (HUM105 or SOC105)

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.

Admission Requirements

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

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

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

Program Requirements

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

Homeland Security Management Core Courses – 52 credits

BUS220 Principles of Management
BUS365 Organizational Behavior
CRI245 Criminal Investigation
CRI310 Criminal Profiling: Policy and Practice
CRI312 Investigative Report Writing
CRI375 Terrorism
CRI436 Security Management
HSM110 Principles of Private Security
HSM115 Homeland Security Management
HSM205 Fundamentals of Intelligence Analysis
HSM215 Emergency Management
HSM350 Environmental Security
HSM415 Threats to Homeland Security

HSM430 Data Mining and Predictive Analysis
IDS330 Global Conflict
INT499 Bachelor Degree Internship
LGS180 Historical Perspectives of the Constitution
STS300 Job Pursuit Seminar

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

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

Bachelor of Science Degree Program in Information Technology

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

- An ability to apply knowledge of computing and mathematics appropriate to the program's student outcomes and to the discipline.
- An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution.
- An ability to design, implement, and evaluate a computer-based system, process, component, or program to meet desired needs.
- An ability to function effectively on teams to accomplish a common goal.
- An understanding of professional, ethical, legal, security and social issues and responsibilities.
- An ability to communicate effectively with a range of audiences.
- An ability to analyze the local and global impact of computing on individuals, organizations, and society.
- Recognition of the need for and an ability to engage in continuing professional development.
- An ability to use current techniques, skills, and tools necessary for computing practice.
- An ability to use and apply current technical concepts and practices in the core information technologies.
- An ability to identify and analyze user needs and take them into account in the selection, creation, evaluation and administration of computer-based systems.
- An ability to effectively integrate IT-based solutions into the user environment.
- An understanding of best practices and standards and their application.
- An ability to assist in the creation of an effective project plan.

Admission Requirements

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

Program Requirements

In addition to the 60 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 124 credits. Students 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
STS300	Job Pursuit Seminar
TEC120	Structured Programming
TEC135	Networking I
TEC140	Microcomputer Systems
TEC200	Data Modeling Foundations
TEC210	Discrete Logic
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 60 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 124 credits.

Legal Studies Core Courses – 52 credits

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

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

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

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

Bachelor of Science Degree Program in Nursing (RN to BSN)

The Bachelor of Science degree program in Nursing (BSN) is a fully online curriculum designed to meet the educational needs of the Registered Nurse (RN). The program enables graduates to achieve added nursing expertise and the credentials to support opportunities for professional career advancement. The BSN degree provides a base for nurses to assume professional nursing roles in a variety of health care settings and to meet requirements for enrollment in advanced practice and specialty graduate nursing programs. Upon completion of the BSN program, graduates are expected to meet the following program outcome objectives.

Program Objectives

- Integrate knowledge, theories, and ideas into culturally competent nursing practice
- Display leadership skills in meeting the challenges and changes within nursing practice
- Examine and apply appropriate nursing research theories in the evaluation and use of evidence-based practice in nursing
- Incorporate the safe use of appropriate patient care technology including the use of information management systems in documentation, communication and interdisciplinary care plan development
- Examine and evaluate current issues and trends in healthcare policies, financial strategies, and regulations
- Incorporate the Pennsylvania Registered Nursing Law and Scope of Practice into daily professional nursing practice
- Demonstrate oral and written communication skills in all inter and intra-professional interactions and collaborative processes
- Examine and evaluate current prevention, health promotion, and wellness programs and propose a quality improvement plan
- Model professional behavior in all interactions, by developing self-awareness of moral, ethical, and legal issues and display cultural competence in nursing practice
- Demonstrate advanced level skills using critical thinking, selecting interventions, and direct patient care skills across the lifespan
- Monitor patient status and identify any changes leading to the creation, implementation, evaluation, and modification of the patient plan of care
- Select and utilize the appropriate procedures for any adverse event by continually monitoring and ensuring patient safety following all required protocols

Admission Requirements

1. Evidence of completion of an initial nursing education program with an average of 2.0 (C) or better from a Commission on Collegiate Nursing Education (CCNE) or Accreditation Commission for Education in Nursing (ACEN) nursing education program.
2. Evidence of an active unencumbered RN license in the applicant's state of residence and the state where any course practicum experiences are located (when applicable).
3. Submission of items to create a Professional Portfolio to the Central Penn College Admissions Department (electronically or by email as applicable) that includes:
 - a. Completed Central Penn College admission application
 - b. Validation of current RN Licensure
 - c. Copy of current malpractice certificate of insurance
 - d. Continuing education and in service records (if applicable)
 - e. Essay statement of goals that underlie the decision to enroll in the BSN Program
 - f. Copies of official transcripts for assessment of transfer credits, requested and sent directly from previous educational program/s. No transfer credits will be accepted for Central Penn College required core nursing courses.
4. References: All applicants are required to obtain two (2) professional/academic references. Each applicant will be given two reference forms by the Central Penn College Admission Department. Forms should be provided and given to references with stamped envelopes addressed to Central Penn College Admissions Department.
5. Required Interviews:
 - a. Completion of a nursing admission interview with the Chair of Nursing or an individual designated by the Chair. The interview will focus on the goals of the RN applicant, status of meeting program admission requirements and initial Academic Program Planning/Advisement.

- b. Completion of a campus interview with a Central Penn College admissions counselor to complete the application process.
- 6. Applications are accepted for two (2) admission deadlines: (1) Spring Term Admission (April)/January 1 and (2) Fall Term Admission (October)/July 1.
- 7. Before enrollment in nursing courses with a clinical component, applicants are required to submit the following items:
 - a. Completion of required background checks
 - b. Documentation of current American Heart Association Basic Life Support Certification for Health Care providers. Maintenance of certification is required while enrolled in the Central Penn College Nursing Program.
 - c. Completion of Central Penn College Nursing Program History and Physical Form and related requirements.
- 8. Students are responsible for fees associated with completion of admission requirements.
- 9. Only complete applications will be considered for admission into the program. There are no contingency admissions to the Bachelor of Science degree program in Nursing (RN to BSN track).

Program Requirements

Central Penn requires 124 credits for a Bachelor's degree. A potential of 60 credits will be accepted for an associated degree along with 15 credits from professional education verified through a current RN license and portfolio. Students will complete 49 credits at Central Penn College: 34 CORE and 15 Non-Nursing Required Courses (Upper Level General Electives). Students who fail to meet these transfer requirements will be required to take additional courses to meet requirements for graduation.

Required Nursing Core Courses

NUR330 Philosophy of Nursing
 NUR340 Informatics
 NUR350 Health Assessment
 NUR375 Pathophysiology
 NUR400 Nursing Research
 NUR410 Community
 NUR420 Leadership
 NUR430 Evidenced Based Practice
 NUR498 Capstone

Required Electives

MTH105 College Algebra (if not transferred)
 MTH200 Statistics
 ALH255 Medical Law and Ethics
 ALH375 Interprofessional Healthcare Team
 PHI310 Death and Dying

Choice Courses – 15 Credits

Students in the RN to BSN track are required to take one upper level science elective, one RN-upper level humanities elective, and one nursing elective.

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

NUR310 Holistic Nursing (NUR375)
NUR320 Palliative Care Strategies for the Professional Nurse (NUR375)
200+ level science elective
300+ level Humanities elective

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

Organizational Leadership Core Courses – 43 credits

BUS220 Principles of Management
BUS245 Human Resources
BUS365 Organizational Behavior
BUS401 Organizational Process Improvement
BUS402 Organizational Change Management
COM235 Management Proposal Writing

COM265	Organizational Communications and Leadership
IDS325	Nature of Leadership
IDS400	Topics in Multiculturalism
INT499	Bachelors Degree Internship
LGS370	Alternative Dispute Resolution
PHI105	Ethics
SOC350	Social Responsibility
SOC400	Leadership in Society
STS300	Job Pursuit Seminar

Choice Courses

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

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

Bachelor of Science Degree Program in Radiology Sciences

The Bachelor of Science in Radiologic Science degree program is a 124 credit major directed toward medical imaging professionals who possess an associate's degree, and are credentialed in one of the primary pathways recognized by the ARRT such as: Radiography, Nuclear Medicine Technology, Radiation Therapy, Magnetic Resonance Imaging, and Sonography. The program's curriculum does include some additional radiologic science coursework but will primarily focus on providing courses necessary to prepare a practitioner for management positions or academic advancement.

Program Objectives

This program is designed to prepare our graduates to be able to:

- Use leadership principles to guide interaction with patients/clients, healthcare professionals, and the public.
- Be prepared for leadership roles and have the managerial skills necessary to direct services.
- Increase knowledge of advanced imaging modalities.
- Use critical thinking and problem based learning skills to resolve healthcare issues.
- Practice a holistic and ethical approach to healthcare.
- Value lifelong learning as a means of continuous professional development.

Admission Requirements

The Bachelor of Science in Radiology Sciences program has specific admission qualifications. Persons seeking admission to the major must meet the following criteria:

- Applicant must provide a copy of their medical imaging professional license from an accredited organization.
- Submit two professional reference letters.

To enter the BSRS program, an applicant must submit the following:

- Credentials: Applicant must submit documentation of credentials from the appropriate credentialing agency, or documentation of credential eligibility.
- Transcripts: Applicant must submit official transcripts from ALL post high school institutions attended.
- References: Applicant is required to obtain two professional references.

Professional Credentials

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

Program Requirements

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

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

Radiology Sciences Core Courses – 34 credits

ALH255 Medical Law & Ethics
 ALH320 Health Services Organization & Management (BUS220)
 ALH375 The Interprofessional Healthcare Team (ENG220)
 ALH380 Advanced Medical Imaging*
 ALH385 Radiobiology & Protection*
 ALH388 Healthcare Quality Management (ALH320)
 ALH465 Advanced Sectional Anatomy*
 BUS220 Principles of Management
 BUS245 Human Resources (BUS100 or BUS220)
 ENG220 Business Communications (ENG 200)
 IDS499 CE Capstone Course for the Bachelor Degree

**Student must meet admission criteria and be credentialed in Medical Imaging Modality (Radiography, Nuclear Medicine, Radiation Therapy, Magnetic Resonance Imaging, Diagnostic Medical Sonography)*

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

Students must complete 30 credits with 24 credits at the 300 level or higher from the following list:

ALH270 Pathophysiology for Radiology*
 ALH360 Advanced Patient Care*
 ALH365 Issues & Trends in Healthcare (ALH320)
 ALH370 Healthcare Informatics (TEC103)
 ALH420 Healthcare Planning & Marketing (BUS 220 and BUS 230)

ALH460 Case Studies in Healthcare (ALH320)
 BUS230 Principles of Marketing [pre for ALH 420] (BUS 100 or BUS 220)
 BUS365 Organizational Behavior (BUS220 and PSY100 or SOC100)
 SOC400 Leadership in Society (ENG200 and one social science course)
 SOC410 Race & Gender (HUM105 or SOC105)
 SCI330 Advanced Pharmacology (ALH165)

**Student must meet admission criteria and be credentialed in Medical Imaging Modality (Radiography, Nuclear Medicine, Radiation Therapy, Magnetic Resonance Imaging, Diagnostic Medical Sonography)*

COURSE DESCRIPTIONS

Accounting

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

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

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.*

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

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-10 diagnostic and CPT procedural coding. Other procedural/diagnostic coding systems currently in use are presented. The student will learn to prepare medical insurance claim forms for reimbursement.

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

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. Additionally, the student

specifically becomes aware of the medical prefixes, roots, and suffixes in forming a medical vocabulary. 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, general physiology, and changes across the life span of the digestive, reproductive, urinary, cardiovascular, and the respiratory systems. Fluid/electrolyte and acid/base balance in the human body are presented.

Prerequisite: ALH112

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. Additionally, the student specifically becomes aware of the medical prefixes, roots, and suffixes in forming a medical vocabulary. 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 principles of medical documentation. Application of HIPAA, principles of Standard Precautions, vital sign assessment, and monofilament testing will be presented.

Prerequisite: ALH112 or ALH120

ALH155 Advanced 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, the muscular system, the nervous system, and the special sense.

ALH160 Pharmacology***2 Credits**

This course focuses on identifying and classifying medications. Indications for use, desired effects, side effects, and adverse reactions of medication will be studied.

Prerequisite: ALH105

ALH165 Advanced Anatomy and Physiology II+**4 Credits**

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

Prerequisite: ALH155

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, ALH145 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. Wound care and dressings will be discussed. Additional topics include surgical asepsis, assisting with minor surgeries, and theory of IV therapy.

Prerequisite: ALH145

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 healthcare personnel will be addressed through student presentations.

Prerequisites: ALH122 or ALH130 or ALH165

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 or PTA100, 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.

ALH270 Pathophysiology for Radiology

3 Credits

Using a system approach, this course will present physiological concepts related to the human body. Emphasis will be placed on the effect of pathological conditions on the function of the various body systems. Discussions will include radiographic imaging that demonstrates anatomical changes related to the patient's physical and pathological state.

Prerequisites: Student must meet admission criteria and be credentialed in Medical Imaging Modality (Radiography, Nuclear Medicine, Radiation Therapy, Magnetic Resonance Imaging, Diagnostic Medical Sonography)

ALH280 Professional Behaviors for the Allied Health Professional+ 3 Credits

This is a comprehensive course that provides the physical therapist assistant student with the ability to analyze the societal, professional and personal belief systems, as they discover the relationships of psychology, ethics and the law.

Prerequisites: ALH105 or PTA100

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: Completion of all core courses with a "C" or higher and passing grades in all general education courses and STS300.

ALH310 Medical Laboratory***3 Credits**

This is a clinical laboratory course designed especially for the medical assistant student and/or other medical personnel employed in physicians' offices. Emphasis is placed on quality assurance and safety requirements following OSHA guidelines. Instruction and practice will be provided in specimen collection and in CLIA Waived testing in urinalysis, hematology, clinical chemistry, immunology, and microbiology. While being observed by the instructor, the student will perform 25 successful venipunctures. The CPT exam is offered at the completion of this course. Electronic medical records will also be presented.

Prerequisites: ALH105, ALH145 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 Medical Assisting Laboratory. The course is designed to illustrate and explore the role of medical personnel within the framework of the health care profession and to assist the student in the transition from student to health care team member. The student becomes aware of the role the MA plays in promoting a professional image for the practice and of health care resources. Nutrition and diet therapy are studied. The law and ethics of healthcare are discussed. CPR, first aid training, emergency management, and emergency preparedness are presented.

Prerequisite: ALH210 or concurrent registration

ALH360 Advanced Patient Care**3 Credits**

This course focuses on patient education, assessment, communication, pre-procedural and post-procedural care, and proper charting and documentation. Responsibilities associated with interventions in cases of critical patient need will also be discussed.

Prerequisites: Student must meet admission criteria and be credentialed in Medical Imaging Modality (Radiography, Nuclear Medicine, Radiation Therapy, Magnetic Resonance Imaging, Diagnostic Medical Sonography)

ALH365 Issues and Trends in Healthcare**3 Credits**

This course examines the challenges that shaped the imaging technology field and current innovative strategies. This course will also explore how the changing dynamics of healthcare impact patient care.

Prerequisite: ALH320 or ALH330

ALH370 Healthcare Informatics**3 Credits**

Medical information is an important part of healthcare delivery. Healthcare professionals must have an understanding of how computers are used to deliver healthcare. This course will provide students from across a range of healthcare professions an exploration of information

technology as it applies to healthcare, the knowledge and skills to manage health information technology to improve patient care, comply with accreditation and government regulations, and achieve efficiencies.

Prerequisite: TEC103

ALH375 Interprofessional Healthcare Team

3 Credits

This course explores theoretical concepts of leadership in an interdisciplinary health care environment and provides practical examples of these concepts from the perspective of health care scholars, scientists, faculty, and health administration professionals. It will introduce multidisciplinary collaboration in three modules: Teamwork and Group Development, Leadership in Interdisciplinary Groups and Building Sustainable, Collaborative Cultures.

Prerequisite: ENG220

ALH380 Advanced Medical Imaging

3 Credits

Medical Imaging professionals are expected to be more cross-functional in their duties and responsibilities than in the past. To accomplish this, the medical imaging professional must have a comprehensive understanding of the equipment and procedures common to the various modalities (divisions) within Medical Imaging. An emphasis will be placed on areas such as computed tomography, magnetic resonance imaging, mammography, cardiovascular/intervention technology, ultrasound and nuclear medicine (including PET, SPECT).

Prerequisites: Student must meet admission criteria and be credentialed in Medical Imaging Modality (Radiography, Nuclear Medicine, Radiation Therapy, Magnetic Resonance Imaging, Diagnostic Medical Sonography)

ALH385 Radiobiology and Protection+

3 Credits

This course presents the principles of biologic responses to ionizing radiation at the molecular, cellular, tissue, and organ levels. Factors affecting biological radio-sensitivity and response, including genetic/somatic effects and deterministic/stochastic effects will be discussed. Sources of radiation, the production of radiation and its properties, photon interaction with matter, radiation detection, and units of measurement are reviewed. It will also include principles of protection and highlight the radiographer responsibility to keep exposure to radiation As Low As Reasonably Achievable (ALARA) for patients, personnel, and the public. Radiation health and safety requirements of governing agencies will be discussed. Students, using evidence-based methods, will critically evaluate the evidence of current practice and research relevant to radiobiology and protection.

Prerequisites: Student must meet admission criteria and be credentialed in Medical Imaging Modality (Radiography, Nuclear Medicine, Radiation Therapy, Magnetic Resonance Imaging, Diagnostic Medical Sonography)

ALH388 Healthcare Quality Management

3 Credits

Efficient organizational processes, product and service quality, and customer satisfaction are consistently moving targets. This course will explain the basic principles and techniques of quality management (QM) in healthcare and how healthcare organizations can create a cycle of continuous process improvement. A range of topics will be covered including measuring performance to creating high-quality services that satisfy customer expectations, use of QM to aid in identification and quality problem-solving, and compliance with government and accreditation standards. This course will prepare Allied Health students to understand their role in the QM process and how QM can be applied in their respective areas within the organization.

Prerequisite: ALH320

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

ALH460 Case Studies in Healthcare+ 3 Credits

This course will examine case studies of challenges faced by different types of healthcare facilities. Students will synthesize information to make informed decisions to guide communication plans and strategies to meet demands within the healthcare field.

Prerequisites: ALH320

ALH465 Advanced Sectional Anatomy+ 3 Credits

This course examines the location and identifying structures in the axial, sagittal, coronal and oblique planes. Volumetric data sets and three-dimensional reconstruction of the body structures critical to diagnosis and treatment of diseases will be explored.

Prerequisites: Student must meet admission criteria and be credentialed in Medical Imaging Modality (Radiography, Nuclear Medicine, Radiation Therapy, Magnetic Resonance Imaging, Diagnostic Medical Sonography)

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: its history, purpose, and meaning. The course will focus on questions of theatre and society, global traditions and similarities, and multicultural representations. Students will learn theatre concepts and specific historical traditions through study, analysis, and performance.

ART120 Art Appreciation**3 Credits**

Why do we make art? This course is an introduction to the artistic techniques, styles, periods, and production of art from pre-history to present. Particular emphasis is placed on the origins and historical development of art as well as the design principles of art forms such as architecture, sculpture, painting, and photography. Students will ask questions about the status of art, its relationship to identity formation, and its sociocultural function.

ART205 Art History**3 Credits**

This introduction to the history of art provides a critical analysis of artistic forms from prehistory to the present. Periods such as prehistoric art, ancient Greek and Roman art, medieval art, Renaissance art, Baroque and Rococo art, and contemporary art are covered. The scope of the course is global in nature with particular emphasis on Africa, Asia and the Americas.

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

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

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 lifespan from the prenatal period through aging. Special emphasis is placed on normal physical, cognitive, social, and psychological growth so the student can recognize normal development as well as deviations from the normal.

BIO120 Advanced Biology I***4 Credits**

This course introduces the basic biological principles to prepare students for subsequent sequential courses required of Allied Health Majors. It will provide an introduction to the study of living organisms with an emphasis on the structure and function of the cell as the basis of life. Each body system will be covered. The course will also include the following topics: homeostasis, principles of evolution, and physiology.

Prerequisites: ALH130 or ALH165

BIO220 Advanced Biology II**4 Credits**

This course will provide a foundation in modern molecular and cellular biology. These concepts form almost all the basis for the great advances now being made in biology and the medical sciences. The course will study bimolecular structure and function, fundamental molecular biology of the cell, genetics, genetic engineering, and biotechnology.

Prerequisites: BIO120 and ALH120 or ALH155

BIO310 Advanced Microbiology***4 Credits**

This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity.

Prerequisites: BIO120 and CHM210

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

BUS275 Credit Analysis 3 Credits

This course is an introduction to fundamental credit analysis from a bank/ lending institution's perspective. Topics covered include asset-based loans, revolving credit, term loans, project financing, residential, investment and commercial mortgage loans. The course covers how banks analyze and finance these types of loans.

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 re-engineering.

Prerequisites: BUS100 or BUS220 and TEC103 or another college-level computer course

BUS355 Project Management**3 Credits**

This course is for those who seek a hands-on approach to project management. It is an application-oriented approach which provides a road map for managing various types of technical or non-technical projects including manufacturing scheduling, construction, research

and development projects, and special events through the use of computer applications and short-term hands-on projects.

Prerequisite: BUS100 or BUS220

BUS360 Marketing Research

3 Credits

This course deals with the tools of marketing, sampling, analysis of internal data, locating data, observation, and experimentation in marketing research. It also examines defining the problem, developing and executing the research plan, preparing research reports, and exploring major areas of research application. Students apply marketing research techniques to a hands-on project.

Prerequisites: BUS230 and MTH200

BUS365 Organizational Behavior

3 Credits

This course is a study of multi-disciplinary approaches to the organization as a complex system. Emphasis is placed on the importance of managing, leading, and understanding the ethical implications of managerial decisions, workplace diversity, organizational change, and organizational culture. In addition, this course focuses on employee attitudes, perceptions, emotions, and motivational influences, with the intent of gaining a better understanding of workplace behaviors.

Prerequisites: BUS220

BUS371 International Human Resource Management

3 Credits

This course provides an in-depth study of global human resource management. The student will develop a global perspective on policies and procedures related to management strategies, expatriate and global employment, leadership roles and development, the impact of joint ventures and acquisitions, knowledge sharing, facilitating change and the redesign of traditional processes including talent acquisition, training and development, and performance evaluation in a multi-national organization.

Prerequisite: BUS245

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

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

BUS495 Financial Analysis and Loan Evaluation 3 Credits

This course provides an in-depth review of the environment in which credit analysis and loan evaluation decisions are made. Students will develop the necessary skills in analyzing financial statements and applying them in determining the borrower's financial condition and performance.

Prerequisite: ACC200

Chemistry

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

CHM200 General Chemistry I*

4 Credits

This general chemistry course is designed to serve as a foundation for the student about to enter the study of allied health sciences. Topics covered include chemistry and measurement, energy and matter, atoms and elements, nuclear chemistry, compounds and bonding, chemical reactions, gases and solutions, chemical equilibrium, acids and bases.

Prerequisites: MTH105

CHM210 General Chemistry II*

4 Credits

Organic chemistry is the study of the molecules whose framework is carbon with connectivity to, primarily, hydrogen, nitrogen, and oxygen. These molecules range from methane to the complex structures of nature that form the basis of living species on our planet. We will study different organic substances, the means by which their atoms are bonded together to give them their properties and the chemical reactions they undergo and that provide for their synthesis.

Prerequisite: CHM200

CHM300 Biochemistry/Genetics*

4 Credits

Biochemistry is the study of the chemical processes of living things. In this course we will examine the structure and function of biomolecules: chemical and physical properties of proteins, carbohydrates, and lipids; enzyme kinetics and mechanisms; metabolism of carbohydrates, lipids, and amino acids and the metabolic relationships of organ systems. Students will understand how the chemical and physical properties of biological molecules influence their function.

Prerequisite: CHM210

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 websites to most effectively communicate mission-critical and other information to a variety of publics, within and outside a range of organizations. Additional time outside class will be needed to complete projects.
Prerequisites: COM130 and COM225

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 demonstrate 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 over-arching 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 (English Composition I).

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 (English Composition II).

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 in a specific rhetorical purpose and audience.

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, presentations, resumes, blogs, and other web documents. 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 appropriate 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: ENG100

ENG225 Introduction to Contemporary World Literature

3 Credits

This survey course introduces students to a selection of contemporary world literature from the twentieth century to the present. Students will study fiction, poetry, and drama by authors from America, Britain, South Asia, Africa, the Middle East, and the Caribbean as they define the historical, aesthetic, and social definitions of 'world literature.' Discussion will analyze issues of globalization, poverty, identity, social justice, and colonialism among others and determine the role of literature and creative work in the modern world.

Prerequisite: 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 and fiction.

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

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.

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

ENG430 Selected Topics in Rhetoric

3 Credits

This course analyzes special issues within the discipline of rhetoric. Students will analyze the role, impact, and influence of rhetoric in a variety of contexts. Students will analyze the rhetorical situation, visual and digital rhetoric, and rhetorical strategies. Topics may include politics, current events, identity, and popular culture.

Geography

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

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 survey 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.

HIS120 U.S. History to 1865

3 Credits

This course is a chronological survey of American history designed to introduce major events and themes from British colonization efforts to the American Civil War, focusing on the social, political, economic, intellectual, and diplomatic institutions. Topics include colonization, slavery and the slave trade, American Revolution, Civil War, and Reconstruction.

HIS130 U.S. History Since 1865

3 Credits

This course is a chronological survey of American history designed to introduce major events and themes from Reconstruction to the present, focusing on social, political, economic, intellectual, and diplomatic institutions. Topics include immigration, Gilded Age culture and politics, the labor movement, Populism, Progressivism, segregation, the women's movement, World War I, the Great Depression, New Deal, World War II, post-war prosperity, the Cold War, the Civil Rights movement, the Vietnam War, and the post-Cold War era.

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.

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: HIS130 or HUM105 or PSY100 or SOC100

HIS320 Military History**3 Credits**

The purpose of this course is to survey and analyze military experiences from their ancient origins to present time. The primary objective is to examine the origins and nature of warfare, the ethos of the primitive and modern warrior, and the development of weapons and defenses. This course will take a close look at operational military history. This course not only takes a view of the military experience, but also examines the effect on the "ends" and "means" of warfare.

Prerequisite: HIS120 or HIS130

HIS330 Middle Eastern History**3 Credits**

This course explores the history of the Middle East, beginning with the rise of Islam and finishing with reflection on the recent Western presence in the region. Emphasis is placed on changes in geography and government, influential leaders, the Arab struggle for independence, and the Arab-Israeli conflict.

Prerequisite: 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.

Honors

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

HON400 Honors Studies***3 Credits**

The Honors Studies class is an independent study program, which encourages students to explore aspects of their major beyond the required courses by working on a project approved by the advising instructor. Working with an advising instructor in their major, students develop a research topic and plan, carry out that research, and produce a project (thesis, multimedia presentation, video, etc.) which demonstrates academic excellence. Projects will then be presented formally to the campus community. It is the student's responsibility, prior to the start of the term, to find a faculty advisor and to develop the scope of the individual project, which may span a term, or more.

Homeland Security Management

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.

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

HSM350 Environmental Security**3 Credits**

Environmental security examines threats posed by environmental events and trends to individuals, communities or nations. It may focus on the impact of human conflict and international relations on the environment, or on how environmental problems cross state borders.

Environmental security is environmental viability for life support, with three sub-elements:

- Preventing or repairing military damage to the environment.
- Preventing or responding to environmentally caused conflicts, and
- Protecting the environment due to its inherent moral value.

It considers the abilities of individuals, communities or nations to cope with environmental risks, changes or conflicts, or limited natural resources. For example, climate change can be viewed a threat to environmental security. Human activity impacts CO2 emissions, impacting regional and global climatic and environmental changes and thus changes in agricultural output. This can lead to food shortages that will then cause political debate, ethnic tension, and civil unrest.

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

The course introduces students to the concept of culture across human civilizations, past and present. Topics covered in the course include definitions of marriage and family, gender stereotypes and roles, exploring identity through the lens of gender, race, and ethnicity, dissecting religious and spiritual beliefs, identifying processes of industrialization,

globalization, and sustainability. Students will be challenged to reflect on their own beliefs, engage in basic ethnography and comparison, and consider their role in a multicultural world.

HUM205 History of Jazz

3 Credits

This course exposes the student to the expressions of the music genre of jazz. This course traces jazz from its roots to its rise in popularity and influence on society during particular eras. Not only is the history of jazz studied, but also the birth of other types of music due to its -creation. This course uses the definitive jazz history series developed by Ken Burns.

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: SOC100 or SOC205

HUM310 World Mythology

3 Credits

Students engage in a cross-cultural literary exploration of the great myths of the world including creation, fertility, and hero myths. The myths will be studied as unique expressions of individual cultures and also as universal ideas. Students will gain an understanding of the importance of myth in contemporary society and the relationship between myth, religion, and culture.

Prerequisite: 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.

Interdisciplinary Studies

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

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 chosen 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.

IDS200 Consumer Protection

3 Credits

This course provides students with an understanding of the various consumer protection laws and regulations created on the federal and state level. The course will cover such areas as disclosure requirements for financial documents, the state's "Lemon Law," and Landlord-Tenant Agreements. The course will also discuss the consumer protection agencies and private organizations that consumers can use in fighting for their rights.

IDS210 Global Humanitarian Studies

3 Credits

This course combines short-term cultural immersion with a humanitarian project completed in a specified country. Prior to departure, students will be oriented to the project, the culture of the country, and any pertinent travel needs. Once there, students will complete the assigned project and any other requirements for the course. Upon their return, students will present their experiences to members of the College community.

Prerequisites: 12 earned credits.

IDS299 CE Capstone Course for the Associate Degree*

4 Credits

The CE capstone course for the associate degree is designed to assess cognitive, affective, and psychomotor learning that requires the command, analysis, and synthesis of knowledge and skills. The course integrates coursework, knowledge, skills, and experiential learning to enable the student to demonstrate his/her level of achievement for entry into a new field or advancement in the current field. This is a self-directed, integrated learning opportunity that is the summation of the student's academic and hands-on learning experiences at the associate degree level.

Prerequisites: Satisfactory completion of all courses and requirements for the associate degree.

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

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 Office of Diversity and Global Education. Students travel abroad for one term, earning credit and expanding their capacity for intercultural understanding. The Central Penn College Immersion program seeks to foster learning experiences that develop a universal perspective in the areas of intercultural competency, citizenship, and societal interdependency. The immersion program will enhance the student learning experience by integrating intellectual and personal development outcomes. The program focuses on students' personal and social development by asking students to examine their place in the world and explore ways to positively impact our

global community. While registered for IDS315 Global Cultural Study, students travel abroad, participate in cultural activities, and attend lectures. Immersion locations vary from year to year and have pre- and post-trip requirements associated with them. The Immersion Program is open to all majors and involves an application process and an interview. The program is selective, as each trip has a limited number of seats available. Questions about the Immersion Program should be directed to the Office of Diversity and Global Education.

IDS315 Global Cultural Study

9 Credits

This course combines an 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: 21 earned credits

IDS325 Nature of Leadership

3 Credits

This course focuses on leadership development, individual and group motivation strategies, personal leadership style and adaptation, impacts of power, and effective conflict resolution. It allows the student to view leadership from a personal aspect and examine the "essence of leadership." Leadership will be illustrated as combination of leaders, followers, and their situation with emphasis on followership. Each student will demonstrate the application of evaluating leadership, ethical behavior, and organizational skills they have personally experienced from a follower standpoint.

Prerequisite: PHI105

IDS330 Global Conflict

3 Credits

This course investigates specific conflicts around the world and the cultural, social, economic, and political forces that led to those conflicts. Students will analyze these situations and draw conclusions about the nature of conflict in both an historical and modern context.

Prerequisites: HUM105, SOC100, or PSY100

IDS335 Fashion, Media, Culture

3 Credits

This course examines the intersections between fashion, rhetoric, and identity by analyzing the representations of fashion in popular media. Students will apply rhetorical theory and social criticism to evaluate the fashion industry and consumers, including current events, scandals, and movements. Particular emphasis will be placed on the industry messaging, consumerism, means of production, and empowerment.

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

This course is an interdisciplinary investigation of the multicultural experiences in a global context. This course examines the many concepts of diversity on various instructor-driven topics such as race and ethnicity, gender, sexual orientation, and religion. These are based on the topics' influence in the social sciences, humanities, fine arts, and other career and academic fields.

Prerequisites: HUM105, SOC100, or PSY100

IDS405 Independent Study in Special Topics*

3 Credits

This course provides students an opportunity to develop an individualized study plan on a specific theme, topic or innovative area of their interest within their own program of

study. With guidance from a faculty sponsor the student will develop a course outline and completion plan.

Prerequisite: Advanced permission of the Associate Dean of General Education and Immersion Studies

**IDS495 Capstone Course for SDTS
(Specialized Degree Transfer Students) 4 Credits**

In order to meet the credit criteria for this course, students will be required to identify a potential employer relevant to his/her field of study. The student's responsibility is to meet with someone who oversees the day-to-day operations to discuss his/her research project and paper. A minimum of three (3) hours per week is required to complete assignments, read, research, and write the final paper. The capstone course for specialized degree transfer students is designed to assess cognitive and affective learning that requires the command, analysis, and synthesis of knowledge and skills. The course integrates coursework, knowledge, skills and experiential learning to enable the student to demonstrate his/her level of achievement for entry into a new field or advancement in the current field. This is a self-directed, integrated learning opportunity that is the summation of the student's academic and hands-on learning experiences at the bachelor degree level.

Prerequisite: Satisfactory completion of all coursework required for the bachelor degree with the exception of the final term and status as a Continuing Education student

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.

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.

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.

Prerequisites: BUS402, IDS325, and SOC400

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 BUS365 or PSY100 or SOC100 or SOC105 or SOC200 or IDS330 or POL210

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 working 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 offered to students whose score on the placement exam did not meet the requirement for a credit math course. It does not earn any credits for degree seeking students; however, it is a prerequisite for all math courses in lieu of adequate placement scores. Topics include algebraic operations, expressions, equations, polynomials,

and graphing of linear and quadratic equations. A grade of "C" or higher must be achieved in order to pass the course.

MTH101 College Business Mathematics

3 Credits

This course is designed to give the student an understanding and application of mathematic concepts used in business activities such as: banking, payroll, buying and selling, interest computations, taxes, depreciation, financial statements, and statistics. The student will review basic math skills as well as gain an understanding of the mathematical knowledge and skills needed for business.

Prerequisite: MTH010 or passing placement exam scores

MTH105 College Algebra

3 Credits

This course provides a solid foundation of algebraic functions, including the following topics: equations, inequalities and problem solving, functions, and solving systems of equations.

Prerequisite: MTH010 or passing placement exam scores

MTH200 Statistics

3 Credits

This course is designed to develop a familiarity with the use of statistics for making business decisions. Topics covered include frequency distributions, measures of central tendency, probability, various distributions, statistical decision-making, testing hypotheses.

Prerequisite: MTH101 or MTH105

MTH245 Pre-Calculus with Trigonometry

3 Credits

This course is a conceptual course with problem-solving rather than mathematical theory with emphasis on the meaningful development toward the application of mathematics to the solutions of realistic problems. Topics include graphs and functions, exponential and logarithmic systems, trigonometric functions, trigonometric identities and conditional equations, systems of equations and inequalities, matrices and determinants, sequences and series, and basic analytic geometry.

Prerequisite: MTH105

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.

MTH315 Calculus for Business and Social Sciences

3 Credits

This course introduces the concept of the derivative, the integral and the notion of limit. Basic properties of exponential and logarithmic functions are reviewed as we apply the derivative to study population growth, radioactive decay and other real world applications.

Prerequisite: MTH245

MTH330 Statistics II

3 Credits

This course will continue the study of statistics with on and two sample tests of hypothesis. It will focus on test of independence, analysis of variance, simple and multiple regression, correlation analysis and non-parametric statistics.

Prerequisites: MTH200

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.

Nursing

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

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

NUR310 Holistic Nursing+

3 credits

This course explores the role of selected complementary and alternative health practices and promotions in the healthcare arena. Emphasis is placed on ways to promote health and optimum health by exploring historical and cultural perspectives; complementary and alternative therapy interventions' and evaluating the ethical implications of this approach to healthcare.

Prerequisite: NUR375

NUR320 Palliative Care Strategies for the Professional Nurse+

3 credits

This course will provide a focus on improving the quality of life, care and dying of individuals and families experiencing life-threatening illness through nursing assessment and interventions to relieve pain and suffering. Established palliative care standards will be utilized to evaluate the outcomes of such care. Management of pain and barriers to effective pain relief are discussed in depth. Patient care strategies to improve quality of life, relieve pain and alleviate suffering are discussed within the context of nursing practice.

Prerequisite: NUR375

NUR330 Philosophy of Professional Nursing+

3 Credits

The focus of this course is the understanding of health information systems to ethically manage data, information, knowledge, and technology; to communicate effectively; provide safe and effective patient care; and utilize appropriate databases to search for evidence-based research to enhance the quality of patient care, and inform practice decisions. Development of competencies in using patient care technologies, and information management systems in emphasized.

Prerequisite: Current RN license

NUR340 Information Management in Healthcare+

3 Credits

This course focuses on the re-socialization of the RN student from a technical to a full professional nursing role through an overview/synthesis of the conceptual foundations of professional nursing practice. Facilitation of this change will be through incorporation of principles and concepts of self-awareness and self-directed learning throughout discussions of professional self-concept. Topics include role transition, nursing history, ethical and legal issues, nursing theory, professional roles of the nurse, cultural considerations, violence in society, and advanced practice roles.

Prerequisite: Current RN license

NUR350 Nursing Health Assessment for the Practicing Nurse+

3 Credits

Physical assessment for the nursing professional builds on previous knowledge and skills from the sciences, humanities, and nursing. Students learn approaches to a holistic assessment of health, focusing primarily on physical assessment. Interviewing techniques required in the collection of a health history are learned. Assessment techniques of inspection, palpation, percussion, and auscultation are applied to each body system. Students learn to differentiate normal from abnormal assessment findings based on age, gender, and ethnicity. Proper documentation of subjective and objective assessment findings is learned.

NUR375 Conceptual Approach to Pathophysiology for Nurses+

3 credits

Pathophysiological concepts related to disease and common health problems are presented. Emphasis is placed on normal physiologic functioning and changes that occur with disease. Interrelationships among concepts are explored as well as local and systemic manifestations of common disorders. Students will critically analyze pathophysiological processes and related

medical and nursing management for specific health problems for individuals across the lifespan.

Prerequisite: NUR350

NUR400 Methods of Nursing Research+

3 Credits

This course applies the steps of the research process in order to critique a research article and to provide the knowledge for students to become proficient at producing research. Students will also construct a viable research question. They will gain the necessary skills to identify and critique the research articles from research literature and develop a plan for application to clinical practice. Students are given the opportunity to understand ethical principles by becoming a participant in a scenario that might occur when conducting research. The highlight of the course is placed on producing and evaluating nursing research.

Prerequisite: MTH200

NUR410 Community Health Promotion and Education+

3 Credits

This course integrates and applies the major concepts of previous nursing courses by investigating the differences between the delivery of nursing care to individuals and nursing care directed toward communities and populations. Theory and concepts of community/public/global health utilizing levels of prevention are presented. The public/community health nursing role as partner with the community to shape conditions supportive of health is emphasized through application of the nursing process, beginning with the assessment of the community's health and wellness needs and available resources. Planning, organization and delivery of services for populations at risk are tied to Healthy People 2020 goals with and introduction to political and sociocultural aspects of community, demographic and epidemiological methods.

Prerequisite: NUR375

NUR420 Leadership, Management and Role Transition+

3 Credits

Professional development and role transition of baccalaureate graduates entering professional nursing practice focusing on principles of leadership and management applied to health care settings.

Prerequisite: NUR375

NUR430 Evidence-Based Nursing

3 Credits

This course is for RNs and prepares nursing students to critically evaluate evidence developed through methodologies such as research and research protocols for its application to the practice of professional nursing. The course reviews levels of evidence and provides a foundational overview of quantitative and qualitative research methodologies. Ethical issues and policy agendas that influence research were considered throughout the course.

Prerequisite: NUR400

NUR498 Capstone for Nursing

4 Credits

This is a synthesis course that requires the RN-BSN student to demonstrate mastery of skills learned in general education and nursing courses. Special emphasis placed on the implementation of change in response to identified needs/problems in selected healthcare setting. The major assignment is an evidence-based project that grows out of the student's interest related to specific patient populations, professional nursing roles, and/or the healthcare setting.

Prerequisites: Successful completion of course requirements for the Nursing (RN-BSN) degree.

Occupational Therapy Assistant

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

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

OTA100 Fundamentals of Occupational Therapy+

2 Credits

This course provides an introduction to the occupational therapy profession and to the guiding principles, history, theories and philosophy of occupational therapy. Fundamental concepts will be introduced that include goals, values, cultural competence and ethics of the occupational therapy practitioner. Service delivery models including health care, community-based and educational settings will be examined. Through lecture, discussion and assignments, students will explore the *Occupational Therapy Practice Framework: Domain and Process* and the *Standards of Practice* to learn fundamental concepts including the occupational therapy process (assessment to discontinuation of services), role delineations in the healthcare team, wellness and health promotion, safety considerations and the therapeutic use of self.

OTA108 Therapeutic Techniques I+

4 Credits

This course is the first of two courses that will provide foundational skills for the applied treatment courses. The course will provide 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*. Through lecture, lab activities, discussion and assignments students will learn the essential skills for activity analysis, observation and activity modification. The teaching and learning process will also be addressed in detail. Within the course, students will acquire the knowledge and skills to access and appraise all levels of professional literature as well as goal writing and modification techniques.

Prerequisites: ALH120 and OTA100

OTA110 Therapeutic Techniques II+

4 Credits

This course is the second of the courses that will provide foundational skills for the applied treatment courses. The course will provide students with knowledge and application of biomechanics, movement-related function, kinesiology and assessment. It will also include instruction on the continuum of treatment from preparatory methods through occupation-based treatment. Assessment (including measurement) of movement, thermal modalities and strength will be addressed. Initial instruction in documentation will be expanded to include documenting the treatment session as well as taking and recording data. Students will also examine billing and reimbursement structures as well as further their analysis of professional literature and applied evidence-based practice strategies

Prerequisites: OTA108 and ALH130

OTA200 Developmental Occupational Therapy+

4 Credits

This is a comprehensive course that provides the Occupational Therapy Assistant with an understanding of the basic and advanced principles of pediatric habilitation and rehabilitation. It explores common conditions that impede normal development and threaten occupational performance. The course emphasizes developmental knowledge and skills for current occupational therapy screenings, assessments and intervention used with pediatric populations in a variety of service delivery systems. It includes 20 hours of required Level I Fieldwork experience outside of scheduled class time, which provides opportunities for students to observe and begin to apply the concepts learned in the classroom in actual pediatric and developmental therapy settings. The laboratory component of the Pediatric Occupational Therapy course provides structured opportunity for students to develop hands on skills for implementing developmental Occupational Therapy services in a variety of settings. Students practice skills aimed to enhance development, remediate function and promote adaption.

Prerequisites: BIO105 and OTA108

OTA205 Occupational Therapy in Mental Health+**4 Credits**

This course explores the impact of mental illness on occupation. Theories and models of practice used in occupational therapy evaluation and intervention for adolescents and adults will be discussed. Observation skills, problem solving, critical thinking, treatment techniques will be learned and applied to different treatment settings. Case studies, laboratory activities, and competency examinations will be utilized to gain awareness and insight for practitioners working in mental health. Group dynamics and group interactions skills will be explored. This course includes 20 hours of Level I Fieldwork experience outside of the scheduled class time, which provides opportunities for students to observe and apply concepts learned in the classroom in actual mental health practice settings. The laboratory component provides structured opportunities for students to develop hands-on skills for implementing occupational therapy services with individuals who have psychosocial dysfunction. Students practice skills for conduction various therapeutic groups and use a variety of therapeutic media.

Prerequisites: OTA110, OTA200 and PSY420

OTA210 Occupational Therapy in Physical Rehabilitation+**4 Credits**

This course explores the impact of physical disability and illness on human occupation. It analyzes the occupational therapy process with individuals who have physical dysfunction including assessment procedures and current occupational therapy interventions. A variety of physical conditions commonly encountered in physical rehabilitation practice settings are addressed including central nervous system disorders, cardiovascular system disorders, neuromuscular disorders, and orthopedic conditions. The course includes an additional 20 hours of required Level I Fieldwork Experience outside of scheduled class time which provides opportunities for students to observe and apply the concepts learned in the classroom in actual physical rehabilitation practice settings.

Prerequisites: OTA200 and OTA205

OTA215 Developing Professional Behaviors in Occupational Therapy+ 1 Credit

The course provides a basis for developing essential professional skills needed to practice as an Occupational Therapy Assistant in a variety of service delivery systems. 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. Quality improvement processes are explored. Regulatory board requirements for certification, licensure, and on-going professional development are addressed.

Prerequisite: OTA200

OTA220 Occupational Therapy in Geriatrics+**3 Credits**

This course explores the health and well being of the older adult while examining common conditions that occur later in life. This course will focus on the integration of knowledge gained in previous courses regarding anatomy, physiology, biomechanics, activity analysis, and occupation, applying it directly to the older adult. Students will learn how to interpret the plan of care from an occupational therapist and apply it by devising appropriate treatment interventions for this population. Students will utilize the Occupational Therapy Practice Framework: Domain and Process to guide evaluation, intervention and outcomes assessment with emphasis being placed on the rehabilitation/habilitation of the older adult using evidence-based practice.

Prerequisite: OTA210

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 course is a philosophical approach to the inevitability of death. Students will explore the view of death and dying held by the world's major belief systems. Readings will be drawn from philosophy, science, religion, and literature.

Prerequisite: ALH255 or ALH280 or PHI105

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

Physics

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

PHY200 General Physics I*

4 Credits

This course is an introduction to physics that utilizes problem solving. The topics that are covered include: mechanics statics, kinematics, kinetics, work-energy, rotational motion, and impulse-momentum. This course includes a laboratory that is designed to develop basic laboratory skills and illustrate concepts.

Prerequisite: MTH105

PHY300 General Physics II*

4 Credits

This course is an algebra based course and will cover thermodynamics, electric forces and fields, electricity, magnetism, alternating currents, electromagnetism, optics, relativity, quantum theory, atomic theory, and modern physics.

Prerequisite: PHY200

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.

POL310 Public Policy

3 Credits

The course is the study of the governmental decision-making processes based on the administration of the political agenda. The connection of public policy to the legislative and electoral process will be discussed.

Prerequisite: PHI105

POL320 State and Local Government

3 Credits

This course introduces students to the role of state and local governments in formulating policy. The course examines the federalist system that disperses power and responsibility

among federal, state, and local governments. It will additionally study the changing nature of those roles and the future of state and local governments in administering federal programs.
Prerequisite: LGS180

POL325 Conflicts in American Government 3 Credits

This course is an analysis of the decision-making structure and processes of American national government. Discussion will include the role of political parties and interest groups and the formation of public policy. Controversies of select public policies such as: foreign policy, defense, health and welfare, civil liberties, and civil rights will be analyzed.

Prerequisite: POL200 or POL250

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.

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 will include the history of psychology, the ethics of psychology study, the biological basis of behavior, the nature of perception, and the states of consciousness, learning, memory, cognition, and mental abilities, motivation and emotion, personalities, disorders, among others.

PSY105 Child Growth and Development 3 Credits

A study of childhood development from the prenatal period through adolescence. The practical aspects of child rearing are stressed. Special emphasis is placed on normal physical, social, and psychosocial growth so the student can recognize normal development as well as deviations from the normal.

PSY210 Medical Psychology 3 Credits

In this course, the student studies the behavioral and psychological factors associated with medical illness, pain, and disability. Emphasis is placed on the psychological adjustment of an individual and the family to the changes in lifestyle that come about because of medical illness/disability. Methods used to motivate and impact behavior change in the treatment of these individuals are also emphasized. Students will discuss and develop sensitivity for persons with disability, cultural, and socioeconomic differences.

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 provides an examination of the various psychological disorders as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is on terminology, classification, etiology, assessment, and treatment of the major disorders. A combination of theory, research and illustrative case and film study is used to present the course material. Students will be asked to describe normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, impairment and therapeutic techniques.

Prerequisite: BIO105 or PSY100

Physical Therapist Assistant

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

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

PTA100 Fundamentals of Physical Therapy+**3 Credits**

This course teaches the concepts and scope of physical therapy and its relationship to other health care professions. The role the physical therapist, physical therapist assistant, and the physical therapy aide are discussed with emphasis on supervisory relationship, professionalism, and communication. Conditions treated and procedures used are covered. Cultural diversity and socioeconomic differences will also be discussed. Students will develop appropriate communication skills within the healthcare field. This course serves as a foundation for all consecutive PTA courses in preparation for the National Therapy Exam.

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

PTA160 Pathophysiology for PTA I+**3 Credits**

This course introduces pathology and disease by investigating the etiology, pathophysiology, and clinical manifestation of a wide variety of diseases affecting the various body systems of the human body specifically the Integumentary, Nervous System, GI, Immune, and Reproductive. Diagnostic procedures and treatments for various disorders will be discussed as well as pharmaceuticals.

Prerequisites: ALH120

PTA235 Modalities+**4 Credits**

This course provides the student with an understanding of the basic physical therapy modalities, including indications/contraindications, patient preparation, and documentation. Emphasis will be placed on practical application, skill development and effective communication skills. Successful completion of competency evaluations in a safe, ethical and effective manner is required for the course. Through the competency examinations, students

will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

Prerequisites: ALH130 and PTA155

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: Concurrent with ALH130 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

PTA260 Pathophysiology for Physical Therapist Assistant II+

3 Credits

This course introduces pathology and disease by investigating the etiology, pathophysiology, and clinical manifestation of a wide variety of diseases affecting the various body systems of the human body including Cardiovascular, Respiratory, Endocrine, Urinary, and Hemopoietic and Lymphatic systems. Diagnostic procedures and treatments for various disorders as well as pharmaceuticals will be discussed.

Prerequisite: ALH130 and PTA160

PTA265 Neurological Rehabilitation+

4 Credits

This is a comprehensive course that provides the physical therapist assistant student with an understanding of the basic principles of neurological rehabilitation of acute and chronic conditions. This course will teach students how to integrate their understanding of pathophysiology, fundamental principles of patient care procedures, kinesiology, and therapeutic exercise, and apply them to patients with neurological diseases and injuries. This course will teach students how to devise proper patient instruction and application of specific neurological treatment techniques while demonstrating an understanding of the Physical Therapist Assistant's role including the responsibilities, privileges and limitations of the position. Emphasis will be placed on practical application, skill development, and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective manner is required for this course. Through the competency examinations students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

Prerequisites: PTA160 and PTA255 and concurrent with PTA260

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**4 Credits**

The internship experience at Central Penn allows students to apply the knowledge and skills learned in the classroom to the working environment. This experience is the capstone for all PTA classes and will prepare students for the National Physical Therapy Exam. Students will deliver physical therapy services in an ethical, safe and effective manner as evidenced by good clinical judgment. Students will also demonstrate a professional attitude and communicate effectively with members of the healthcare field.

Prerequisites: Successful completion of all courses and requirements of the Physical Therapist Assistant program and to have passed all required competency tests and STS300 Job Pursuit Seminar.

Science

SCI100 Basic Nutrition**3 Credits**

This course examines the basic principles of nutrition with a focus on the relationships of nutrients to health and fitness. Topics include basic dietary constituents, principles of body function, considerations for disease prevention and management, dietary regulation, dietary myths, food safety, and weight management. Student will also analyze current topics in nutrition and determine how cultural and social difference impact lifelong health

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.

SCI130 Introduction to Renewable Energy Technology**3 Credits**

This course is designed as a basic introduction to the types of renewable energy technologies (RET) including biomass, geothermal, fuel cells, wind power, solar power, tidal power, nuclear power, and hydropower. Topics will include the history and principles of RET, the history and future of global energy consumption, global energy and costs, and environmental issues and concerns. Particular emphasis will be placed on the social and cultural impact of RET as well as recent trends and debates within the field of environmental studies.

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.

SCI230 Environmental Geology 3 Credits

This course serves as an introduction to the fundamentals of geology as a scientific field, including natural hazards, resources, processes, and health. Students will examine fundamental geologic processes such as the rock cycle, hydrologic cycle, and plate tectonics. Particular emphasis will be placed on issues of climate change, sustainability, and human impact.

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.

SCI300 Genetics 3 Credits

This is an introductory course that covers transmission genetics, molecular genetics, and population genetics, with an emphasis on problem-solving. Examples in both plants and animals (including humans) are considered. This course includes a laboratory that is designed to develop basic laboratory skills and illustrate concepts.

Prerequisites: ALH155 or ALH120, ALH165 or ALH130, BIO120, and MTH105

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

SCI320 Advanced Nutrition for Healthcare Providers 3 Credits

This course considers the basic principles of human nutrition and studies those factors that influence nutritive requirements and maintenance of nutritional balance. The course examines the relationships between proper nutrition and social, mental, and physical well-being and studies the application of nutrition principles to the human life cycle. Topics include nutrient functions, needs, sources, and developmental alterations to nutrition due to pregnancy, lactation, growth, development, maturations, and aging.

SCI330 Advanced Pharmacology 3 Credits

This course is a study of the science of pharmacology with emphasis on understanding the impact of pharmacological intervention on the human body. This is an in depth examination of the different classes of medications, side effects, interactions and contraindications. We will also explore the impact of over the counter (OTC) medications and herbal remedies.

Prerequisite: ALH130 or ALH165

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

The field of sociology considers how particular life experiences, attitudes, and values are shaped by membership in stratified societies, particularly in social categories such as social class, race, ethnicity, sex, sexuality and nationality. The course offers a broad introduction to the principles of sociology and its approach to understanding human behavior by introducing students to the foundations of society, social inequality, social institutions, and social change.

SOC110 Marriage and the Family**3 Credits**

This course includes the study of successful relationships, the family functions, mate selection, communication, role equity, parenthood, and marital growth and fulfillment.

SOC200 Social Deviance**3 Credits**

This course is designed to be a broad survey to expose students to the sociological aspects of deviance. Topics to be covered include the dynamics of deviance, what qualifies as deviant behavior in certain social settings and the public reaction to it, society's approach to sex, violence, theft, drugs and mental disorders, and how the deviant should be treated.

Prerequisite: PSY100 or SOC100

SOC205 Sociology of Religion**3 Credits**

The social influence on religion raises many fundamental questions, especially when faced with a variety of religious traditions and interpretations. This course explores the nature of religious beliefs and practices, both in a historical and contemporary context.

Prerequisite: SOC100 or HUM105

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.

SOC305 Social Movements**3 Credits**

The course focuses on specific social movements and protests that helped to shape public policies, politics, and society such as the Women's Suffrage, Civil Rights Movement, and the Arab Spring. Students will analyze how and why people mobilize to create or prevent social change as well as the specific factors that help to predict a movement's success or failure.

Prerequisites: SOC100 or HUM105

SOC350 Social Responsibility**3 Credits**

This course is designed as an interdisciplinary synthesis of learning for Central Penn College undergraduates through the lens of civic engagement and social responsibility. Topics include problem solving in contemporary society. Upon completion, student will have developed awareness and skills to sustain and advance the communities in which they live. This course requires interaction with outside agencies.

Prerequisites: HUM105 and SOC100

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 offers a structural and systematic analysis of the intersections between race and gender with a specific focus on issues on inequality, power, prestige, and opportunity. Students will examine the social and cultural construction of race and gender, especially as they relate to identity, institutions, media, and the workplace. The course's primary objective is to offer a conceptualization of race and gender as interlocking concepts that reinforce social hierarchies and inequities.

Prerequisite: HUM105 or SOC100

Student Success

STS300 Job Pursuit Seminar

1 Credit

Job Pursuit Seminar teaches the job seeker the positive and beneficial concepts and skills of finding suitable and meaningful employment including self-appraisal, resume and cover letter preparation, sources of employment, and interviewing techniques.

Prerequisite: Successful completion of any 48 academic credits

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.

TEC210 Discrete Logic

3 Credits

This course focuses on the language and methods of reasoning used throughout mathematics, computer science, and selected topics in discrete mathematics. Students will use the principles of sets and subsets, logic, counting, functions, order relations and structures, and finite state machines. Students will spend time each week reading, completing assignments and other related academic activities outlined by the professor.

Prerequisite: MTH105

TEC222 Networking II

3 Credits

Network II introduces wireless and mobile networking, multimedia, 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

TEC240 Visual Basic for Applications

3 Credits

Visual Basic for Applications is a programming language that allows users to customize their applications by creating more convenient ways to perform common tasks. The course is designed to guide the beginning programmer in writing procedures using the VBA language to customize Microsoft Word, Microsoft Excel, and Microsoft Access.

Prerequisite: TEC235

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

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

TEC250 Computer Science Transfer Credit

3 Credits

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 SQL Fundamentals

3 Credits

Structured Query Language is the standard language for creating, maintaining, and extracting data from all relational databases. SQL Fundamentals introduces the conceptual framework for SQL and syntax for identifying and defining data types, defining the relationship between fields, and entering data into the proper table. Students will be expected to learn how to enforce data integrity and query a database within SQL.

Prerequisite: TEC200

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 background behind these issues and the practical challenges of system implementation. Web based programming languages such as PHP, Ruby on Rails, and Java will be used for in-class demonstrations and for assignments. Readings from current research and professional publications will inform discussions. Projects and assignments will involve the implementation, use, and evaluation of advanced web-based systems.

Prerequisites: TEC245 and TEC235

TEC350 Firewalls and Intrusion Detection**3 Credits**

Beginning with an examination of the nature of firewalls and the importance of developing a security policy to meet specific requirements, this course proceeds to study various firewall topologies and how they are implemented in order to support network services. The concept of honeypots and honeynets are introduced and students will learn how they can be used to monitor and track attacks on the network.

Prerequisite: TEC222

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

GRADUATE DEGREE PROGRAMS

Graduate Admissions

Central Penn College offers a Master of Professional Studies in Organizational Leadership with two career-focused concentrations of study: Organizational Development and Financial Analysis.

Graduate Admissions Requirements

To be eligible for admission to the Master of Professional Studies program, students must meet the following criteria:

- Submission of a graduate studies application.
- Three or more years of professional work experience (waivers may be granted as determined by the Graduate Admissions Committee, GRE/MAT scores may also be considered).
- A minimum undergraduate GPA of 2.75 from an accredited higher education institution.
- Submission of two letters of recommendation, one from a current or former supervisor.
- Submission of a two- to three-page goal statement articulating career aspirations and professional goals as they relate to organizational leadership.
- Submission a professional resume.

A maximum of six graduate credits with letter grades of B or higher could transfer to Central Penn provided the credits are equivalent to Central Penn coursework.

Graduate Admissions Procedures

- Complete an application at www.centralpenn.edu
- Schedule an interview with an admissions counselor to discuss the program and qualifications.
Provide all admissions requirements to the counselor to be considered for acceptance.
- Post-secondary education transcripts must be mailed to the admissions office.

Application Deadline and Delivery Options

Central Penn accepts applications for starts in the following terms:

- Fall – Financial analysis (on-site) and organizational development (on-site OR fully-online)
- Spring – Financial analysis (on-site) and organizational development (on-site OR fully-online)

Applications will be reviewed by a committee and admissions decisions are typically made within two weeks of application completion.

Lifelong Learning

Central Penn College offers credit for approved work/life experience through the Lifelong Learning (LLL) program for Graduate students. Master's degree-seeking students can earn a maximum of 9 credits.

Tuition and Fees

Costs for Fall 2016

Tuition Costs Per Term - \$634 per credit

6 credits per term for 5 terms and 1 term of 3 credits = Total of 33 credits

Estimated Tuition Costs Per Term

6 credit term(s) - \$3804

3 credit term - \$1902

Student/Technology Fee Per Term

Graduate Student/Technology Fee - \$290

Estimated Book Fees Per Term

Book Fees (estimates) - \$270

Total First Term Estimated Cost

Estimated first term (tuition + fees + books) - \$4364

Master of Professional Studies Organizational Leadership

Academic Definitions and Policies

1. Academic Integrity – One of the goals of an academic institution is to develop the intellectual potential of each student while fostering humane values. Students must fully accept and perform their academic responsibilities. Academic dishonesty is destructive to the well being of the student and the institution. Stringent sanctions will be enforced upon the detection of academic dishonesty up to and including academic dismissal.
2. Academic Dishonesty – any action or omission by a student that constitutes plagiarism, cheating or academic misrepresentation.
3. Academic Misrepresentation – intentionally making or failing to correct false statements to a faculty member in order to gain an academic benefit, such as an extension of a deadline or additional assistance in completing an assignment.
4. Plagiarism – presenting the published or unpublished ideas, research, or conclusions of another (including another student) as one's own, or using such ideas, research, or conclusions without attribution.
5. Sanctions for academic dishonesty range from a reduced grade or zero on an assignment to academic dismissal. The determination would be ultimately decided in consultation with the Dean of Graduate and Professional Studies.
6. Notification of Student – A student determined to be guilty of academic dishonesty will be notified of such determination on a form to be approved by the authorized designee. A copy of any document preserved as evidence of such academic dishonesty will be attached to such form. The form will clearly state the reason for such determination and the sanction that is being imposed.

Capstone in Professional Studies

The capstone in professional studies provides students with an opportunity to design a project based on a specific situation to generate a practical solution. Through this experience, students will utilize practical leadership skills while they conduct their research. Candidates will submit an action research project design, collect and

analyze data from the action research, conduct a literature review and inform practical applications for their research.

Course Descriptions

Students must complete 33 credits, which equals 11 courses. Courses subject to change based on curriculum review process.

ORG500 Perspectives of Ethics and Leadership

3 credits

This course is designed to prepare students to meet the ethical leadership challenges and opportunities they will encounter as emerging leaders in various professional fields. Ethics is a foundational component of leadership. The course provides cases in which students will analyze and apply ethical philosophies and theories to the decisions and behaviors of leaders. Students will also assess and reflect on their own ethical, leadership, and followership styles. The course further examines codes of ethics for the student's respective fields.

ORG505 Dimensions of Leadership

3 credits

This course is designed to study the major theories of leadership in order for students to improve their ability to apply the basic knowledge of leadership. The course discusses the evolution of leadership, both heuristically and hermeneutically. In addition, students examine the process of leadership and how the components of that process are driven by the theories. This course allows students to identify and evaluate contemporary leadership issues in today's complex society through topics such as culture and gender.

ORG510 Strategic Leadership

3 credits

The purpose of this course is to guide students with the perspective of strategic leadership within organizations. Strategic leadership is the center of the big picture planning process, spanning across the entire business enterprise. Comprehensive planning and sound execution by management leads to positive business performance, while achieving organizational objectives. Students will be introduced to the concept of crafting long-term plans, implementing competitive operations, and executing and leading organizational strategies.

ORG515 Leadership Communications

3 credits

This course introduces key elements of professional and technical communications. Course topics include information literacy, user-centered writing and design, communicating with diverse audiences, ethical communications, informational design and technical writing styles. Through these topics, the course will approach the practice of leadership from a communication perspective.

ORG520 Applied Research for Professionals

3 credits

This course is the study and application of the different methodologies of research appropriate for professional studies. Students will utilize case studies to explore the purposes and applications of applied research. Students will explore paradigms and methods for designing and conducting effective research, in addition to interpreting and analyzing the data to implement realistic and sustainable solutions.

Financial Analysis Concentration Course Descriptions

12 credits

Students choosing the Financial Analysis Concentration take the following courses:

FNA600 Organizational Financial Management

3 credits

This opening course in the concentration will expose students to a broad application of financial theory and practice. The content will survey the principles of organizational finance

related to financial analysis, capital budgeting, cost of capital, and long-term financial structure of the contemporary firm. Students will employ modern financial thought in a variety of organizational venues.

FNA605 Advanced Budgeting Systems

3 credits

This applied budgeting course will enhance student expertise in advanced budgeting and allocation techniques. Students will evaluate organizational cost drivers, optimal targets, performance-based systems, sensitivity measurements, flexed approaches and financial statement analysis. It will also provide differentiating methodologies for organizational agility in rapidly changing economic climates.

Prerequisite: FNA600

FNA610 Contemporary Risk Management

3 credits

This risk management course will survey wide-ranging issues in risk management, risk measurement, hedging techniques, indemnification, fraud identification and prevention, and a diverse host of modern problems in the field. Students will focus primarily on tools that manage the comprehensive risk dynamic in a modern organizational setting.

Prerequisite: FNA600

FNA615 Topics in Financial Models

3 credits

This financial modeling course introduces a range of topics in the emerging financial field. Topics include terminology, financial instruments, investment positions, the mechanics of derivatives and options, arbitrage, volatility engineering and cash flow design. Students will employ MS Excel to manage diverse quantitative financial needs within the organization.

Prerequisite: FNA605

Organizational Development Concentration Course Descriptions

12 credits

Students choosing the Organizational Development Concentration take the following courses:

DEV600 Organizational Psychology

3 credits

This course will examine the organization through the lenses of both psychological and sociological theory. It is an applied area involving the use of psychological and sociological approaches and principles to solve problems related to the workplace and organizations. Topics covered will include an analysis of the organization, and individual and groups working within institutions. The cultural dynamics and cultural characteristics are also identified with particular attention focused on their effect on an organization's development and change.

DEV605 Organizational Development and Change

3 credits

This course introduces issues of organizational systems, including performance assessment, organizational effectiveness, organizational politics and power, job structure and organizational design. This course further familiarizes students to organizational change and development as it unfolds in a process resulting from complex social interactions between leaders and followers within a specific context. Students will examine change as it relates to an organization based on a systematic approach and organizational components. Core design and organizational theories will be discussed.

DEV610 Organizations and Sustainability

3 credits

The objective of this course is to study the principles and practice of sustainability. The course discusses sustainability from a systemic approach and its application to organizations. It explores the interconnectedness between organizational change and sustaining such change. Students examine the impacting effects of sustainability, both internal and external to the

organization. This course allows students to identify and evaluate environmental, economic and social issues in today's complex society through experiential learning and case studies.

DEV615 Conflict Management

3 credits

This course is designed to explore the central dynamics of conflict. The course explores the core principles of effective conflict management across a variety of situations commonly encountered by the professional manager. The information in the course is based upon recent research which is applied through a faculty-facilitated, example-based approach to the development of a theoretical and practical foundation to the management of conflict.

Supplemental Course Descriptions

Students will be required to take one supplemental course (3 credits). This course will be offered as part of the fourth term of each cohort. The specific course will be determined by the College based upon scheduling considerations.

ORG600 Principles of Supervision

3 credits

The course provides an overview to the practical roles and duties of the supervisor. Emphasis will be placed on the development of leadership skills, managerial functions and organizational practices. Course topics will include the development of individual employees and teams, decision making, human relations, the selection and evaluation of employees, issues of safety and employee motivation.

ORG615 Employment Law for Managers

3 credits

This course reviews federal and state labor and employment legislation such as; Title VII of the Civil Rights Act of 1964, American Disabilities Act, Family Medical Leave Act, the Fair Labor Standards Act and the 2008 amendments. An overview of the fundamentals of administrative law, regulatory control, laws and issues in employment, property, contracts and ethical issues, will be discussed in the content for supervisors and managers.

ORG620 Budgeting and Finance for Managers

3 credits

This course provides students with an in-depth understanding of general accounting and budgeting practices. Students develop financial skills and budgeting principles and review topics which include basic financial concepts and accounting, organizational financial planning, various types of budgeting, the budget development process, budget forecasting, financial accountability and risk assessment.

Capstone in Professional Studies

ORG699 Applied Research Capstone in Professional Studies

3 credits

The Capstone in Professional Studies provides students with an opportunity to design a project based on a specific situation to generate a practical solution. Through this experience, students will utilize practical leadership skills while they conduct their research. Candidates will submit an action research project design, collect and analyze data from the action research, conduct a literature review and inform practical applications for their research.

ACADEMIC CALENDAR 2016-2017

Summer Term 2016

Monday, July 4, 2016 – summer term begins for evening students
Monday, July 4, 2016 – college closed – affected classes see Blackboard*
Wednesday, July 6, 2016 – summer term begins for day students
Monday, September 5, 2016 – college closed – affected classes see Blackboard*
Saturday, September 17, 2016 – summer term ends

Fall Term 2016

Monday, October 3, 2016 – fall term begins for evening students
Tuesday, October 4, 2016 – fall term begins for day students
Monday, October 10, 2016 – college closed – affected classes see Blackboard*
Thursday, November 24, 2016 – college closed – affected classes see Blackboard*
Friday, November 25, 2016 – college closed – affected classes see Blackboard*
Saturday, November 26, 2016 – college closed – affected classes see Blackboard*
Saturday, December 17, 2016 – fall term ends

Winter Term 2017

Monday, January 9, 2017 – winter term begins for evening students
Tuesday, January 10, 2017 – winter term begins for day students
Monday, January 16, 2017 – college closed – affected classes see Blackboard*
Monday, February 20, 2017 – college closed – affected classes see Blackboard*
Saturday, March 25, 2017 – winter term ends

Spring Term 2017

Monday, April 10, 2017 – spring term begins for evening students
Tuesday, April 11, 2017 – spring term begins for day students
Monday, April 17, 2017 – college closed – affected classes see Blackboard*
Monday, May 29, 2017 – college closed – affected classes see Blackboard*
Saturday, June 24, 2017 – spring term ends

**Note: During holiday related closings, students are responsible for Blackboard related course work. If the class meeting time is impacted by a holiday closing, faculty will post an assignment on-line prior to the holiday closing, with an indicated due date. Failure to access and complete the assignment constitutes a failing grade for the lesson and an absence. It is the student's responsibility to make sure he/she understands the expectations of the faculty.*

IMPORTANT DATES AND EVENTS

2016

July 5, 2016 – New Student Move-in Day
July 5, 2016 – New Student Orientation
July 16, 2016 – Summer Open House
July 28 & 29, 2016 – Discover Forensics Camp
August 11, 2016 – PTA Day Lancaster
August 12, 2016 – Fall Campus Preview
August 17, 2016 – PTA Day Summerdale
October 2, 2016 – New Student Move-in Day
October 3, 2016 – New Student Orientation
October 19, 2016 – Discovery Day
October 22, 2016 – PTA Formal Faculty Interviews
October 22, 2016 – Fall Harvest
November 7, 2016 – Basecamp Summit
November 12, 2016 – Fall Open House
November 30, 2016 – OTA Day
December 10, 2016 – Second Saturday

2017

January 9, 2017 – New Student Move-in Day
January 9, 2017 – New Student Orientation
January 14, 2017 – Second Saturday
January 25, 2017 – Discovery Day
January 28, 2017 – Accepted Student Brunch
February 8, 2017 – PTA Day Summerdale and Lancaster
February 11, 2017 – Second Saturday
March 4, 2017 – Spring Open House
April 8, 2017 – PTA Formal Faculty Interviews
April 10, 2017 – New Student Move-in Day
April 10, 2017 – New Student Orientation
April 21-22, 2017 – Closer Look Weekend
May 3, 2017 – OTA Day
July 9, 2017 – New Student Move-in Day
July 10, 2017 – New Student Orientation
July 15, 2017 – Summer Open House
July 27-28, 2017 – Discover Forensics Camp
August 11, 2017 – Fall Campus Preview
August 16, 2017 – PTA Day Summerdale and Lancaster
October 18, 2017 – Discovery Day
October 21, 2017 – PTA Formal Faculty Interviews
November 11, 2017 – Fall Open House
November 29, 2017 – OTA Day

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2017-2018 ACADEMIC CALENDAR

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Summer Term:	Begin: Monday, July 10, 2017 Monday, September 4, 2017 - Labor Day - College Closed*	End: Saturday, September 23, 2017
Fall Term:	Begin: Monday, October 9, 2017 Day Students Begin: Tuesday, October 10, 2017 Monday, October 9, 2017 - Columbus Day - College Closed* Wednesday, November 22, 2017: Evening classes will be given Blackboard assignments. Thursday - Sunday, November 23 - 26, 2017 - Thanksgiving Break - College Closed*	End: Saturday, December 23, 2017 End: Saturday, December 23, 2017
Winter Term:	Begin: Monday, January 8, 2018 Monday, January 15, 2018 - Martin Luther King, Jr. Day - College Closed* Monday, February 19, 2018 - President's Day - College Closed*	End: Saturday, March 24, 2018
Spring Term:	Begin: Monday, April 9, 2018 Monday, May 28, 2018 - Memorial Day - College Closed*	End: Saturday, June 23, 2018

*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

1-800-759-2727
centralpenn.edu
admissions@centralpenn.edu

IMPORTANT PHONE NUMBERS

Office	Phone
Academics	ext. 2510
Activities	ext. 2286
Athletics.	ext. 2273
Business	ext. 2224
Career Resource Center	ext. 2467
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
Records & Registration.	ext. 2229
Resident Advisors	
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
Knight & Day Café	ext. 2293 or 2304
Security	ext. 2364 or 982-1808
Student Services	ext. 2272

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 centralpenn.edu, student emails and the answering service.

On days when the college is closed, students must use Blackboard to access their coursework.

For more information visit centralpenn.edu/weather.