



CENTRAL PENN  
COLLEGE

**2021-2022 CATALOG**

**VOLUME 99**

**ADDENDUM**

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

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# WELCOME

## FROM THE OFFICE OF THE PRESIDENT



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

The purpose of this College Catalog is to inform you of the many aspects of Central Penn College. In these pages, you will discover a wealth of knowledge about Central Penn, including descriptions of the courses and programs available to students, our general policies and procedures, admissions services, and other resources. The Catalog serves to assist you in answering questions you may have during the course of your studies. In addition, you may always reach out to one of our faculty, staff, or administrators when you have questions. Page 14 has a list of offices you may need to contact during your time at Central Penn.

Central Penn College is committed to a valuable and successful student learning experience. We are guided by our core values: Integrity, Scholarship, Excellence, Professionalism, Inclusivity, and Community Service. These values enable us to fulfill our mission to open opportunities to students from a variety of academic backgrounds by providing the education needed for employment and advancement in their fields; this has been our legacy for 140 years.

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

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

# ABOUT CENTRAL PENN COLLEGE

## A Short History of the College

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

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

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

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

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

The Central Penn College Education Foundation was established in 2002 and awarded its first scholarship in 2005. The foundation's scholarship endowment is currently valued at \$10 million plus. Since 2005, nearly 2,600 Central Penn students have received scholarships through the Education Foundation. The sole mission of the foundation is to provide scholarship assistance to our students.

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

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

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

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

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

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

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

In June 2018, Dr. Linda Fedrizzi-Williams became the college's 10th president after serving as interim co-president and provost/vice president of academic affairs for the previous two years. Under her leadership, the college has directly addressed affordability by freezing tuition, reforming fees, and launching an innovative Housing Scholarship program. Full-time students are eligible to receive a scholarship to cover all housing costs on campus for their first two academic years by maintaining full-time enrollment and satisfactory academic performance. Eligible students may renew it for an additional two years to cover up to four years total of housing costs on campus. See an admissions counselor for further details to see if you qualify.

In 2019, Central Penn College adopted the 2020-2024 Strategic Plan to guide the growth and next great phase of change at Central Penn College. Staking out core values such as "Students are Family" and "Delivering Experiences That Excel," the five-year plan is a roadmap for what to expect in the years ahead at Central Penn College.

As evidence that the college is growing and renewing its commitment to career-focused education, more than 20 new professional certificates are on schedule to be launched by the end of 2021, presenting our students with highly relevant training and education to secure employment in high demand occupations in Central Pennsylvania and beyond.

## Mission

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

## Vision

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

## Core Values

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

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

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

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

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

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

# ACCREDITATIONS AND APPROVALS

## College Accreditation

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

## College Approvals

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

## Program Accreditations and Approvals

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

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

Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), 6116 Executive Boulevard, Suite 200, North Bethesda, MD, 20852, (301.652.AOTA), [ACOTEonline.org](http://ACOTEonline.org).

Medical Assisting AAS program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 9355 113th Street North, Suite 7709, Seminole, FL 33775, (727-210-2350), [www.caahep.org](http://www.caahep.org).

The PTA program at Central Penn College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), American Physical Therapy Association, 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3243 or 800-999-2782, ext. 3243; website: [www.capteonline.org](http://www.capteonline.org). If needing to contact the College program/institution directly, please call 717-728-2315 or email [nicolepatterson@centralpenn.edu](mailto:nicolepatterson@centralpenn.edu).

# CAMPUS DIRECTORY

## Academic Affairs

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### Academic Affairs Office

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## Administration and Finance

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## **Advancement and Strategic Initiatives**

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### **Communications Office**

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## **Lancaster Center**

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### **Lancaster Center**

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## **People and Culture**

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humanresources@centralpenn.edu  
717-728-2406

## **President**

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### **Office of the President**

Boyer House  
Linda Fedrizzi-Williams, EdD, MA  
President  
officeofthepresident@centralpenn.edu  
717-728-2324

## **Student Services**

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### **Office of Student Services**

Bollinger, Room 40  
Romeo Azondekon  
Vice President of Student Services  
romeoazondekon@centralpenn.edu  
717-728-2437

### **Student Engagement**

The Underground, Room 37  
Adrienne Thoman  
Dean of Student Engagement  
adriennethoman@centralpenn.edu  
717-728-2286

### **Athletics**

The Underground, Room 39  
Kasey Hicks  
Athletic Director  
kaseyhicks@centralpenn.edu  
717-728-2272

### **First Year Experience**

The Underground, Room 36  
Janet Bixler  
Director  
janetbixler@centralpenn.edu  
717-728-2227

### **Student Housing and Residential Life**

Super Suite 145  
Lindsay Garber  
Director of Student Housing and Residential Life  
lindsaygarber@centralpenn.edu  
717-728-2214

### **Equity and Student Success**

Bollinger, Room 57  
Megan E. Peterson, MS  
Dean of Equity and Student Success  
equity@centralpenn.edu  
717-728-2398

### **Student Success Counseling**

ATEC, Suite 312  
Room 113 (Lancaster)  
Tom Palmieri, MS, NCC, LBS, LPC  
Counseling Director  
CPCcounselor@centralpenn.edu  
717-728-2416

### **Learning Center**

Bollinger, Room 59  
Megan Rehm Kaiser  
Director, The Learning Center  
learningcenter@centralpenn.edu  
717-728-2234

### **Student Success/Advising**

Bollinger, Room 52  
Caitlin Copus  
Director of Student Advising  
advisingcenter@centralpenn.edu  
717-728-2241

## **Technology and Project Management**

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### **Office of Technology and Project Management**

[Bollinger, Room 55](#)  
[Thomas Parker](#)  
Chief Information Officer  
[helpdesk@centralpenn.edu](mailto:helpdesk@centralpenn.edu)  
[866-291-HELP](tel:866-291-HELP)



# STANDARDS AND COMPLIANCE

## **Disability Support Services**

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Central Penn College is committed to providing equity of opportunity to students with disabilities through a supportive academic and social environment. Faculty and students work together in partnership to determine the needs of our students and attempt to see that those needs are met.

Qualified students with disabilities who meet the technical and academic standards of Central Penn College may be entitled to reasonable accommodations. Under the Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act (ADA) of 1990 as amended by the ADAA of 2008, a disability is defined as any physical or mental impairment which substantially limits a major life activity. As such, disabilities can be physical, psychological, the result of a traumatic brain injury, or a learning disability.

Central Penn College makes every effort to ensure that reasonable accommodations are made for students with an identified disability. Reasonable accommodations are modifications made with the intent of eliminating or decreasing barriers which students might encounter due to their disability. Accommodations cannot fundamentally alter an academic course or program. Certain programs may have physical requirements for successful completion. Auxiliary aids and services are provided unless such provisions place an undue hardship (defined as significantly difficult or expensive) upon an institution.

Students who self-identify as a person with a disability requiring auxiliary aides or accommodations should be directed to the College's ADA Coordinator to ensure these students obtain the appropriate information and, if desired by the student, initiate the formal process for receipt of auxiliary aids and academic adjustments.

Students with obvious and severe physical disabilities will be served prior to receipt of proper documentation. Central Penn College is committed to creating an accessible environment. Facilities are either located on ground level or have appropriate elevator service with outdoor ramps and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

Students are encouraged to notify Disability Support Services as soon as possible to ensure the timely implementation of needed accommodations. Auxiliary aids and academic adjustments are provided at no cost to the students with disabilities. Students going through the enrollment process may request a meeting with the ADA Coordinator through their Admissions Counselor.

The College's ADA Coordinator is:  
Megan E. Peterson, MS  
equity@centralpenn.edu  
717-728-2398  
Bollinger 57

Students have the right to file a grievance with Central Penn College in the event that students believe the College has not followed its policies. The grievance procedures are detailed in the Grievance section of this catalog and the Disability Support Services Manual.

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

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

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

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

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

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

## **FERPA**

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### **Preamble**

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

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

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

### **Inspection**

The student has the right to inspect, in the presence of a staff member, official college records, files, and data primarily and directly related to themselves. 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 they request in writing the Office of Records and Registration to initiate such an inspection.

Education records of the student will not be released to the student, his parents, or any third party as long as a financial indebtedness or serious academic and/or disciplinary matter involving the student remains unresolved. This limitation does not preclude the student from having personal access to the records – merely from obtaining the release of the information. The student may not have access to the confidential financial statement of parents or any information contained in such statements. The student is entitled to request copies of their 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 their privacy or other rights as a student, and to provide an opportunity for the correction or deletion of any such inaccuracies, misleading or otherwise inappropriate data contained therein. The substantive judgment of a staff member about a student's work, expressed in grades and/or evaluations, is not within the purview of this right to challenge.

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

### **Hearing**

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

be furnished, within a reasonable time following the hearing, a written decision from the designated hearing officer. In addition, the student is entitled to receive a written summary of the evidence and the reasons for the decision.

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

**Disclosure**

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

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

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

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

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

**Failure to Comply**

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

## Higher Education Act of 1965

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The College publishes an annual Consumer Information Guide that contains useful information about the various aspects of the Higher Education Act of 1965, as amended in 2008. To view the Consumer Information Guide, please visit [https://www.centralpenn.edu/wp-content/uploads/2019/08/2019-2020\\_consumer\\_information\\_guide.pdf](https://www.centralpenn.edu/wp-content/uploads/2019/08/2019-2020_consumer_information_guide.pdf)

## Harassment Policies

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### Harassment Policy

Central Penn is committed to providing an environment that is free of discrimination and harassment. Actions, words, jokes or comments based on an individual's race, national origin, color, creed, religion, sex, age, ability, veteran status, sexual orientation, gender identity or any other legally protected characteristic will not be tolerated.

Harassment (both overt and subtle) is a form of misconduct that is demeaning to another 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 Equity at [equity@centralpenn.edu](mailto:equity@centralpenn.edu) immediately with details of the behaviors encountered, so an investigation can be completed.

### Gender Discrimination/Sexual Harassment Policy Statement

The college maintains the principle that the campus should be a place of work and learning, free of all forms of gender discrimination, sexual harassment, intimidation, exploitation and sexual misconduct. Sexual harassment is a violation of state and federal law and College policy, and includes unwelcome sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature when submission to such conduct is (explicitly or implicitly) made a term or condition of employment or academic status, is used as a basis for employment or academic decisions, or when such conduct has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile or offensive working, educational, or living environment.

Gender-based harassment also prohibited. It includes but is not limited to acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex stereotyping, including gender expression or sexual orientation, even if those acts do not involve conduct of a sexual nature.

Should a student encounter an uncomfortable situation of this nature with another student or faculty/staff member, they should report it immediately to the Title IX Coordinator ([equity@centralpenn.edu](mailto:equity@centralpenn.edu)). 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 ability will not be tolerated. Students experiencing disability harassment should report it immediately to the ADA Coordinator ([equity@centralpenn.edu](mailto:equity@centralpenn.edu)). Charges of disability harassment will be promptly and thoroughly investigated.

## **Diversity and Inclusion Statement**

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

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

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

## **PA ACT 153 Contact with Minors and Required Background Checks**

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College faculty, administrators and support staff who have direct contact with a Minor which involves the care, supervision, guidance or control of a minor or has routine interaction with a minor must complete the additional background check certifications that are listed below and be renewed every 5 years.

Routine interaction (which is part of the definition of “direct contact”) is defined as “regular and repeated contact that is integral to a person’s employment responsibilities”:

Examples of employee-types which meet this requirement include, but are not limited to:

- Faculty who teach dual-enrolled (i.e. high school) students
- Faculty who teach high school students who are auditing their classes
- Employees who are serving as the lead camp director for any College-run or College-affiliated summer camp or conference (even if one day)
- All employees who work during an on-campus summer camp involving Minors that lasts two more days (All camp employees, Athletic Trainers, Lifeguards, etc.). The College has determined that two or more consecutive days qualifies as routine interaction.

*Note: Conference workers who work for Facilities Services who do not routinely interact with Minors are not required to complete all of the background check certifications listed above.*

- Pennsylvania Child Abuse History Check through the Pennsylvania Department of Human Services (Act 33)
- Pennsylvania Criminal History Check through the Pennsylvania State Police (Act 34)
- FBI Criminal History Check; this check requires the individual to submit their fingerprints to the FBI (Act 114)

## **Registered Sex Offender Information**

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

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

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

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

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

# ADMISSIONS

## General Admissions

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### Undergraduate General Requirements

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

### Proof of Eligibility

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

### Admission Requirements for Online Degree Programs

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

To be considered for admission into a degree or professional certificate program,

### Application Deadline

[Central Penn College reserves the right to set and revise the term-by-term deadline for the completion of all admissions materials to be accepted for enrollment or reenrollment in the next term.](#)

### Application Procedures

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



## Graduate Admissions Requirements

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See page 201 of this catalog for admission requirements to the Central Penn College graduate degree programs.

## Program-Specific Admissions

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Some professional certificate programs require verification of a completed baccalaureate degree. Some degree programs require a GPA higher than 2.0 for non-conditional admission. See academic program pages of this catalog for specific admissions criteria. Contact [admissions@centralpenn.edu](mailto:admissions@centralpenn.edu) with specific questions.

## International Students

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

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

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

## Academic Placement and Placement Testing

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

Students who do not pass the placement exam with a score of 75 or higher, waive taking the test upon admission, or who don't transfer in appropriate credits will be placed in developmental math courses. Developmental classes do not carry credit applied to graduation. Developmental course fees are consistent with three credit courses, as they also require 44 hours of instructional time. Financial aid may cover developmental coursework, based on a student's eligibility.

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

## **Lifelong Learning**

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

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

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

## **Vaccinations**

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

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

# TRANSFER OF CREDIT POLICY

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

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

The American Bar Association (ABA) requires that paralegal students take a minimum of nine (9) legal specialty credits in a traditional (on-ground) format. This requirement can be satisfied by legal specialty credits transferred from other institutions only if those credits are taken in a traditional format at those institutions. The Paralegal Program Director works with the Registrar and transfer evaluator to determine whether transferred credits meet this requirement.

To facilitate this requirement, the following legal specialty classes run only in the traditional format at Central Penn and cannot be taken online:

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

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

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

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

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

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

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

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

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

### **A-Level**

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

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

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

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

## **Transfer Student Application Procedures**

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

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

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

## Graduation Residency Requirement

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- [Students in associates degrees must complete 50% of the program at Central Penn.](#)
- [Students in AASOTA or AASPTA can only transfer 30 credits into the program.](#)
- [Students enrolled in bachelor's degree programs must complete 45 credits at Central Penn.](#)
- [Students must complete their final term at Central Penn.](#)

## Foreign Transcripts

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

### **Examples of Acceptable Credential Evaluation Services:**

- Educational Credential Evaluators, P.O. Box 514070, Milwaukee, Wisconsin 53203-3470. Tel: 414.289.3400. Fax: 414.289.3411. e-mail: [eval@ece.org](mailto: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](mailto:info@wes.org).

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

### **Articulation and Block Transfer Agreements**

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

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

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

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

# FINANCIAL INFORMATION AND SERVICES

## Financial Aid

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

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

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

### General Eligibility Requirements

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

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

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

### Application Process

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

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

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

## Financial Aid Programs

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

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

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

PHEAA also administers a grant program with the Pennsylvania National Guard.

- **Federal Supplemental Educational Opportunity Grant (SEOG)** – This federally-funded program provides financial assistance to students who demonstrate exceptional financial need and are Pell Grant eligible. The amount of the award is based on need and the availability of funds are limited. Students with a bachelor's degree are not eligible to receive a Federal Supplemental Educational Opportunity Grant.
- **Federal Work-Study Program** – The Federal Work-Study Program is a federally-funded program that provides part-time employment to students who demonstrate financial need. Positions are available throughout the institution and at selected off-campus sites. Federal Work-Study students are paid an hourly wage for actual hours worked. Federal Work-Study earnings are paid directly to the student on a bi-weekly basis. Awards are made to students on a fund-availability basis.
- **Federal Direct Subsidized Stafford Loan** – A first-year (freshman) student may borrow up to a maximum of \$3,500 subsidized and up to \$2,000 (dependent) or \$6,000 (independent student or parent unable to borrow PLUS) unsubsidized per academic year. A second-year (sophomore) student (earned 36 credits or more) may borrow up to a maximum of \$4,500 subsidized and up to \$2,000 (dependent) or \$6,000 (independent student or parent unable to borrow PLUS) unsubsidized per academic year. A third year (junior) student (earned 72 credits or more) may



borrow up to a maximum of \$5,500 subsidized and up to \$2,000 (dependent) or \$7,000 (independent student or parent unable to borrow PLUS) unsubsidized per academic year. A fourth-year (senior) student's 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, withdraw 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 servicer 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 servicer 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.
- **Private Loans** – Private loans are another option to help make Central Penn more affordable. These loans differ in the amounts that can be borrowed, the interest rate used, and repayment terms. In most cases, the student is the borrower and the parents are the co-signer. Students can contact the Financial Aid Office or go to [centralpenn.edu](http://centralpenn.edu) to find how these loans can help finance their education at Central Penn. You may borrow from any private lender that you wish to borrow from.

## Agencies

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

Students who qualify for Veteran's Benefits must notify the Certifying Official 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 Certifying Official to certify a veteran's eligibility for benefits.

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

## **Scholarships**

Central Penn College Awards numerous scholarships, totaling over \$1 million each year, which includes academic, housing and criteria based scholarships. Scholarship criteria vary, but may include: academic record, activities, essays and financial need. Each scholarship has its own criteria to maintain the award such as 2.8 minimum cumulative grade point average, live on campus and be continuously enrolled. Please contact the Admissions Office or visit the financial aid section of the College website at [www.centralpenn.edu/financial-aid](http://www.centralpenn.edu/financial-aid).

The Central Penn College Education Foundation awards scholarships two times per year to current students. Scholarship amounts range between \$500 and \$2,000 and are awarded based on financial need, academic performance, and student involvement/community service. For more information or to apply for a scholarship through the Foundation, visit [www.centralpenn.edu/scholarships](http://www.centralpenn.edu/scholarships).

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

## **Satisfactory Academic Progress**

The Higher Education Opportunity Act requires that a student maintains Satisfactory Academic Progress (SAP) 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 measures student progress qualitatively and quantitatively. Qualitatively, the students must maintain a 2.00 cumulative (CUM) grade point average (GPA) each term. Quantitatively, the students must pass 66% of their courses each term and graduate within a 150% time frame, based on credits attempted and credits earned.

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 their 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**

For the purposes of determining a student's SAP, all attempted credit hours are considered. This means all earned grades factor into whether a student meets the 66% and 150% components, including grades of F (failure), W (withdraw), and I (incomplete). Incomplete grades factor into SAP the same as grades of F until the incomplete grade is resolved, at which time the College recalculates SAP based on the grade earned.

Regardless of the earned grade, all repeated coursework is also a factor in determining a student's SAP, quantitatively.

For financial aid purposes, a normal time frame for program completion is measured by the total number of credit hours in the program. For example, some bachelor programs at the College require 120 semester credit hours to complete. For SAP purposes, students in this program must be able to complete the program in 150% of the normal time frame, which is 180 attempted credit hours. Program requirements vary per program. Refer to each program page for specific requirements. The table below illustrates the required number of credits a student must earn based on the number of credits attempted per term.

<b>SAP: Quantitative Measures</b>	
Full time: 12 credits attempted	Must successfully complete 8 credits
$\frac{3}{4}$ time: 9 credits attempted	Must successfully complete 6 credits
$\frac{1}{2}$ time: 6 credits attempted	Must successfully complete 4 credits

### **Qualitative Measures**

Students must maintain a CUM GPA of 2.0 or higher each term to meet the qualitative measures of SAP. Grades of W (withdraw) and I (incomplete) are not included in the qualitative measures of SAP; however, they do count in the SAP's quantitative measures. When a student repeats a course, the highest grade earned is used to calculate the student's new CUM GPA.

### **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 and 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. Appeals 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 and received by the Friday before the first day of class.

### **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 office. 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.

### **Remedial Coursework and SAP**

Remedial coursework at Central Penn consists of MTH010 Basic Algebra. This remedial course is three semester credit hours. Both the grade and the credits attempted factor into the student's Satisfactory Academic Progress as any other course. As such, MTH010 can only be repeated one time to ensure students can meet the College's SAP policy's quantitative components above (see the Repeating Courses section of this catalog). The College does not have non-credit remedial coursework.

### **Second Degree, Transfer of Program, and SAP**

Qualitative and quantitative SAP measures also apply to students who return to Central Penn for a second degree and to students who transfer from one program to another within the College. Qualitatively, the student's CUM GPA continues throughout a student's tenure at Central Penn. When a student transfers from one program to another or returns to Central Penn for an additional undergraduate degree, the student's CUM GPA transfers to the new program. The final calculation will include all courses taken at Central Penn. Quantitatively, students seeking a second undergraduate degree or transferring into a new program at Central Penn receive a transfer evaluation that outlines the number of earned credits completed. Students must still meet the 66% and 150% SAP components to remain eligible for Title IV.

### **Grade Level Advancement Policy**

First-time freshmen students are considered Grade Level One students. Once students have 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 Direct 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 (Undergraduate)

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**Note:** These 2021-2022 rates are subject to change July 2022, but may change without notice.

### Tuition and Fees (per term):

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

\*Some zero credit classes may have a student fee

PTA Program/Lab Fee . . . . .	\$150
OTA Program/Lab Fee . . . . .	\$150
MA AAS Program/Lab Fee . . . . .	\$120
Certified Medical Assistant Exam Fee (final term only) . . . . .	\$125
Registered Medical Assistant Exam Fee (final term only; diploma program) . . . . .	\$120
Health Sciences Program/Lab Fee . . . . .	\$195

### Housing (per term):

Standard Apartment Bedroom . . . . .	\$1,370
Individual Private Bedroom . . . . .	\$2,008
Super Suite Bedroom . . . . .	\$1,452
Utilities . . . . .	\$330

### Board (per term):

Orange Meal Plan . . . . .	\$484
Maroon Meal Plan . . . . .	\$690
Green Meal Plan . . . . .	\$1,000
Blue Meal Plan . . . . .	\$1,500
Silver Meal Plan (Non-residential students only) . . . . .	\$308

### Variable Expenses Per Term

Textbooks (estimated amount) . . . . .	\$350 – \$450
Course Material Fees (approx. per course) . . . . .	\$50 – \$150
Personal (estimated) . . . . .	\$150 – \$250
Transportation (estimated) . . . . .	\$150 – \$300

### One-time Expenses

Graduation Fee . . . . .	\$125
Uniform . . . . .	\$100 – \$150
Security Deposit . . . . .	\$250

### Payment

Tuition and expenses are paid each term approximately three weeks before the term starts. Visa, MasterCard, Discover Card, American Express or eCheck may be used to make payments through our payment portal at [my.centralpenn.edu](http://my.centralpenn.edu). If paying by credit card, fees are added. Payment also can 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 2021*

Bills available on Student Portal – August 20, 2021

\*Payment Due – September 10, 2021

### *Winter 2022*

Bills available on Student Portal – November 19, 2021

\*Payment Due – December 10, 2021

### *Spring 2022*

Bills available on Student Portal – February 18, 2022

\*Payment Due – March 11, 2022

### *Summer 2022*

Bills available on Student Portal – May 20, 2022

\*Payment Due – June 10, 2022

### *Fall 2022*

Bills available on Student Portal – August 19, 2022

\*Payment Due – September 9, 2022

### *Winter 2023*

[Bills available on Student Portal – November 18, 2022](#)

[\\*Payment Due – December 9, 2022](#)

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

## **No late fees clause for Chapter 31/33**

Central Penn College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## **Fees**

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### **Course Material Fee**

Designated courses include a course material fee which covers the cost of materials used in the class; no separate textbook purchase will be required. These fees are refundable only if a student drops the course(s) (using official school communication) by the end of Week 2. Contact the Textbook Coordinator for opt out information at [textbookcoordinator@centralpenn.edu](mailto:textbookcoordinator@centralpenn.edu). Designated courses (subject to change) include:

ACC– 100, 110, 200, 210, 220, 230, 300, 310, 320, 330, 335, 400, 405, 425

ALH– 102, 108, 125, 285

BUS– 100, 105, 115, 120,130, 200, 215, 220, 230, 235, 245, 250, 260, 265, 270, 300, 301, 303, 304, 305, 320, 325, 345, 355, 360, 365, 380, 402, 430, 435, 440, 450, 455,

### **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 10 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 payment.

### **Student/Technology Fee**

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

### **Graduation Fee**

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

### **Other Expenses**

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

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

## **Refund and Distribution Policy**

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Pursuant to federal and state regulations, Central Penn College has developed, and applies on a consistent basis, the following policy: when a student completely withdraws from the College or drops a course, tuition will be calculated in accordance with the following guidelines, and any refund is made within 30 days. The last day of class attendance will be considered the withdrawal or drop date. 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, except for non-consumable course material fees. Those fees are refundable in certain

circumstances—see the “Fees” section on p.38. Rent charges, fees, and any other charges are not refundable if a student leaves the College any time during the term.

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

### **Return of Title IV Funds (R2T4)**

The requirements for Federal Student Aid (FSA) when a student withdraws is different from the Institutional Refund Policy. As such, a student may still owe a balance to the College for unpaid institutional charges. Federal Regulations specify the amount of FSA funds the student is eligible to retain for the term.

For students who withdraw during the term, the College will perform a Return to Title IV calculation (R2T4) to determine the amount of FSA funds the student has earned at the time of withdrawal. This is calculated based on the total number of calendar days completed divided by the total number of calendar days in the term.

The Financial Aid Office is required by federal regulations to complete the R2T4 process for all students who withdraw, stop attending 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)

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

### **Exit Counseling**

Federal regulations require educational institutions to provide exit counseling to students who have borrowed through the Federal Stafford Loan Program. Students complete an exit counseling session at [www.studentaid.gov](http://www.studentaid.gov). The exit counseling session provides students with information about their loans, including repayment options, debt management strategies, and deferment and forbearance options. Exit counseling is required whenever a student graduates, withdraws, or lowers their schedule below six credits for any reason, even if they are planning on returning to the College. The financial aid office notifies students who fall into one of these categories of their responsibility to complete exit counseling.

## **STUDENT SERVICES**

### **Orientation**

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

### **Library**

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

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

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

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

## The Learning Center

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

## Center for Career Services & Development

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The mission of Center for Career Services & Development at Central Penn College is to provide inclusive and diverse career development services and resources that will prepare students and alumni to successfully obtain employment or advancement in their chosen field or continue their education. The Center for Career Services & Development 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 Center for Career Services & Development are free of charge, open to all students, and continue to be available after graduation.

### Employment After Graduation

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

### FOCUS II

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

### Optimal Resume

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

## Counseling Services

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Counseling Services of Central Penn College is dedicated to the promotion of holistic student wellness through the use of a safe and confidential environment that aids to encourage student exploration of both academic and personal concerns. The college offers Counseling Services to all students presently enrolled for free as part of their tuition. Counseling Services will assist online students living outside Pennsylvania to procure services in their community as licensure restrictions preclude them from counseling through Central Penn College while living in another state.

Each student is eligible to receive up to 11 full-length sessions (45 – 60 minutes) per term, which translates to one session per week of every 11-week term. Sessions may be scheduled for in person at the Summerdale and Lancaster campuses, or over the phone. Counseling Services has the discretionary power to provide additional sessions per term or during the breaks between terms, although the student must be enrolled in the following term to receive services during a break. Students will be referred to outside counseling resources if Counseling Services is unable to provide the appropriate level of care. Counseling Services does not provide medication management, and students interested in pursuing medication will be connected with outside providers for that service. Students will be notified if they are being scheduled with a graduate intern; students have the right to refuse services from a graduate intern in favor of working with a staff clinician. Please contact Counseling Services at 717-728-2416 or [CPCcounselor@centralpenn.edu](mailto:CPCcounselor@centralpenn.edu) to learn more or schedule an appointment.

## **Advising**

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The Student Success and Advising Center supports students' progression towards their degree from enrollment to graduation. We assist with degree planning, course registration, navigating college resources, academic support, and so much more. Upon enrollment, students are paired with a Student Success Coach who proactively reaches out to students to support their college experience. Some students also work with faculty advisors depending on their program. All students can reach out to us with any questions, concerns or just to talk to someone about how the term is going by emailing [AdvisingCenter@centralpenn.edu](mailto:AdvisingCenter@centralpenn.edu) or calling 717-728-2552.

## **Accessibility Services**

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Central Penn College is committed to making the Summerdale campus and Lancaster Center accessible to persons with disabilities. Students requiring auxiliary aides or accommodations for any disability should contact the ADA Coordinator ([equity@centralpenn.edu](mailto:equity@centralpenn.edu)).

## **Disability Support Services**

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Central Penn College is committed to providing equity of opportunity to students with disabilities through a supportive academic and social environment. Qualified students with disabilities who meet the technical and academic standards of Central Penn College may be entitled to reasonable accommodations. Reasonable accommodations are modifications made with the intent of eliminating or decreasing barriers which students might encounter due to their disability.

Students who self-identify as a person with a disability requiring auxiliary aids or academic adjustments should contact the ADA Coordinator ([equity@centralpenn.edu](mailto:equity@centralpenn.edu)).

## **Title IX**

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Central Penn College maintains the principle that the campus should be a place of work and learning, free of all forms of gender discrimination, sexual harassment, intimidation,

exploitation and sexual misconduct. Title IX of the Educational Amendment Act of 1972 states that: No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal assistance. In compliance with Title IX and the Violence Against Women Act, Central Penn's policy ensures consistent procedures and provides coordinated resources for victims of sexual violence.

Central Penn takes violations of Title IX policy very seriously and investigates allegations of Title IX violations to the fullest extent possible. Students who believe they have experienced sex discrimination should contact the Title IX Coordinator (equity@centralpenn.edu).

## **Student Engagement**

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

Students can find a list of active clubs as well as upcoming activities and events in Blackboard (Look for the "Get Involved!" tab), in Student Central, on the CPC app, or online at [www.centralpenn.edu/clubs-activities](http://www.centralpenn.edu/clubs-activities).

## **Technology Services**

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Students will receive an identification number and email address once they are enrolled and ready to start taking classes. Students use this information to activate their Central Penn email account and set a unique password. The student email account provides access to Campus lab computers, Blackboard, email, the Internet, Office 365 and other technology tools for academic activities. Computer labs are located in the Charles "T" Jones Leadership Library (Summerdale Campus), ATEC Room 300 (Summerdale Campus), a 24/7 lab in Bollinger 41 (Summerdale Campus) and Room 106 (Lancaster Center). Information Technology Support services are available to students by contacting the helpdesk at (866) 291-HELP or [helpdesk@centralpenn.edu](mailto:helpdesk@centralpenn.edu).

## **Central Penn College Alumni Association**

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[Central Penn College is proud to support and endorse the Central Penn College Alumni Association. Its mission is to develop dynamic alumni who are committed to supporting one another, the College's mission, its students, and the communities it serves and supports. The Central Penn College Alumni Association is governed by an elected Alumni Council.](#)

All current enrolled students at Central Penn College, full-time faculty and staff, and executives of Central Penn College are granted free associate membership status in the Alumni Association.

General Members have the right to participate in all general meetings of the Alumni Association, to receive all publications and participate in activities held in the name of and for the Alumni Association. The active general member shall consist of any persons who have earned a certificate, diploma, or degree from Central Penn College.

Alumni who pledge and fulfill a recurring or an annual contribution to the Alumni Association receive the designation "Sword & Shield Members."

For more information on the Alumni Association and how to get involved, write to alumni@centralpenn.edu or see a staff member in the Office of Advancement.

## ADMINISTRATIVE POLICIES AND PROCEDURES

### Central Penn College Pledge and Code of Conduct

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#### THE PLEDGE

**Central Penn College is a family, united by our commonly shared values and our mutual pursuit of excellence in education and professional growth. I hereby pledge to uphold the principles of the Central Penn College Code of Conduct in my interactions with students, colleagues, peers, alumni, vendors, families and visitors.**

The College has formulated this code of conduct for the administration, faculty, staff, Board of Directors, and all other employees, volunteers, or representatives of Central Penn College. As we strive to uphold our mission to open "opportunities to students from a variety of academic backgrounds by providing the education needed for employment and advancement in their fields;" we pledge to commit ourselves to being a community of respect, honesty and integrity.

We value integrity as an institution of higher learning and our success depends on each member of our college community taking responsibility for their actions. Our code establishes expectations for professional conduct by those acting on behalf of Central Penn College.

#### The Code

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**Academic Integrity:** We uphold the highest standards of academic integrity. Acts such as, but not limited to, plagiarism, misrepresentation, fraudulence, and cheating will not be tolerated. More information relating to academic integrity can be found in the Faculty Handbook and College Catalog.

**Adherence to Central Penn College Policies, Procedures and Standards:** We agree to follow College rules and standards. Compliance with College regulations as detailed in the Employee Handbook, Faculty Handbook, Student Handbook, College website policy page, College Catalog, and other similar communications is required.

**Adherence to policies of external governing bodies and laws and regulations:** We uphold the policies of professional organizations of which we are members and the accrediting bodies of college programs. We abide by all local, state, and federal laws pertaining to individual citizens and those specific to higher education.

**Confidentiality:** We respect the privacy of information we are privy to in our roles with the College. We protect and secure college information such as student records, employee files, business contracts, etc. and do not discuss or release information without appropriate permissions.

**Diversity, Inclusion and Equity:** We work to provide an environment of acceptance and inclusion for all colleagues and students. Everyone will be treated fairly and with respect.

**Ethical conduct and trustworthiness:** We conduct our college business with the utmost integrity and honesty. We are reliable, dependable, and responsive to our colleagues and students. We are good stewards of the College's property and resources.

**Health and Safety:** We strive to provide a safe campus for all employees and students. We are all expected to follow generally accepted safety precautions and those established by the department of Public Safety and Health. This includes compliance with the College's policies relating to weapons, drug and alcohol use, smoking and tobacco use, and workplace violence (see entries in Employee Handbook).

**Relationships:** We are committed to maintaining respectful, collegial relationships with colleagues and students. It is inappropriate for college employees to engage in intimate relationships with students even if both parties agree to the relationship.

**Respectful interactions:** We treat others with civility and decency. While respectful disagreement is part of the college experience, it is inappropriate to disparage colleagues, students, or others in the college community.

**Welcoming environment:** We provide an environment free of harassment or intimidation. Bullying or verbal, written, physical, or graphic intimidation is not tolerated. Harassment of any kind, including actions based on a person's race, sex, color, creed, religion, national/ethnic origin, age, disability, sexual/gender orientation, or any other protected class violates our code of conduct.

## Reporting Suspected Violations

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Concerns about violations of these guidelines can be brought to the attention of any member of management, to the department of Human Resources or to the confidential Ethics Hotline at [www.lighthouse-services.com/centralpenn](http://www.lighthouse-services.com/centralpenn) or 866-860-0008.

## Effective Catalog Date

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The information contained within this catalog is effective July 1, 2021 and is effective until June 30, 2022.

## **Academic Day and Year**

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Courses are offered at a variety of times Monday through Friday. Online classes also are available. Typical courses run for an 11-week term.

## **Credit Hour Definition**

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

## **Delivery Methods**

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Central Penn offers day, evening, online courses and hybrid classes and are offered at Summerdale and Lancaster locations and other sites as designated and often utilize a blended format where an online component is required. Hybrid programs offer a combination of face-to-face and online delivery methods.

## **Official Communication with Students**

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

## **Class Load**

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

# ACADEMIC POLICIES

## Internship and Capstone Experience

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

### Internship

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

### Early Internship Request

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

### Capstone

Students may also complete a Capstone in place of an internship. Capstone requires an extensive research project related to the student's chosen career path, unless otherwise dictated by the program (see specific program pages for requirements.)

## Independent Study

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

## Student Grievance

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### Procedures to File Grievances

Students who wish to file a grievance against any faculty, administrator, or college constituent related to academic and non-academic policy must follow the Grievance Procedure. This procedure is intended to ensure the fair and equitable attempts at resolution, collection of documentation, review of evidence, and determination.



## **Informal Resolution**

An informal resolution seeks to mitigate or find a solution to the said grievance before it goes through the formal grievance process. Students are encouraged to attempt an informal resolution prior to a formal process. It is highly encouraged that students seeking to file grievances, first contact and attempt to informally resolve the grievance with the said employee/department associated with the suggested infraction.

Students interested in informally resolving a grievance are encouraged to reach out to the college-appointed student advocate ([advocate@centralpenn.edu](mailto:advocate@centralpenn.edu)). The Advocate will assist the student through the resolution process and may also serve as a mediator and support for student issues.

## **Formal Resolution**

Students who have been unable to resolve their concern through informal methods must submit a Formal Grievance Application to the Grievance Committee. Grievance Application forms are available through the student advocate ([advocate@centralpenn.edu](mailto:advocate@centralpenn.edu)), who will assist the student in compiling the necessary documentation. Grievances should be filed within 15 days of the grievable occurrence.

## **College Grievance Committee Process**

The Grievance Committee is comprised of full-time faculty and staff. The Grievance Committee reviews all of the documentation submitted with the Formal Grievance Application as well as any pertinent, available information before making a determination.

The College Grievance Committee will provide a written response to grievances within seven days of receiving the formal grievance submission containing final determinations and any related subsequent actions. Determinations may be:

- **Approval of Grievance:** There is evidence of a college policy violation. The student has provided substantial relevant evidence of a policy irregularity, procedural irregularity, or academic and personal prejudice that negatively affected the student.
- **Denial of Grievance:** There is no evidence of college policy violation. The student has provided no substantial, relevant evidence of a policy irregularity, procedural irregularity, or academic and personal prejudice that negatively affected the student.

## **Appeals Process**

If student respondent is dissatisfied with outcomes of the formal grievance process, they have the right to submit for appeal all or any parts of the determination.

All grievance appeals must be submitted to [appeals@centralpenn.edu](mailto:appeals@centralpenn.edu) within 48 hours of when formal grievance determinations are completed. The appeal must specify the particular substantive or procedural basis of the appeal and not simply dissatisfaction with the grievance process.

Appeals are reviewed by the Vice President of Student Services, who will render one of three responses to a formal grievance determination appeal:

- ***Uphold the Grievance Committee's decision:*** The student has provided no substantial, relevant evidence that there were substantive or procedural inequalities perpetrated by the committee.

- **Overturn the Grievance Committee's decision:** The student has provided substantial, relevant evidence that there were procedural inequities committed by the College Grievance Committee.
- **Provide alternate determinations:** While the student provided no relevant evidence that there were substantive or procedural inequities perpetrated by the committee, the student has provided mitigating circumstances that warrant an alternate recourse to formal grievance determinations.

Appeal decisions rendered by the Vice President of Student Services are final.

### **Student Complaints**

Central Penn College makes every effort to resolve student complaints internally. The College expects all students to make efforts in full faith to resolve their concerns using the established procedures outlined in the College's Grievance Procedures. As an additional resource, Central Penn College also provides all students and prospective students the appropriate contact information for filing complaints with its accreditors and state licensing agency.

Students who wish to file a complaint with one of Central Penn College's external accrediting bodies or the College's state licensing agency may contact those agencies using the contact information below:

- Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267.284.5000; web: [www.msche.org](http://www.msche.org)).
- [Medical Assisting AAS and Diploma program are accredited by the Commission on Accreditation of Allied Health Education Programs \(CAAHEP\), upon recommendation of the Medical Assisting Education Review Board \(MAERB\). CAAHEP, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, \(727.210.2350\), \[www.caahep.org\]\(http://www.caahep.org\).](#)
- The Paralegal and Legal Studies programs are approved by the American Bar Association (ABA), 321 North Clark Street, Chicago, Illinois, 60654-7598, (321.988.5000), [www.americanbar.org](http://www.americanbar.org).
- Physical Therapy Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314-1488, (703.684.2782), [www.capteonline.org](http://www.capteonline.org).
- Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), 4720 Montgomery Lane, Suite 200, Bethesda, MD, 20814, (301.652.6611), [www.aota.org](http://www.aota.org).
- The Secretary of Education and the Commonwealth of Pennsylvania to award the Master's of Professional Studies degree, the Bachelor of Science degree, the Associate in Science degree, and the Associate in Applied Science degree. Pennsylvania Department of Education (PDE), 333 Market Street, Harrisburg, PA 17126, (717.783.6788).

## **Statement on Academic Integrity**

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

### **Definition of Academic Dishonesty**

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

### **Consequences of Academic Dishonesty**

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

### **Course-Level Sanctions**

Faculty members 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.

Faculty members will impose sanctions based on the following guidelines at their discretion:

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

### **Institutional-Level Sanctions**

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

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

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

## **Reporting Process**

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

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

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

## **Right to Appeal**

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

## **College Withdrawal**

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

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

## **Attendance**

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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. Additionally, as an attendance-taking institution there are specific requirements for attendance students must meet in order to remain enrolled in courses.

Students must continuously participate in their courses to satisfy the attendance requirement. During the first two weeks of term, students who do not attend ANY course for 14 consecutive days will be administratively withdrawn from each course

they fail to attend and will not be granted reentry to the course. During weeks 3-11, students who do not attend ALL of their classes for 14 consecutive days will be administratively withdrawn from all courses, but may apply to be reinstated. If a student is administratively withdrawn from their courses before Sunday of week 7 of the term, this will result in grades of 'W' on students' transcripts. If a student is administratively withdrawn after Sunday of week 7, this will result in grades of 'F' on students' transcripts. Changes in students' schedules may have financial implications, and students should refer to the Refund and Distribution Policy or contact Financial Aid with questions.

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. Each faculty member will establish practices for students who miss class because of extenuating circumstances. Faculty members may establish attendance standards for their individual courses that impact students' grades. Absences in excess of 20% of class hours, for any subject, may cause a student to fail that particular course.

## Reinstatement

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Requests for reinstatements occur after students are administratively withdrawn from courses during Weeks 3-11. Within three days following the drop, students may submit requests for reinstatement for any and all courses by submitting the Request for Reinstatement Form to their professors via email. Instructor will approve or deny the Request within 48 hours after it is received. They will state the decision to reinstate or not reinstate the student, send the form to Records and Registration and the Director of Student Advising, and inform the student of their decision.

When making that decision, the College may consider whether:

- The student has shown evidence that their will succeed.
- The student has articulated a plan on their Request for Reinstatement Form.
- **If allowed to be reinstated, the student has a reasonable chance to succeed in the class given time missed, work they are permitted to make up, and the time left in the term.**
- **Reasonable accommodations can still be made to deadlines or other requirements so that the student can succeed.**

If the instructor decides to permit reinstatement, the professor will approve and submit the student's Request for Reinstatement Form. If the student fails to attend during the first seven (7) consecutive days after reinstatement, the student will be administratively withdrawn from the course with no opportunity for reinstatement.

If the instructor decides not to permit reinstatement, the instructor will deny the student's Request for Reinstatement Form. The student will be informed of the denial, and that he or she may appeal the decision through the college's grievance process, provided that no student will be reinstated without the full involvement of the instructor in that process.

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

# Grades

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

## Scale

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

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

## Cumulative Grade Point Average (GPA)

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

## Dean's List

[Diploma, certificate, and undergraduate 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 and will receive a special designation on their transcript for the term in which it was earned.](#)

## Recognition of Achievement

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

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

## **Incomplete Grades**

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

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

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

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

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

## **Midterm Warnings**

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

## **Minimum Grade to Progress**

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

If a student who is required to earn a C or C+ in a course earns a grade below the required grade, the earned grade will appear on his or her transcript and will be applied to the student's GPA like any other grade. The student will not, however, be permitted to complete the program or graduate until they pass passes the course with the required grade. When a course is taken twice, both grades appear on the student's transcript, but only the second of the two grades is used to calculate the student's GPA.

## Academic Standing

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### Good Academic Standing

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

### Academic Warning

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

### Academic Probation

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

### Academic Dismissal

A student is academically dismissed when their cumulative grade point average falls below a 2.0 for three consecutive terms. Conditionally accepted students may be dismissed if they fail to meet the required benchmarks stipulated at their conditional acceptance. Any student whose cumulative grade point average falls below a 1.0 at any point will be academically dismissed.

### Readmission after Dismissal

A student who fails to achieve good academic standing for three consecutive terms is academically dismissed and is suspended from the College for two terms. After the two-term suspension, a student may reapply through the admissions process. Readmission to the College is not guaranteed. Students who are reaccepted will be accepted under a new College catalog and subject to any College, School, or program changes. Students who are reaccepted under a 2.0 GPA will be accepted under a conditional status and given two terms to achieve good academic standing.

### Right to Appeal

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

## Student Statuses

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### Departure

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



## **Schedule Gap**

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

## **Leave of Absence (LOA)**

The purpose of an LOA is to allow students, who have a documented medical or military reason, to interrupt continuous enrollment up to 180 days at the College without having to reapply for enrollment through the admissions department. An approved LOA may have both financial and academic consequences that occur from a break in academic study; therefore, the College highly recommends students speak to the appropriate departments prior to applying for an LOA when possible.

### *Procedure*

Prior to taking an LOA, students must complete a request form in their Student Portal. The request form will give students the ability to upload their supporting documentation; if a student does not have their supporting documentation at the time of completing the request they can email it later to LOArequest@centralpenn.edu provided that it is received before the deadline of in that particular term. The LOA process is for students who have a documentable medical or military reason; therefore, students must provide the reason for requesting an LOA as well as provide the College with the anticipated date of return. Students taking an LOA for medical reasons must have a return date that matches the recommended return date by the provider who completes their supplemental documentation. The student must have an approved LOA letter prior to the start of the leave.

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

### *Approval*

An LOA may be granted at the sole discretion of the College. The College must determine if there is a reasonable expectation that the student will return to their program of study following the completion of the LOA. If the request for an LOA is denied by the College, the student is expected to attend classes as scheduled. An LOA may be granted for no more than 180 calendar days. Generally, students are limited to one LOA in any 12-month period; however, a second LOA may be granted as long as the total number of days does not exceed the 180 day maximum in any 12 month period.

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

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

### ***Financial Obligations***

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

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

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

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

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

The LOA Request Team can be reached at [LOArequest@centralpenn.edu](mailto:LOArequest@centralpenn.edu) for any questions a student may have about this process.

### ***Military Gap***

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

## **Registration**

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### **Class Registration**

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

## **Veterans Priority Registration**

Central Penn College will offer priority registration for Veterans, current military service members, and dependents (military-connected students) who can provide proof of military connection. Priority registration means that military-connected students will be able to register for courses immediately once registration is open for the term. Veterans and military members who are not receiving education benefits must submit a copy of one of the following documents to the Military Benefits Coordinator or Registration office in order to receive priority registration:

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

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

## **Registration Deadlines**

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

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

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

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

## **Add / Drop Period**

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

## **Dropping a Course**

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

## **Repeating Courses**

If a student fails a course, that course may be repeated. MTH010, ENG101, ENG101E, ENG105 and IDS101 may only be repeated one time. Courses in the major failed twice may only be repeated with approval of the appropriate chair.

## **Auditing Policy**

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

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

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

## **Name and Address Change**

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

## **Transcripts**

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

## **Student Conduct Policies**

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### **Classroom Disruption Policy**

Students are expected to conduct themselves in a civil and respectful manner in shared learning environments. If a student exhibits disruptive behavior that inhibits the faculty member's ability to facilitate a class, creates an atmosphere not conducive to learning, or infringes on the harassment policies set forth in this catalog, and the faculty member is unable to redirect the student's behavior through other means of classroom management, the faculty member may elect to remove a student from the classroom.

In the event that a student must be removed from a classroom, the faculty member will contact their program chair as soon as possible following the incident. The faculty and program chair will work together to develop an appropriate reentry plan for the student, involving the Dean of Equity To be determined. If a student feels they have been inappropriately removed from a classroom, they are encouraged to contact [centralpenn.edu](http://centralpenn.edu) for assistance in resolving their concern and/or filing a grievance.

### **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 or illegal drugs **by current**

**Central Penn College students** is strictly prohibited at any Central Penn location and may result in expulsion.

### **Firearms Policy**

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

### **Weapons**

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

## **Acceptable Technology Use Policy**

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### *Purpose*

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

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

### *Scope*

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

### *Policy*

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

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

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

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

### ***Reporting Violations***

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

# ACADEMIC SCHOOLS AND PROGRAMS

## School of Humanities

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### Mission

The School of Humanities cultivates students' curiosity and creativity by focusing on active and critical inquiry. Grounded in the humanities, 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 hosts the College's general education programming and offers courses in arts, biology, English, geography, history, honors, humanities, immersion studies, interdisciplinary studies, language, mathematics, philosophy, physics, political science, psychology, science, and sociology.

### Bachelor of Science Program

*Require a minimum of 120 credits\**

- Corporate Communications

### Associate in Science Programs

*Require a minimum of 60 credits\**

- Communications

## School of Health Sciences

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### Mission

The School of 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 Health Sciences strives to enhance service to dynamic individual, community, and societal needs.

### Bachelor of Science Programs

*Require a minimum of 120 credits\**

- Health Science
- Healthcare Management Degree Completion

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

## **Associate of Applied Science Programs**

*Require a minimum of 60 credits\**

- Medical Assisting
- Occupational Therapy Assistant
- Physical Therapy Assistant

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

## **Certificate Programs**

*Require a minimum of 18 credits\**

- [Medical Coding and Billing](#)
- [Optometric Technician](#)
- [Post-baccalaureate Healthcare Informatics](#)
- [Post-baccalaureate Healthcare Management](#)
- [Phlebotomy Technician certificate](#)

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

## **Diploma Programs**

*Require a minimum of 18 credits\**

- Medical Assisting (Offered at Lancaster Center)
- Surgical Technician

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

# **School of Business and Professional Studies**

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## **Mission**

The School of Business and Professional Studies dedicates itself to prepare future professionals and leaders through innovative applications of knowledge, scholarship, and experiential learning.

## **Master of Professional Studies Program**

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

- Organizational Leadership – Concentrations: Financial Analysis, Healthcare Management and Organizational Development

## **Bachelor of Science Program**

*Require a minimum of 120 credits\**

- Accounting
- Business Administration – Concentrations: General, Banking and Finance, Healthcare Administration, Human Resource Management, Management, Marketing
- Criminal Justice Administration



- Homeland Security Management
- Information Technology
- Legal Studies

*Require a minimum of 124 credits\**

- *Organizational Leadership*

### **Associate in Science Programs**

*Require a minimum of 60 credits\**

- Accounting
- Computer Information Systems
- Criminal Justice
- Entrepreneurship and Small Business
- Marketing
- Paralegal

### **Certificate Programs**

*Require a minimum of 18 credits\**

- Applications Development
- Bookkeeping
- Computer Networking and Security
- Customer Relationship Skills for the Insurance Industry
- Entrepreneurship and Small Business
- Homeland Security Management
- Human Resource Management
- Marketing Management
- Organization Change Management

*\*A final degree audit will be completed by the Office of Records and Registration 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 program; and campus life. It is the responsibility of the student, with guidance from his/her faculty advisor, to fulfill all degree and program requirements. Students should keep an accurate record of courses taken. Transfer students should follow the educational plan outlined in their transfer evaluation using the degree matrix or academic road map found under the student resources on Blackboard.

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

1. All students must obtain a cumulative grade point average of 2.0 and fulfill all degree requirements to be eligible for graduation. Requirements vary by program.
2. The general education requirements comprise one-third of the curriculum in each program.
3. Degree Levels: Associate degree programs require a minimum of 60 credits. Bachelor's degree programs require a minimum of 120 credits. Master's degree programs require 33 credits beyond the baccalaureate.
4. Program Requirements: Most programs of study consist of field-specific courses, in addition to several elective courses. Students are strongly encouraged to declare a program of study upon acceptance. Students must declare a major prior to receiving financial aid.
5. Concentrations/Minors: Students have the option of choosing a concentration with the Business Administration program of study. Additionally, all students can elect an academic minor consisting of specially focused courses from other degree programs.
6. Internship/Capstone Experience: All students must fulfill the internship or capstone requirement for their program. Requirements vary by program.

# 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	OPT	Optometric Technician
CRI	Criminal Justice	OTA	Occupational Therapy Assistant
DEV	Organizational Development	ORG	Organizational Leadership
ENG	English	PHI	Philosophy
FNA	Financial Analysis	PHY	Physics
GEO	Geography	POL	Political Science
HCI	Healthcare Informatics	PSY	Psychology
HCM	Healthcare Management	PTA	Physical Therapist Assistant
HIS	History	SCI	Science
HON	Honors	SOC	Sociology
HSM	Homeland Security Management	SUR	Surgical Technician
HUM	Humanities	TEC	Technology
IDS	Interdisciplinary Studies		

## Course Numbering

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

## Prerequisites

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

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

# CONTINUING EDUCATION PROGRAMS

Central Penn offers Continuing Education programs in addition to the traditional degree programs, a variety of certificates, and custom corporate certificates. These programs are short term and very specific in scope. Participants will receive a certificate of completion at the end of the program. Continuing Education Programs are non-credit programs and are not eligible for financial aid.

## Personal Training Certification Prep Course

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### Mission

The Personal Trainer certificate provides graduates with exposure to the skills necessary to function in an entry-level position within a physical fitness/wellness career. The program emphasizes basic human body sciences, lifestyle and health, nutrition, and sports medicine. Graduates will be familiar with industry terminology, biomechanics and exercise physiology. Students will also understand the legal requirements associated with the fitness industry. Students will also be qualified to sit for a Personal Training Certification Examination through the American College of Sports Medicine (ACSM).

### Program Learning Objectives

- Student will possess functional knowledge regarding basic human anatomy i.e.) muscular structure and function, skeletal system, and other basic body systems
- Explain basic biomechanical principles and how they apply to the human body
- Assess and apply research principles
- Describe proper nutritional principles and how to apply them to clients
- Create and implement an exercise program for a variety of populations
- Describe the scope of responsibilities of a personal trainer

### Admissions Requirements

- Complete and submit an application for admission
- Submit an application fee (if required)
- Acknowledge that the presence of any adverse background activity or positive drug screen may prohibit a student's participation in externships, career services activities, license and certification eligibility and/or any other program specific activities or requirements the College has established
- Evidence of a high school diploma, completion of a home-schooling program, or a General Education Development (GED) certification or an equivalent

### Program Requirements

The purpose of this certification is to prepare individuals to sit for the personal training examination sponsored by the American College of Sports Medicine (ACSM). The information presented will prepare you to take the Personal Training Certification examination. This 10- week guided course will cover all aspects needed to begin a career in the fitness industry. This course will ensure you'll have the practical and scientific knowledge to work in a variety of fitness facilities, including health clubs, gyms, university, corporate, and community or public fitness centers, and positions ranging from freelance personal training to full-time and beyond.

### Curriculum

Standalone course with no credits

## Personal Training Certification Prep Course

Each student will be required to pass each of the end of module exams with at least a 70%, as well as the final examination, in order to successfully pass the certification course.

### Additional Fees

Textbook purchase

## Telehealth Continuing Education Program

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### Mission

This program is designed to educate healthcare professionals on the fundamental concepts of telehealth and telemedicine. This introductory course is designed to assist healthcare professionals to effectively and efficiently deliver telehealth services through the implementation of best practices. The course begins with an introduction to telehealth and transitions into the best practices and the legal and ethical issues related to the implementation of.

### Telehealth Program Learning Objectives

- Identify the key components of the history of Telehealth as well as the basic terms, concepts and definitions that are commonly used in Telehealth.
- Identify the applications, benefits and challenges of Telehealth delivery.
- Describe the ethical, legal, and regulatory guidelines and concerns surrounding Telehealth and it's delivery.
- Identify which of the technologies (video, email, text messaging, or phone) for Telehealth that is used today is most preferred by insurance companies.
- **Recognize the role of the telehealth facilitator within the inter-professional health team.**
- Describe general troubleshooting tips during Telehealth encounters for network, connection and audiovisual concerns.
- Explore the Informed Consent Process and understand it's importance in Telehealth.
- Identify coding and billing procedures that are commonly used in Telehealth.
- Develop and understanding of the importance of patient portals and the use and benefits of Electronic Health Records in improving patient outcomes.
- Discuss various processes that are used to evaluate Telehealth practices to ensure quality care for patients.

### Admissions Requirements

There are no admissions requirements for continuing education programs

### Program Requirements

The Telehealth Program is a non-degree, non-credit course. Students are required to successfully complete all assignments within the five weeks of the course to receive a Certificate of Completion.

For those looking to complete continuing education units (CEU), this course is approved for up to 17 CEUs for physical therapists, physical therapist assistants, occupational therapists, occupational therapy assistants, and medical assistants who practice in Pennsylvania. We encourage you to check with your state licensing agency to ensure that these CEUs are approved for these and other medical professionals.

## Program Overview

- Introduction to Telehealth
- Regulatory Requirements and Ethics in Telehealth
- Best Clinical Practices in Telehealth
- Evaluating your Telehealth Practice
- Implementing Best Telehealth Practice

## Course Start Dates and Fees

Please refer to [www.centralpenn.edu/telehealth/](http://www.centralpenn.edu/telehealth/) for start dates and required fees

# CERTIFICATE AND DIPLOMA PROGRAMS

In addition to traditional degree programs, Central Penn College offers short-term credit-bearing programs designed to meet the demands of employers in the community. All certificate and diploma program courses fully transfer into designated degree programs.

The following requirements pertain to all of our certificate offerings. Requirements related to specific certificates are noted in the individual certificate programs below.

- To ensure course availability students must follow the designated course rotations. Time off from the program is not allotted for schedule gap or Leave of Absences. If an issue arises, the student must contact the Dean of Continuing Education to discuss options.
- Transfer credits from outside institutions will not be applied to certificate programs. Actively enrolled Central Penn College (CPC) students may apply earned CPC credits to certificate programs. Graduates and former students from Central Penn may apply three earned CPC credits to a certificate program within two years of course completion. All other transfer inquires will be determined on a case-by-case basis.
- If a course within the certificate is not completed with a passing grade, the student will be referred to the Dean of Continuing Education and a reentry plan will be developed.
- For Veteran Students only – Central Penn College will review a student's prior credits, but does not guarantee that any will be acceptable for transfer into certificate programs.

## Applications Development Certificate

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The Certificate in Applications Development focuses on preparing graduates 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.

### Program Learning Objectives

- Explain the application of technology and the role of the user in identifying and defining the computing requirements appropriate to its solution.
- Demonstrate the ability to illustrate user needs and apply an IT-based solution in order to solve a technical problem and enhance the user environment.

## Program Requirements

Students are required to take a group of 6 core courses to total 18 credits.

### Applications Development Certificate Core Courses

Students are required to take the following 18 credits. TEC120 Structured Programming

TEC140 Microcomputer Systems

TEC245 Internet Programming I

TEC240 Visual Basic for Applications

TEC235 Object Oriented Programming I

TEC345 Internet Programming II

*\*Courses must be taken at Central Penn College. There will be no transfer credits accepted for Certificate Core Courses.*

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

## Bookkeeping Certificate

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The Bookkeeping certificate program prepares students to be successful in the bookkeeping and introductory accounting profession. Students completing this certificate will have the opportunity to obtain knowledge in the core areas of mathematics, accounting concepts and practices, and technology used in the industry. The objective of the Bookkeeping certificate program is to provide students with the knowledge and skills to start or continue a successful career in the field of accountancy or to transfer to another degree to include Accounting, Entrepreneurship and Small Business Management, and Business.

### Program Learning Objectives

- Demonstrate technical proficiency in the use of software applications common to the accounting profession.
- Demonstrate the ability to compute, classify, and record numerical data to keep financial records complete.

### Program Requirements

Students are required to take a group of 6 core courses to total 18 credits.

#### Bookkeeping Core Courses – 18 credits

ACC100 Accounting I

ACC110 Accounting II

ACC200 Managerial Accounting

ACC210 Data Management Applications

MTH105 College Algebra

TEC103 Survey of Windows

*\*Prerequisite for MTH105: Must pass MTH010 with a grade of "C" or higher or have a passing placement exam score.*

## Computer Networking and Security Certificate

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The Certificate in Computer Networking and Security focuses on preparing graduates to collaborate with management and project 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.

### Program Learning Objectives

- Explain the application of technology and the role of the user in identifying and defining the computing requirements appropriate to its solution.
- Demonstrate the ability to illustrate user needs and apply an IT-based solution in order to solve a technical problem and enhance the user environment.
- Evaluate a computer-based system, process, component, or program to meet needs of individuals, organizations and society.

### Program Requirements

Students are required to take a group of 6 core courses to total 18 credits.

### Computer Networking and Security Certificate Core Courses

Students are required to take the following 18 credits.

TEC135 Networking I  
TEC140 Microcomputer Systems  
TEC222 Networking II  
TEC248 Routing and Switching  
TEC330 Network Management  
TEC412 Pen Testing

*\*Courses must be taken at Central Penn College. There will be no transfer credits accepted for Certificate Core Courses.*

*For Veteran Students Only – Central Penn College will review a student's prior credits, but does not guarantee that any will be acceptable for transfer into this certificate program*

## Customer Relation Skills for the Insurance Industry Certificate

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The Customer Relation Skills for the Insurance Industry certificate program prepares students to successfully earn their Pennsylvania insurance license and begin working as an insurance agent or broker. Students completing this certificate will have the opportunity to obtain knowledge in the core areas of communications, sales, accounting, marketing, business law and insurance. The objective of the Customer Relation Skills for the Insurance Industry certificate program is to provide students with the knowledge and skills to start or continue a successful career in the field of Insurance or to transfer to another degree to include Entrepreneurship and Small Business Management, Communications or Business.

### Program Learning Objectives

- Demonstrate an understanding of risk management and insurance to include the types of insurance available, areas of risk covered by each, and their legal implications



- Explain the importance of earning trust, communicating effectively, creating value proposals, and building customer relationships in order to utilize customer relationship management in successful selling
- Explain the communication process, including listening skills, nonverbal cues, and barriers to communication.

### **Program Requirements**

Students are required to take a group of 6 core courses to total 18 credits.

#### **Core Courses — 18 credits**

BUS105	Fundamentals of Selling
BUS115	Business Accounting
BUS230	Principles of marketing
BUS335	Insurance
COM101	Introduction to Human Communications
LGS250	Business Law

## **Entrepreneurship and Small Business Certificate**

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The Certificate in Entrepreneurship and Small Business focuses on preparing graduates to perform development, marketing and management functions associated with owning and operating a small business and provide a basic set of skills that can assist an individual meet the demands of being a small business owner through critical knowledge areas of accounting, management, HR management, marketing, and business development with an opportunity to choose an elective in an area that best meets the needs of the student.

### **Program Learning Objectives**

- Prepare and successfully execute a small business plan and marketing campaign
- Plan, organize, and execute a supervisory-level management assignment
- Demonstrate fundamental accounting skills for a small business, and implement
- key small business decisions

### **Program Requirements**

Students are required to take a group of 6 core courses to total 18 credits.

#### **Entrepreneurship and Small Business Certificate Core Courses – 18 credits**

Students are required to take the following 15 credits:

BUS115	Business Accounting
BUS220	Principles of Management
BUS230	Principles of Marketing
BUS245	Human Resources
BUS270	Entrepreneurship and Small Business Management

Students are required to take one of the following for 3 credits:

BUS235	Consumer Behavior
LGS250	Business Law
BUS273	Entrepreneurship and Innovation in a Context of Crisis

*\*Courses must be taken at Central Penn College. There will be no transfer credits accepted for Certificate Core Courses.*

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

## **Homeland Security Management Certificate**

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The Certificate program in Homeland Security Management prepares 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 curriculum which draws these disciplines together. The certificate incorporates elements of private security, infrastructure security, emergency management, and intelligence gathering to provide students with a broad understanding, while preparing them for a plethora of careers in these growing fields.

### **Program Learning Objectives**

- Demonstrate the ability to collect, collate, and organize large amounts of information from multiple sources.
- Apply analytical methods to solve emergency and crisis management problems.
- Demonstrate knowledge of terminology, principles, and procedures within substantive areas
- of homeland security management including relevant bodies of law, international relations, and awareness of various political, social, and cultural environments.

### **Program Requirements**

Students are required to take a group of 6 core courses to total 18 credits.

### **Homeland Security Management Certificate Core Courses – 18 credits**

Students are required to take the following 18 credits.

HSM110	Principles of Private Security
HSM115	Homeland Security Management
HSM205	Fundamentals of Intelligence Analysis
HSM215	Emergency Management
HSM415	Threats to Homeland Security
HSM430	Data Mining and Predictive Analysis

*\*Courses must be taken at Central Penn College. There will be no transfer credits accepted for Certificate Core Courses.*

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

## **Human Resource Management Certificate**

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Central Penn's Certificate in Human Resource Management students with an understanding of an increasingly expanding career field that encompasses the complex roles and practices of human resource professionals. Students will gain the knowledge and skills related to workforce training and development, current ethical and regulatory issues in employment, techniques for evaluating and improving performance, and labor and management relations

### **Program Learning Objectives**

- Develop human resource management functional capabilities used to select, motivate, and develop workers
- Understand the legal, regulatory and ethical issues related to human resource management
- Evaluate organizational development strategies aimed at promoting organizational effectiveness

### **Program Requirements**

Students must demonstrate knowledge or experience in management and leadership in order to be accepted into this program. Students lacking these requisite skills may take BUS220 Principles of Management prior to acceptance into this certificate program.

### **Human Resource Management Certificate Core Courses – 18 Credits**

- BUS220 Principles of Management
- BUS245 Human Resources
- BUS302 Health, Safety, and Security
- BUS303 Recruitment, Selection, and Placement
- BUS460 Evaluation and Assessment
- BUS465 Training and Development

### **Marketing Management Certificate**

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This Certificate in Marketing Management 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. This certificate will prepare students for a wide range of careers in the marketing field at varying organizational levels of management.

### **Program Learning Objectives**

- Understand the role of effective leadership in driving organizational performance and change.
- Identify appropriate resources and apply analytical reasoning/critical thinking skills in order to make informed business decisions, utilizing both quantitative and qualitative data.

### **Program Requirements**

Students are required to take a group of 6 core courses to total 18 credits.

### **Marketing Management Certificate Core Courses – 18 credits**

Students are required to take the following 15 programmatic core credits.

- BUS105 Fundamentals of Selling
- BUS220 Principles of Management
- BUS230 Principles of Marketing
- BUS235 Consumer Behavior
- BUS250 Advertising

Students are required to take one of the following (3 credits):

- BUS304 Strategic Planning and Marketing Communications (Choice)
- BUS365 Organizational Behavior

*\*Courses must be taken at Central Penn College. There will be no transfer credits accepted for Certificate Core Courses.*

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

## Medical Assisting Diploma

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### Mission

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

### Program Learning Objectives

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

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

Commission on Accreditation of Allied Health Education Programs  
9355 113th Street North, Suite 7709  
Seminole, FL 337775  
727-210-2350  
[www.caahep.org](http://www.caahep.org).

### Admissions Requirements

Applicants for the Medical Assisting program must have a minimum GPA of a 2.00 from the official transcripts from the last school attended to be considered for acceptance. 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.

### Program Requirements

Students are required to complete the following group of 10 core courses totaling 30 credit hours (including internship)

### Medical Assisting Diploma Core Courses – 30 Credits

ALH102	Medical Assisting Administrative Skills I
ALH104	Medical Assisting Clinical Skills I
ALH106	Structure, Function & Pathophysiology I
ALH124	Medical Assisting Administrative Skill II
ALH126	Medical Assisting Clinical Skills II
ALH128	Structure, Function, & Pathophysiology II

- ALH132 Health Insurance
- ALH134 Medical Assisting Clinical Skills III
- ALH136 Structure, Function, & Pathophysiology III
- ALH285 Medical Assisting Diploma Internship

Medical Assisting Diploma core courses must be taken at Central Penn College. There will be no transfer credits accepted for these courses.

### **Progression in the Medical Assisting Diploma**

All (100%) of the competencies must be passed with an 80% or higher to successfully complete all core courses and progress in the program. All required courses of the Medical Assisting diploma program must be passed with a “C” or higher.

### **Additional Fees**

Lab supply fee- \$120 per term  
RMA(AMT) Certification Exam \$120 (final term only)

## **Medical Billing and Coding Certificate**

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### **Mission**

This program involves the study needed to become a billing and coding specialist to work in the healthcare arena. The courses focus on the CPT, HCPCS, and ICD-10 coding manuals. The rules and regulations of the most common healthcare insurance plans will be covered. The use of practice management software is applied for the medical billing cycle. Laws are reviewed that govern reimbursement. The program will prepare the graduate to be successful in the national certification exams.

Medical billers and coders may work in physicians’ offices, clinics, medical billing companies and medical practice groups. The positions may have titles as medical coding specialist, insurance billing specialist, health insurance specialist or coder.

### **Program Learning Objectives**

- Discuss the anatomy and physiology of the human body and medical terminology
- Extract information from documentation in the medical record for proper coding
- Choose codes for diagnoses and for procedures and supplies
- Prepare insurance claims and use claim follow-up and payment processing
- [Use practice management software to complete the tasks of the medical billing cycle](#)
- Apply the laws that relate to health insurance and ethically perform the duties of a medical coder and biller
- Develop a confident and professional image to meet the changing needs of healthcare

### **Admissions Requirements**

[A GPA of 2.2 or better is required; applicants must also submit two reference forms. Applicants must have a passing GED to be accepted. Secondary School course: two units of science and one unit of math with a grade of C or higher. Central Penn College Medical Assisting course credits may be transferred into the certification program if attained within one year of application. Medical Coding Classes will be taken online through Central Penn College.](#)

## **Program Requirements**

All (100%) of the competencies must be passed with an 80% or higher to successfully complete all core courses and progress in the program. All required courses of the Medical Billing and Coding certification program must be passed with a "C" or higher.

## **Medical Billing and Coding Core Courses – 18 Credits**

ALH108 Medical Terminology and Pharmacology

ALH112 Essentials of Anatomy and Physiology I

ALH115 Medical Insurance

ALH122 Essentials of Anatomy & Physiology II

ALH125 Diagnostic Coding

ALH235 Procedural Coding

## **Progression in the Medical Billing and Coding Certificate Program**

All (100%) of the competencies must be passed with an 80% or higher to successfully complete all core courses and progress in the program. All required courses of the Medical Billing and Coding Certificate program must be passed with a "C" or higher.

## **Additional Fees**

This program will prepare students to sit for the American Association of Professional Coders exam which is \$425 and is offered locally. This is not required nor part of the program.

## **Organization Change Management Certificate**

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Central Penn's Certificate in Organization Change Management provides the student with the ability to anticipate change within their organization, implement changes needed, and sustain the momentum of their change management initiatives to advance organizational goals.

## **Program Learning Objectives**

- Understand the role of effective leadership in driving organizational performance and change.
- Identify appropriate resources and apply analytical reasoning/critical thinking skills in order to make informed business decisions, utilizing both quantitative and qualitative data.

## **Program Requirements**

Students must demonstrate knowledge or experience in management and leadership in order to be accepted into this program. Students lacking these requisite skills may take BUS220 Principles of Management prior to acceptance into this certificate program.

## **Organization Change Management Core Courses – 18 credits**

*BUS345 Operations Management*

*BUS355 Project Management*

*BUS365 Organizational Behavior*

*BUS380 Business Policy Formulation*

*BUS401 Organizational Process Improvement*

*BUS402 Organizational Change Management*

# Optometric Technician Certificate

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## Mission

By engaging students in current scholarly and hands-on education, the optometric technician program at Central Penn College is devoted in preparing certification eligible paraprofessionals to assist in providing quality eye care to the patient under the direction of an optometrist, ophthalmologist, or other healthcare provider.

## Optometric Technician Goals

- Develop a confident and ethical professional image to meet the constant challenges and ever-changing needs of the classroom, the optometric profession, and the community.
- Relate knowledge of specific terminology, anatomy, and medical knowledge necessary in the field of optometry.
- Skillfully and accurately demonstrate the ability to perform a variety of supportive optometric procedures under the supervision of an Optometrist, Ophthalmologist, or other healthcare providers.
- Effectively communicate with all members of the healthcare team, the patients, and their families using written, verbal, and nonverbal skills.
- Demonstrate the ability to contribute to the profession and community by becoming a life-long learner and problem-solver who can respond to a continually changing profession.
- Treat patients with respect, dignity, and understanding in sensitivity of disability, culture, or socioeconomic status.
- Achieve and maintain accreditation with the Accreditation Council on Optometric Education.

## Program Learning Objectives

- Provide the student with a general understanding of the structure and function of the human eye, how it is affected by common systemic and ocular disease, disorders, and aging processes, as well as a basic knowledge of ocular pharmaceutical and common treatments.
- Provide the student with fundamentals of ophthalmic optics regarding the refractive status of the human eye and binocularity, frame selection, adjustments, contact lenses and dispensing.
- Provide the student with proper techniques to perform basic entrance testing procedures, obtain medical and ophthalmic history, properly document information into the medical chart, and basic functions of ophthalmic instrumentation.
- Provide the student basic knowledge and hands-on understanding of Optometric technology such as visual field, Optical coherence tomography, fundus photography, Tonometry. Properly and accurately perform sphygmomanometry, triage and work-up ocular emergencies, and introduction to ophthalmic specialties such as Low Vision, Pediatrics, Vision Therapy, and sports vision.
  1. Provide students with competence in office management, handling patients, finances, and professional issues, respecting patient confidentiality and HIPAA regulations
  2. Provide the student with an opportunity to apply their knowledge with hands-on training experiences in the working optometric environment with direct supervision. Students will encounter different patient interactions during our eight-week rotations.

The certificate program in Optometric Technician is designed to prepare graduates for immediate career placement as a certified paraoptometric in an optometric or ophthalmologic environment. Upon program completion, students will be competent in gathering an eye health history, preparing a patient for examination by the doctor, performing various visual assessments, education of patients in contact lens and eye wear care, making appropriate choices regarding materials utilized for frames and lenses, evaluation of fit and the style of eyeglasses, as well as effectively perform repairs on eyeglasses. The program includes didactic, laboratory and clinical components that are designed to prepare students for entry as a **Certified Paraoptometric (CPO) within six months of employment.**

### **Admissions Requirements**

Applicants to the Optometric Technician program must be a high school graduate with a grade point average (GPA) of at least a 2.0, or a general equivalency (GED) recipient with a score of 500 (score of 50 prior to 2002). In addition, applicants must have successfully completed two sciences (C or higher) and one math course (C or higher) in high school or college. If the student does not meet these criteria, they are able to file an appeal for acceptance to the Dean of Health Sciences.

Please note that after acceptance to the Optometric Technician program, students will be required to complete a background check, provide documentation of current required-immunizations and current Healthcare Provider CPR certification. Students must possess American Heart Association Basic Life Support (BLS) Healthcare Provider certification – valid prior to the start of OPT200 with current certification maintained through the completion of clinical rotations.

### **Optometric Technician Core Courses – 18 Credits**

The diploma is composed of 5 didactic courses and a clinical course that occurs off campus and is a total of 18 credits. The course OPT200 is a total of 10 weeks (400 hours) under the supervision of an Optometrist. Students may choose an area of specialty through their internship placement. The program will do their best to ensure that students receive their top choices, but it is not guaranteed.

OPT100	Basic Optometric Science
OPT115	Basic Optometric Clinical Skills I
OPT150	Basic Optometric Clinical Skills II
OPT160	Optometric Technology and Procedures
OPT170	Ethical Practice in Optometry
OPT210	Ophthalmic Clinical Practicum

### **Patient Care Assistant Certificate**

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Central Penn College is currently not enrolling students in the Patient Care Assistant Course for the winter 2023. The program is tentatively scheduled to begin enrolling later in the year.

#### **Purpose**

This 3-credit course is designed to train individuals to work hands-on with patients who have a variety of healthcare needs to provide the local healthcare market with qualified healthcare professional. The program is designed for applicants interested in an entry level position providing direct patient care. Patient Care Assistants may work in



numerous settings, such as hospitals, home healthcare agencies, rehabilitation centers, dialysis facilities and assisted living facilities.

### **Mission**

The Patient Care Technician program is dedicated to preparing students to provide direct patient care under the supervision of a nurse, to patients in hospitals, outpatient clinics, and long-term care facilities.

### **Program Learning Objectives**

- Students will obtain knowledge and develop the skills necessary to function as a safe and competent member of the healthcare team.
- Effectively communicate with all members of the healthcare team, patients, and families
- Treat patients with respect, dignity and understanding regardless of disability, culture, or socioeconomic status.

### **Program Requirements**

70 hours of didactic learning

70 hours of lab practice and competency

60-hour internship

Course: ALH109

## **Patient Care Technician Post-MA Certificate**

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Central Penn College is currently not enrolling students in the Patient Care Technician Course for the winter 2023. The program is tentatively scheduled to begin enrolling later in the year.

### **Program Learning Objectives**

- Students will obtain knowledge and develop the skills necessary to function as a safe and competent member of the healthcare team.
- Effectively communicate with all members of the healthcare team, patients, and families
- Treat patients with respect, dignity and understanding regardless of disability, culture, or socioeconomic status.

### **Mission**

The Patient Care Assistant program is designed to allow for career growth for current certified medical assistants. This certificate will prepare students to provide direct patient care under the supervision of a nurse, to patients in hospitals, outpatient clinics, and long-term care facilities. Students will apply concepts learned in their pre-certification MA educations and learn those skills needed to help meet the needs of patients.

### **Program Requirements**

70 hours of didactic learning

70 hours of lab practice and competency

60-hour internship

### **Admission Criteria**

Completion of an accredited MA educational program (Diploma or associate)

Hold MA certification (CMA, RMA or CCMA)

The purpose of this program is to fill a need identified in the local healthcare market. The target audience for the proposed certificate is those currently who are certified medical assistants wishing to expand clinical skills to be more involved in direct patient care. Based on the NHA domains, many of the skills learned during MA education apply to patient care assistants, so the certificate will focus on those direct patient care skills needed. For example: foley care, feeding tubes, ROM, Transfers, bathing, toileting, ambulation, removal of IVs, I&O, splinting, etc. The program can be taught in an on-ground or blended program as establishing competency in these skills will be observed in the lab. Curriculum will be designed to align with the National Certified Patient Care Technician Test Plan and the NHA Certified Patient Care Technician/Assistant Test Plan.

Completion of the certificate course and successful completion of the Certification exam will allow this course to transfer into the Bachelor of Science in Healthcare Management Degree completion program as a HCM Choice course.

## **Post-Baccalaureate Certificate in Healthcare Informatics**

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### **Mission**

The Healthcare Informatics Post-Baccalaureate Certificate in Central Penn's College of Health Sciences is an 18 credit, interdisciplinary online certificate designed to equip students with the required skills to advance their careers in the field of health information technology. This program primarily focuses on the understanding of the US healthcare system and the use of data generated from electronic health records in improving patient outcomes and making strategic organizational changes.

### **Program Learning Objectives**

- Evaluate emerging healthcare technology trends and propose its adoption in improving health outcomes
- Demonstrate knowledge of clinical decision support systems in health-related environments
- Understand the US healthcare system and major health policies relevant to health informatics
- Demonstrate an understanding of processing and analyzing healthcare data

### **Admissions Requirements**

- Completion of a bachelor's degree in a STEM, Nursing, Healthcare Management, or bachelor's degree in another area approved by the program director.
- Individuals that have demonstrated relevant experience in the Healthcare field e.g. Registered Nurses.

### **Program Requirements:**

All required courses of the Health Informatics Certificate program must be passed with a "C" or higher.

### **Healthcare Informatics Core Courses – 18 Credits**

HCI500 Healthcare Information Systems  
HCI505 Healthcare Information Privacy and Security  
HCI510 Healthcare Data Analytics  
HCI515 Introduction to Healthcare Informatics  
HCI520 Healthcare Project Management

### **Additional Fees**

There will be a \$300.00 fee for the certification examination that will be added on to the last term of the program and a \$30.00 fee preparatory booklet.

*\*Course descriptions can be found in the Graduate Degree Section of this catalog.*

## **Post-Baccalaureate Certificate in Healthcare Management**

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This program is designed to fill the need in the expanding, dynamic Healthcare Industry for qualified healthcare managers and administrators. The post-baccalaureate certificate in healthcare management will be offered to individuals seeking to move into management or administrative level positions. Prospective students will have a background in healthcare, both clinical and non-clinical backgrounds. This program will be offered fully online.

*\*Certificate courses are transferrable into the Master of Professional Studies Program as concentration courses.*

### **Mission**

The Post-Baccalaureate Certificate in Healthcare Management is dedicated to preparing students for leadership roles in the complex and dynamic Healthcare industry. Students are prepared to be ethical and effective leaders through and understanding of strategic management processes, problem solving, financial management, health information technology and population health.

### **Program Learning Objectives**

- Examine critical thinking strategies including cognitive bias, reasoning pathways, and innovation in healthcare leadership.
- Apply the principles of quality improvement strategies by creating and presenting a quality improvement project.
- Explain the determinants and trends of population health and community assessment and determine how these factors influence strategic planning efforts in healthcare organizations.
- Determine the impact of organizational behavior, ethics, and leadership on organizational outcomes.
- Compare and contrast different care delivery models and reimbursement strategies and evaluate the impact of these on providers, patients, and healthcare organizations.
- Evaluate leadership theories and techniques utilized in organizational transformation to meet the challenge of the dynamic healthcare environment.

### **Healthcare Management Certificate Core Courses – 18 Credits**

ORG500 Perspectives of Ethics and Leadership

HCM500 Healthcare Quality and Risk Management

HCM505 Epidemiology and Population Health for Healthcare Managers

HCM510 Care Delivery and Reimbursement

HCM515 Change Leadership in Healthcare

HCM520 Critical Thinking and Healthcare Innovation

*\*Course descriptions can be found in the Graduate Degree Section of this catalog.*

## Phlebotomy Technician Certificate

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

### Program Learning Objectives

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

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

The NHA certification exam is designed to evaluate the knowledge and skills associated with the performance of tasks required for entry-level practice. A passing grade must be earned on the NHA Certified Phlebotomy Technician exam for successful completion of the certificate. Candidates who are successful in passing the certification examination will be awarded credentials indicating their certification status.

*\*The cost for the Phlebotomy Technician Certification (CPT) is \$117.00.*

### Admission Requirements

Applicants for the Phlebotomy Technician certificate must have a minimum GPA of a 2.20 from the last school attended or have a passing GED score to be considered for acceptance. Applicants must have successfully completed two sciences (C or higher) and one math course (C or higher) in high school or college. Central Penn College Medical Assisting course credits may be transferred into the certification program if earned within one year of admission. In addition, applicants are required to submit two reference forms. Reference forms can be attained through the admissions office. If the student does not meet these criteria, they are able to file an appeal for acceptance to the Program Director.

### Program Requirements

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

### Phlebotomy Technician Core Courses – 18 credits

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

## **Progression in the Phlebotomy Technician Certificate**

All (100%) of the competencies must be passed with an 80% or higher to successfully complete all core courses and progress in the program. All required courses of the Phlebotomy Technician certificate program must be passed with a "C" or higher.

### **Additional Fees**

Lab supply fee - \$120 per term

CPT (NHA) Certification Exam \$117 (charged upon enrollment)

## **Surgical Technician Diploma**

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### **Mission**

The Surgical Technology associate degree program is designed to prepare the beginning practitioner to possess the knowledge, skills, and abilities necessary to provide services in the operating room in the role of Surgical Technologist as part of the surgical team. Instruction includes components of the basic sciences, operating room policies and procedures, safe patient care, operating room techniques, surgical procedures, and clinical practice.

### **Program Learning Objectives**

Upon completion of the program, graduates will be able to:

- Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a Surgical Technologist.
- Demonstrate a safe level of practice and knowledge in their role as a Surgical Technologist.
- Identify the purpose and principles for maintaining environmental control in the operating room suite.
- Identify the various classifications of surgical armamentarium, including instrumentation, sutures, and equipment used during the perioperative experience.
- Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the operating room team during the perioperative experience.
- Identify the elements, actions, and use of medications and anesthetics used during the perioperative experience.
- Demonstrate knowledge and utilize relevant medical terminology.
- Demonstrate safe practice techniques in regard to perioperative routines, patient transportation, positioning, and emergency procedures.
- Demonstrate and integrate principles of surgical asepsis as part of the perioperative experience.
- Carry out the principles and techniques of medical asepsis as part of the perioperative experience.
- Communicate effectively using both written and oral formats.

### **Admission Requirements**

Applicants to the Surgical Technology program must be a high school graduate with a grade point average (GPA) of at least a 2.5, or a general equivalency (GED) recipient with a score of 500 (score of 50 prior to 2002). In addition, applicants must have successfully completed two sciences (C or higher) and one algebra course (C or higher) in high school or college. If the student does not meet these criteria, they are able to file an appeal for acceptance to the Dean of Health Sciences.

Please note that after acceptance to the Surgical Technology program, students will be required to complete a background check, provide documentation of current required-immunizations and current Healthcare Provider CPR certification. Students must possess American Heart Association Basic Life Support (BLS) Healthcare Provider certification – valid prior to the start of SUR290 with current certification maintained through the completion of clinical rotations.

### **Program Requirements**

All required courses in the Surgical Technician Diploma program must be passed with a grade of “C” or higher for students to progress through the program.

### **Surgical Technician Core Courses – 42 credits**

ALH108	Medical Terminology and Pharmacology
ALH112	Essentials of Anatomy and Physiology I
ALH122	Essentials of Anatomy and Physiology II (ALH112)
ALH255	Medical Law and Ethics
BIO260	Microbiology (ALH122)
SUR110	Fundamentals of Surgical Technology
SUR115	Preoperative Techniques and Procedures (SUR110)
SUR120	Intraoperative Techniques and Procedures (SUR115)
SUR125	Surgical Pharmacology (SUR110)
SUR130	Postoperative Techniques and Procedures (SUR120)
SUR135	Surgical Specialties and Pathophysiology (SUR130)
SUR140	Certification Exam Review (Taken with Internship)
SUR290	Internship (120 cases) (Complete all coursework.)

### **Additional Fees**

Lab supply fee - \$120 per term

*\*Students who complete this diploma, and successfully complete the certification exam, will be eligible to enter the Bachelor of Science in Healthcare Management Program. They will be required to complete additional general education courses including IDS101, ENG101, ENG105, COM101, IDS102, Global Citizenship, and Quantitative Fluency, prior to beginning the Healthcare Management core courses. These students will receive a 33-credit block transfer; ALH255 as an HCM core course, BIO260 as Scientific Reasoning, SUR290 as Experiential Learning, and 15 credits for professional credentialing.*

# ASSOCIATE DEGREE

## GENERAL EDUCATION REQUIREMENTS

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

### General Education Program of Study

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

- **First Year Seminar – 3 credits**  
IDS101 CPC Foundations
- **Basic Written Communication – 3 credits**  
ENG101 College Composition I
- **Information Literacy – 3 credits**  
IDS102 [Introduction to Information Literacy](#)
- **Oral Communication – 3 credits**  
COM101 Introduction to Human Communication
- **Quantitative Fluency – 3 credits** (choose one of the following)  
MTH105 College Algebra  
MTH125 Quantitative Literacy
- **Scientific Reasoning – 3 credits** (choose one of the following)  
BIO100 Human Biology  
BIO105 Human Development  
PSY100 Psychology  
SCI100 Nutrition  
SCI230 Environmental Geology  
SOC100 Sociology
- **Global Citizenship – 3 credits** (choose one of the following)  
ALH255 Medical Law and Ethics  
BUS130 Macroeconomics  
GEO105 Global Geography  
HIS101 The United States and the World to 1850  
HIS102 The United States and the World from 1850

The following will be the learning outcomes for the General Education for Associates Students:

- I. **Integrative Learning:** In addition to gaining knowledge of human culture, institutions, and the physical and natural world, Central Penn College students should be able to identify, evaluate, and responsibly use information and integrate learning across courses and disciplines, over time, and between campus, community, and professional life.
- II. **Critical and Analytical Thinking:** Central Penn College students should be able to analyze, interpret, evaluate, and construct reasoned arguments in order to solve a problem or reach a conclusion.
- III. **Communication:** Central Penn College students should be able to apply accepted standards and conventions in the production of written, oral, and visual work, adapted to an audience and environment.

- IV. Quantitative Reasoning:** Central Penn College students should be able to analyze, interpret, evaluate, and employ quantitative, graphic, or visually-represented data for the purpose of understanding issues, addressing problems, and/or answering questions.
- V. Citizenship and Intercultural Competency:** Central Penn College students should develop an understanding of the responsibilities rooted in citizenship at the local, national, and global level; be civically engaged; and connect disciplinary and professional concerns to wider local, national, and global issues.

## Accounting

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### *Associate in Science Degree*

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

### **Program Learning 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.

### **General Education Requirements – 21 credits**

Students are required to take 21 credit hours of foundational general education coursework within an associate degree program. The following are directed general education courses required for the Associate Degree in Accounting

### **Scientific Reasoning (must choose one of the following)**

- PSY100 Psychology  
SOC100 Sociology

### **Global Citizenship (must take the following)**

- BUS130 Macroeconomics

### **Program Requirements – 39 credits**

In addition to the 21 credits of general education coursework, students are required to take a core group of courses and open electives associated with their major to total 60 credits as outlined below.



### **Accounting Core Courses – 36 credits**

ACC100	Accounting I*
ACC110	Accounting II
ACC200	Managerial Accounting
ACC210	Data Management Applications
ACC220	Income Tax
ACC230	Intermediate Accounting I
ACC300	Intermediate Accounting II
ACC310	Nonprofit Accounting
ACC320	Cost Accounting
BUS200	Finance I
LGS250	Business Law
INT299	Associate Degree Internship
or	
IDS290	Associate Degree Capstone

### **Open Elective Requirements – 3 credits**

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

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

## **Communications**

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### *Associate in Science Degree*

Communications is a growing field with a variety of career opportunities for graduates. The Associate of Science in Communications Degree program combines technical courses required for job preparation and college-level general education courses. The degree program provides students with knowledge of public relations, graphic design, photography and public speaking. The curriculum includes coursework in AP style, the accepted writing style of journalists and public relations practitioners, as well as providing students the opportunity to get real world experience through internship and hands-on projects to help develop their resume while in school. This degree prepares students either for immediate employment in the public relations and marketing fields or for transfer to a bachelor's degree program in Corporate Communication.

### **Program Learning Objectives**

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

## Program Requirements

In addition to the 21 credits of general education and elective requirements, students are required to take a core group of courses associated with their major and one choice course to total 60 credits.

### Communications Core Courses – 36 credits

BUS230	Principles of Marketing
COM100	Survey of Mass Communications
COM125	Digital Photography and Image Editing
COM130	Public Relations
COM140	Media Writing
COM220	Journalism I
COM225	Writing for Public Relations
COM230	Desktop Publishing I
COM303	Persuasion
COM305	Media Relations
COM320	Feature Writing
INT299	Associate Degree Internship
or	
IDS290	Associate Degree Capstone

### Open Elective Requirements – 3 credits

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

## Computer Information Systems

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### *Associate in Science Degree*

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

### Program Learning Objectives

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

## **Admission Requirements**

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

## **General Education Requirements – 21 credits**

Students are required to take 21 credit hours of foundational general education coursework within an associate degree program.

## **Program Requirements – 39 credits**

In addition to the 21 credits of general education coursework, students are required to take a core group of courses and open electives associated with their major to total 60 credits as outlined below.

## **Computer Information Systems Core Courses – 36 credits**

TEC120	Structured Programming
TEC135	Networking I
TEC140	Microcomputer Systems
TEC200	Data Modeling Foundations
TEC230	Introduction to Data Analysis
TEC235	Object-Oriented Programming I
TEC238	Python
TEC245	Internet Programming I
TEC248	Routers and Switching
TEC252	SQL Fundamentals
TEC320	Systems Analysis and Design
INT299	Associate Degree Internship
or	
IDS290	Associate Degree Capstone

## **Open Elective Requirements – 3 credits**

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

## **Criminal Justice**

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### *Associate in Science Degree*

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

## **Program Learning 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.

## **General Education Requirements - 21 credits**

Students are required to take 21 credit hours of foundational general education coursework within an associate degree program. The following are directed general education courses required for the Associate Degree in Criminal Justice.

### **Scientific Reasoning** (must choose the following)

PSY100 Psychology

## **Program Requirements - 36 credits**

In addition to the 21 credits of general education coursework, students are required to take a core group of courses and open electives associated with their major to total 60 credits as outlined below.

### **Criminal Justice Core Courses - 36 credits**

BUS220 Principles of Management  
CRI100 Criminal Justice  
CRI135 Introduction to Corrections  
CRI225 Juvenile Justice: Alternatives to Incarceration  
CRI245 Criminal Investigation  
CRI285 Societal Changes in Victimology  
CRI321 Police Operations  
HSM205 Fundamentals in Intelligence Analysis  
LGS170 Criminal Procedure  
LGS210 Evidence  
LGS265 Criminal Law  
INT299 Associate Degree Internship  
or  
IDS290 Associate Degree Capstone

### **Open Elective Requirements - 3 credits**

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

## **Entrepreneurship and Small Business**

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### *Associate in Science Degree*

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

### **Program Learning Objectives**

- Analyze the business environment, opportunity recognition, and the business idea-generation process
- Effectively understand and implement a marketing plan for a new venture.
- Apply relevant financial principals to assess start-up capital needs, cash flow needed for growth, break-even analysis and pre-and post-funding valuation.
- Communicate clearly and effectively using both written and oral forms of communication, to develop and evaluate business plans and funding proposals

### **General Education Requirements – 21 credits**

Students are required to take 21 credit hours of foundational general education coursework within an associate degree program. The following are directed general education courses required for the Associate Degree in Entrepreneurship and Small Business.

#### **Scientific Reasoning** (must choose one of the following)

PSY100 Psychology  
SOC100 Sociology

#### **Global Citizenship** (must take the following)

BUS130 Macroeconomics

### **Program Requirements – 36 credits**

In addition to the 21 credits of general education coursework, students are required to take a core group of courses and open electives associated with their major to total 60 credits as outlined below.

### **Entrepreneurship & Small Business Core Courses – 36 credits**

ACC210 Data Management Applications  
ACC220 Income Tax  
BUS115 Business Accounting  
BUS120 Spreadsheet Applications  
BUS200 Finance I  
BUS220 Principles of Management  
BUS230 Principles of Marketing  
BUS235 Consumer Behavior

BUS245 Human Resources  
BUS270 Entrepreneurship & Small Business Management  
LGS250 Business Law  
INT299 Associate Degree Internship  
or  
IDS290 Associate Degree Capstone

### **Open Elective Requirements – 3 credits**

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

## **Marketing**

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### *Associate in Science Degree*

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

### **Program Learning Objectives**

- Understand fundamental marketing concepts, theories and principles in areas of marketing policy; of market and consumer behavior; of product, placement, promotion and pricing decisions.
- Exhibit multi-channel media fluency, applying communication skills to successfully engage multiple stakeholders.
- Design and develop marketing systems for variable business environments by employing appropriate marketing strategies.
- Make marketing and sales decisions based on analysis of market data, informed by ethical considerations.
- Identify and engage potential marketing careers.

### **General Education Requirements – 21 credits**

Students are required to take 21 credit hours of foundational general education coursework within an associate degree program. The following are directed general education courses required for the Associate Degree in Accounting.

### **Scientific Reasoning** (must choose one of the following)

- PSY100 Psychology
- SOC100 Sociology

### **Global Citizenship** (must take the following)

- BUS130 Macroeconomics

### **Program Requirements – 39 credits**

In addition to the 21 credits of general education coursework, students are required to take a core group of courses and open electives associated with their major to total 60 credits as outlined below.

### **Marketing Core Courses – 36 credits**

BUS115	Business Accounting
BUS105	Fundamentals of Selling
BUS220	Principles of Management
BUS230	Principles of Marketing
BUS235	Consumer Behavior
BUS250	Advertising
BUS275	Digital Media Marketing
BUS304	Strategic Planning and Marketing Communications
COM130	Public Relations
COM225	Writing for Public Relations
COM303	Persuasion
INT299	Associate Degree Internship
or	
IDS290	Associate Degree Capstone

### **Open Elective Requirements – 3 credits**

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

## **Medical Assisting**

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*Associate in Applied Science Degree*

### **Medical Assisting Program Mission**

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

### **Program Learning Objectives**

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

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

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

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

Commission on Accreditation of Allied Health Education Programs  
9355 113th Street North, Suite 7709  
Seminole, FL 33775  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

### **Admission Requirements**

Applicants for the Medical Assisting program must have a minimum GPA of a 2.20 from the official transcripts 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**

Foundations: 21 credits

All students are required to take courses in each of the following seven categories:

- **First Year Seminar – 3 credits**  
IDS101    CPC Foundations
- **Basic Written Communications – 3 credits**  
ENG101    College Composition I
- **Information Literacy – 3 credits**  
IDS102    Introduction to Information Literacy
- **Oral Communications – 3 credits**  
COM101    Introduction to Human Communication
- **Quantitative Fluency – 3 credits (choose one of the following)**  
MTH105    College Algebra  
MTH125    Quantitative Literacy
- **Scientific Reasoning – 3 credits (choose one of the following)**  
BIO100    Human Biology  
BIO105    Human Development  
PSY100    Psychology  
SCI100    Nutrition  
SCI230    Environmental Geology  
SOC100    Sociology
- **Global Citizenship – 3 credits (choose one of the following)**  
BUS130    Macroeconomics  
GEO105    Global Geography  
HIS101    The United States and the World to 1850  
HIS102    The United States and the World from 1850  
ALH255    Medical Law and Ethics



## Program Requirements

In addition to the 21 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 60 credits. To be eligible for internship, the student must have on file documented proof of liability insurance. MAERB requires Medical Assisting internships to be unpaid.

### Medical Assisting Core Courses – 39 credits

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

### Progression in the Medical Assisting Program

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

All courses in the Medical Assisting Program must be passed with a "C" or higher.

### Additional Fees

Lab supply fee - \$120 per term

Certified Medical Assistant (AAMA) Exam - \$125 (final term only)

Medical Certification Review - \$50 (final term only)

## Occupational Therapy Assistant

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*Associate in Applied Science Degree*

### Occupational Therapy Assistant Program Mission

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

### Program Learning Objectives

- Understand the structure and function of the human body, the sensorimotor, psychosocial and cognitive components and their development throughout the lifespan
- Apply knowledge of occupational therapy theory, principles and philosophies across all stages of the occupational therapy process
- Demonstrate clinical reasoning skills, solve problems, and offer innovative occupation-based treatments through ethical, evidence-based practice
- Distinguish between the distinct roles and responsibilities of the Occupational Therapist & Occupational Therapy Assistant in the supervisory process

- Understand the necessity of life-long learning to support competence, service minded behaviors and professional development.
- Demonstrate professional behaviors within the classroom, clinic and community settings.
- Achieve entry-level competence by successfully completing academic and fieldwork education requirements.

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

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

The OTA program at Central Penn College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, Inc., located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-6611. 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, 1 Bank Street, Suite 300, Gaithersburg, MD 20877, phone: (301) 990-7979.

### **Admissions Requirements**

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

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

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

Students should take into consideration that the OTA program, to meet legal standards, will require the PA State Police and Federal Bureau of Investigations Criminal Background Checks and PA Child Abuse History Clearance prior to beginning fieldwork (internship) experiences. Additionally, a felony criminal record may prohibit eligibility to sit for the Certified Occupational Therapy Assistant Certification Examination by the National Board for Certification in Occupational Therapy (NBCOT) and to obtain licensure to practice as an occupational therapy assistant. Students with a criminal record will need to contact NBCOT directly to discuss eligibility for the exam (NBCOT, 1 Bank Street, Suite 300, Gaithersburg, MD 20877, phone: 301-990-7979).

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

### **Clinical Fieldwork Considerations**

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

### **Readmission to the OTA Program**

1. If a student voluntarily withdraws from the college, the student will be granted the opportunity to re-apply for readmission into the OTA program with acceptance of credits already completed, if the time frame is more than one term, but less than one year. However, this is not a guarantee that the student will be re-accepted.
  - a. The student must submit a written readmission request to the Program Director. The request must include a statement showing how the student will successfully complete the program upon readmission. The decision to readmit the student will be determined by the full time OTA faculty, Program Director and the Dean of Nursing and Health Sciences.
  - b. Prior to readmission, the student will be required to take a comprehensive examination covering the material of the previously completed OTA core courses. The student must score a 77% or higher in order for previously taken core course credits to be accepted/transferred. The purpose of this exam is to ensure that all students have the essential knowledge and skill level prior to participating in Level I and II Fieldwork Experiences.
  - c. If a student scores 77% or better on the comprehensive examination, yet would like to review material from previously taken courses, the student may audit any

previously taken OTA courses as long as the instructor has available space to accommodate all students.

2. After a period of one year, students electing to reapply for readmission to the OTA program will be required to retake the program in its entirety from the beginning. No credits will be accepted for previously taken OTA program core courses. Credits will be accepted for general education coursework that were successfully completed.
3. If a student does not pass one of the OTA core classes (OTA and ALH), they will have one opportunity to re-take that class. If on the second attempt of taking a core class the student receives a final grade of "C+" or below (76%), the student will be dismissed from the OTA program and asked to change their major. If the failed course is a prerequisite for another core course, they may be unable to take classes the following term.
4. If a student is academically dismissed from the program or has been withdrawn due to any reason other than stated in item #1 above, the student may re-apply for admission to the program. However, this is not a guarantee that the student will be re-accepted. The student must re-apply to the College for either the spring or fall term and proceed through the entire application process again. The student will then be required to begin the program under the current college catalog and no transfer credits will apply for core OTA courses. Under this condition, the student will not be eligible to take the comprehensive examination and must start the program from the beginning of the course rotation.

### **Program Requirements**

In addition to the 30 credits of general education and elective requirements, students are required to take a core group of 49 course credits associated with the OTA major, to total 79 credits. To be eligible for internship, the student must have on file documented proof of required immunizations, liability insurance, and current CPR certification. Criminal background check, child abuse clearance and FBI fingerprinting will be required for all fieldwork placements.

### **Occupational Therapy Assistant Core Courses – 49 credits**

- ALH120 Anatomy and Physiology I + (*offered spring and fall terms*)
- ALH120L Anatomy and Physiology I Lab + (*offered spring and fall terms*)
- ALH130 Anatomy and Physiology II + (*offered summer and winter terms*)
- ALH130L Anatomy and Physiology II Lab + (*offered summer and winter terms*)
- OTA100 Fundamentals of Occupational Therapy + (*offered spring and fall terms*)
- OTA108 Therapeutic Techniques I + (*offered summer and winter terms*)
- OTA110 Therapeutic Techniques II + (*offered spring and fall terms*)
- OTA200 Developmental Occupational Therapy + (*offered spring and fall terms*)
- OTA205 Occupational Therapy in Mental Health + (*offered summer and winter terms*)
- OTA210 Occupational Therapy in Physical Rehabilitation + (*offered spring and fall terms*)
- OTA215 Developing Professional Behaviors in Occupational Therapy + (*offered summer and winter terms*)
- OTA220 Occupational Therapy in Geriatrics + (*offered spring and fall terms*)
- OTA230 Pathology and Function + (*offered summer and winter terms*)
- OTA299 Level II Fieldwork Experience

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

## General Education Requirements

### Foundations: 21 credits

All students are required to take courses in each of the following seven categories:

- **First Year Seminar – 3 credits**  
IDS101 CPC Foundations
- **Basic Written Communication – 3 credits**  
ENG101 College Composition I
- **Information Literacy – 3 credits**  
IDS102 Introduction to Information Literacy
- **Oral Communication – 3 credits**  
COM101 Introduction to Human Communication
- **Quantitative Fluency – 3 credits (choose one of the following)**  
MTH105 College Algebra  
MTH125 Quantitative Literacy
- **Scientific Reasoning – 3 credits (OTA students are required to take)**  
BIO105 Human Development
- **Global Citizenship – 3 credits (choose one of the following)**  
BUS130 Macroeconomics  
GEO105 Global Geography  
HIS101 The United States and the World to 1850  
HIS102 The United States and the World from 1850

### OTA Electives – 9 credits

- All OTA students must register for PSY220: Abnormal Psychology
- Students may satisfy the remaining 6 credits from any of the following class options: BIO, PSY, SCI, MTH, SOC

### Progression Through the OTA Program

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

1. All OTA core courses must be passed with a final grade C+. If a student does not pass one of the OTA core courses with a final grade of C+ or better, the student will have one opportunity to retake that class.
2. If on the second attempt to take the class, the student receives a final grade below a C+, the student will be automatically dismissed from the OTA Program and asked to change their major.
3. If a student in the OTA program scores a final grade of less than a C+ in any three total core courses, the student will be dismissed from the OTA Program and asked to change their major.
4. OTA students must maintain a GPA of 2.50 in their core courses. Failure to maintain this GPA for two consecutive terms will result in the student being dismissed from the OTA program and asked to change their major.

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

## Paralegal

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### *Associate in Science Degree*

The Associate of Science degree program in Paralegal prepares students to meet the growing demand for degreed paralegals in both the public and private sectors. A paralegal is a person qualified by education or work experience who assists lawyers in rendering legal services and performs specifically delegated substantive legal work for which a lawyer is responsible. Paralegals may not provide legal services directly to the public except as permitted by law. This academically rigorous program is designed to provide graduates with a comprehensive understanding of the judicial system, relative bodies of law, legal research, briefs, pleadings, and related official documents. This program is approved by the American Bar Association (ABA) and this approval process requires that nine (9) credits of legal specialty courses are taken in a traditional (face-to-face) format.

The Central Penn Paralegal Program is widely known for its academic rigor and enjoys a reputation of excellence within the legal community. With few exceptions, all courses are taught by licensed attorneys, providing graduates of this program with instruction from those who are most academically and experientially qualified. Students also participate in a wide variety of hands-on learning activities including field trips, a mock trial, guest lecturers, and an internship.

### **Program Learning 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 computer 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.

### **General Education Requirements - 21 credits**

Students are required to take 21 credit hours of foundational general education coursework within an associate degree program.

## **Program Requirements - 39 credits**

*In addition to the 21 credits of general coursework, students are required to take a core group of courses associated with their major to total 60 credits as outlined below.*

### **Paralegal Core Courses - 39 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
INT290	Associate Degree Internship or IDS290 Associate Degree Capstone

## **Physical Therapist Assistant**

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*Associate in Applied Science Degree*

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

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

### **Program Learning Objectives**

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

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

### **Admissions Requirements**

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

1. Students are required to have earned a cumulative GPA of 2.5 or higher. GPA is calculated from all schools attended. Cumulative GPA is based off of school transcripts and pending all course completion.
2. Observation Hours: all applicants are required to complete a minimum of 20 nonpaid observation hours in at least two different physical therapy facilities. A minimum of 10 hours must be completed at each facility. A physical therapist or physical therapist assistant working in each facility must validate all observation hours and document the candidate's performance via the form provided by Central Penn College's Admissions Department. Observation hours are to be completed within 12 months of the application and submitted prior to the application deadline.
3. References: all applicants are required to submit two professional references obtained within 12 months of the application deadline.
4. Interview: Students desiring to enter the field of physical therapy are expected to have effective communication skills in order to be able to work with clients and other professionals. Each applicant will be rated on communication skills, professionalism, knowledge and enthusiasm for the profession, and their personal attributes as related to their compatibility to the physical therapy profession. Students will also be required to conduct an interview with a member of the PTA faculty.
5. Due to the academic rigor and specificity of the PTA program, submission of SAT or ACT scores is highly recommended. The program accepts the top students based on the scores given for the abovementioned criteria.
6. PTA core courses must be taken at Central Penn College. There will be no transfer credits accepted for PTA core courses, with the exception of 9 credits of PTA electives.

### **Application Deadlines**

There are two separate application deadlines during the calendar year for enrollment into the program. The application deadline to begin during the summer term is April 1. The



application deadline to begin during the winter term is October 1. Up to 30 students will be accepted each summer and winter term in Summerdale and up to 30 students will be accepted each winter in Lancaster. Only complete applications, including most recent transcripts will be reviewed.

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

If a student voluntarily withdraws from the college, they 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 Nursing and 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 program, going through the entire application process, and must retake the courses not passed. 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.

### **PTA Program Policies**

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

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

- Students should be advised that some internship experiences will take place during the breaks between terms.
- All PTA students are required to pass ALH120 Anatomy and Physiology I and ALH120L Anatomy and Physiology I Lab with a final grade of C+ (77%) or higher during their first term in order to progress through the PTA program. Any student who does not pass ALH120 with a final grade of C+ or better will be dismissed from the PTA program. If it is the student's intent to reapply to the PTA program, the student will withdraw from the College and reapply to the program, completing 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](http://mycentralpenn.edu). The student's faculty advisor will assist with this process.

Additional PTA program policies can be found in the PTA Handbook, which is located on the PTA Program page of the college's website. (<https://www.centralpenn.edu/associate-program/>)

## General Education Requirements

Foundations – 21 credits

All students are required to take one course in each of the following seven categories:

- **First Year Seminar – 3 credits**  
IDS101 CPC Foundations
- **Basic Written Communication – 3 credits**  
ENG101 College Composition I
- **Information Literacy – 3 credits**  
IDS102 Introduction to Information Literacy
- **Oral Communications – 3 credits**  
COM101 Introduction to Human Communication
- **Quantitative Fluency – 3 credits (choose one of the following)**  
MTH105 College Algebra  
MTH125 Quantitative Literacy
- **Scientific Reasoning – 33 credits (must take the following)**  
BIO105 Human Development
- **Global Citizenship – 3 credits (choose one of the following)**  
ALH255 Medical Law and Ethics  
BUS130 Macroeconomics  
GEO105 Global Geography  
HIS101 The United States and the World to 1850  
HIS102 The United States and the World from 1850

## Program Requirements

In addition to the 21 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 – 58 credits

ALH120 Anatomy and Physiology I (offered winter and summer terms)

ALH120L Anatomy and Physiology I Lab (offered winter and summer terms)

ALH130	Anatomy and Physiology II (offered spring and fall terms)
ALH130L	Anatomy and Physiology II Lab
ALH280	Professional Behaviors for the Allied Health Professional (offered spring and fall terms) to the list
PTA100	Fundamentals of Physical Therapy (offered winter and summer terms)
PTA155	Physical Therapist Assistant Procedures (offered spring and fall terms)
PTA160	Pathophysiology for the PTA I (offered spring and fall terms)
PTA235	Modalities (offered winter and summer terms)
PTA245	Applied Kinesiology (offered winter and summer terms)
PTA255	Therapeutic Exercise (offered spring and fall terms)
PTA260	Pathophysiology for the PTA II (offered winter and summer terms)
PTA265	Neurological Rehabilitation (offered spring and fall terms)
PTA298	PTA Clinical Practice (2 weeks) (offered winter and summer terms)
PTA299	Internship for Physical Therapist Assistant (Two 7-week rotations = 14 weeks) (offered spring and fall terms)

*\*An additional 9 credits in PTA electives is required.*

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

*All PTA core classes listed above are C+ to progress*

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

### **Progression Through PTA Classes**

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

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

# BACHELOR DEGREE

## GENERAL EDUCATION REQUIREMENTS

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

### General Education Program of Study

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

- **Foundation and Skills for Lifelong Learning – 3 credits**  
IDS101 CPC Foundations
- **Basic Written Communication – 3 credits**  
ENG101 College Composition I
- **Advanced Written Communication – 3 credits**  
ENG105 Research and Argument
- **Oral Communication – 3 credits**  
[COM101: Introduction to Human Communication](#)
- **Information Literacy – 3 credits**  
IDS102 Introduction to Information Literacy
- **Quantitative Fluency – 3 credits** (*choose one of the following*)  
MTH105 College Algebra  
MTH125 Quantitative Literacy
- **Scientific Reasoning – 3 credits** (*choose one of the following*)  
BIO100 Human Biology  
BIO105 Human Development  
PSY100 Psychology  
[SCI100 Nutrition](#)  
SCI230 Environmental Geology  
SOC100 Sociology
- **Ethical Reasoning – 3 credits**  
PHI105 Ethics
- **Global Citizenship – 3 credits** (*choose one of the following*)  
ALH255 Medical Law and Ethics  
BUS130 Macroeconomics  
GEO105 Global Geography  
HIS101 The United States and the World to 1850  
HIS102 The United States and the World from 1850

### Intersections – 12 credits

Upon completing Foundations, a student should declare their intention to complete 12 credits in one of the following three categories: Community & Multiculturalism, Health & Wellness, and Popular Culture & Society. Intersection courses build upon the skills and knowledge acquired in the Foundations, as students apply higher-level thinking and communication skills to increase the breadth and depth of their education through interdisciplinary study.

- **Community & Multiculturalism** Students who select this category will study social, cultural, political, economic, and familial factors that shape communities, groups, and cultures. Students will be able to compare cultures and societies;

develop empathetic understanding of the beliefs, experiences, and actions of groups; and learn about economic and political power relations that enable, maintain, or mitigate inequality among different groups.

COM295 Media and Politics  
ENG225 Introduction to Contemporary World Literature  
HUM310 World Mythology  
IDS400 Topics in Multiculturalism

- **Health & Wellness** Students who select this category will choose four courses to study the physical, mental, and social components that contribute to healthy living and a fulfilling life, both as understood by modern science and as reflected in various cultural creations over time.

BIO 105 Human Development  
ENG 230 Literature and Health  
PHI210 Death and Dying  
PSY220 Abnormal Psychology  
SCI 100 Basic Nutrition  
SCI220 Holistic Health

- **Popular Culture & Society** Students who select this category will study national and international forms of cultural expression, such as film, theatre, television, music, photography, digital media, and literature and the functions these forms of expression play for creators, consumers, and society at large.

COM285 Media and Society  
ENG235 Literature and Popular Culture  
ENG430 Selected Topics in Rhetoric  
IDS205 Selected Topics in Film

### **Experiential Learning – 3 credits**

Having a foundation rooted in intellectual and practical skills and an enhanced sense of personal and social responsibility, third- and fourth- year students (or the equivalent) have an opportunity to do, an opportunity to apply, and an opportunity to integrate knowledge with experience in ways that foster an understanding of content and promotes a life-long appreciation for learning. Students will take one of the following classes as the culmination of their general education.

HON400 Honors  
IDS401 Topics in Service-Learning  
IDS402 Topics in Student Leadership  
IDS 403 Independent Study in Special Topics

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

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

On January 1, 2012, a 150 college-hour requirement became mandatory in Pennsylvania for CPA certificate applicants. In a traditional college, students usually will not meet the state requirement within four years. With our accelerated class schedule, Central Penn accounting majors can complete the 150 college-hour requirement within four years or less. Our accounting majors can obtain the additional 26 credit hours by concentrating on courses that match their interests and complement their accounting degree.

Examples of complementary courses are: business administration, criminal justice, homeland security management, information technology, and legal studies. Accounting students are encouraged to consult with their College Advisor and review the state CPA requirements so they can qualify to sit for the exam and become a CPA in their home state.

### **Program Learning 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.

### **General Education Requirements – 42 credits**

Students are required to take 42 credit hours of general education coursework within a bachelor's degree program. These 42 credit hours come from 27 credits of Foundation courses, 12 credits within a declared intersection, and 3 credits of experiential learning. The following are directed general education courses required for the bachelor's degree in Business Administration.

#### **Scientific Reasoning** (must choose one of the following)

PSY100 Psychology  
SOC100 Sociology

#### **Global Citizenship** (must take the following)

BUS130 Macroeconomics

### **Program Requirements**

In addition to the 42 credits of general education coursework, students are required to take a core group of courses and open Programmatic electives associated with their major to total 120 credits. While students can take a general approach to their degree, they can opt to choose a specific non-accounting minor.

## 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 Core Courses – 60 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
ACC335	Intermediate Accounting III
ACC405	Auditing
ACC425	Advanced Auditing
BUS120	Spreadsheet Applications
BUS200	Finance I
BUS215	Microeconomics
BUS220	Principles of Management
BUS365	Organizational Behavior
LGS250	Business Law
MTH200	Statistics
INT499	Bachelor Degree Internship
or	
IDS490	Bachelor Degree Capstone

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

### Open Elective Requirements – 18 credits

Students must take 18 additional credits and should look for classes labeled ACC, BUS, COM, CRI, HSM, LGS, or TEC. Any course not fulfilling another degree requirement may be used. Alternatively, a non-accounting minor may be declared to meet this requirement.

## Bachelor of Science Degree Program in Business Administration

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

## Program Learning 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.

## General Education Requirements – 42 credits

Students are required to take 42 credit hours of general education coursework within a bachelor's degree program. These 42 credit hours come from 27 credits of Foundation courses, 12 credits within a declared intersection, and 3 credits of experiential learning. The following are directed general education courses required for the bachelor's degree in Business Administration.

### Scientific Reasoning (must choose one of the following)

- PSY100 Psychology
- SOC100 Sociology

### Global Citizenship (must take the following)

- BUS130 Macroeconomics

## 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 120 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.

### Program Core Courses – 48 credits

- BUS115 Business Accounting
- BUS120 Spreadsheet Applications
- BUS200 Finance I
- BUS215 Microeconomics
- BUS220 Principles of Management
- BUS230 Principles of Marketing
- BUS245 Human Resources
- BUS260 International Business
- BUS270 Entrepreneurship & Small Business Management
- BUS325 Electronic Business
- BUS365 Organizational Behavior
- BUS470 Business Seminar
- COM303 Persuasion
- LGS250 Business Law
- MTH200 Statistics



INT499 Bachelor Degree Internship  
or  
IDS490 Bachelor Degree Capstone

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

## **Business Administration Concentrations**

### **Choice Classes**

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 of requirements choosing from a wider spectrum of courses. Students must complete 12 choice credits from any courses labeled BUS or choose a concentration listed below.

### **Banking & Finance Concentration**

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

BUS300 Finance II  
BUS305 Investments  
BUS320 Money and Banking  
BUS335 Insurance

### **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.

ALH115 Medical Insurance  
ALH255 Medical Law and Ethics  
ALH320 Health Services Organization and Management  
ALH400 Hospital and Health Services Administration

### **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.

BUS302 Health, Safety and Security  
BUS303 Recruitment, Selection and Placement  
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.

- BUS345 Operations Management
- BUS355 Project Management
- BUS401 Organizational Process Improvement
- BUS402 Organizational Change Management

### **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.

- BUS235 Consumer Behavior
- BUS250 Advertising
- BUS275 Digital Media Strategies
- BUS304 Strategic Planning and Marketing Communications

### **Program Elective Requirements – 18 credits**

Students must take 18 additional credits and should look for classes labeled ACC, BUS, COM, LGS, MTH, or TEC. Any course not fulfilling another degree requirement may be used. Alternatively, a non-business minor administration may be declared to meet this requirement.

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

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

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

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

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

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

### **Program Learning Objectives**

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

### **Program Requirements**

In addition to the 42 credits of general education and elective requirements, students must take a core group of courses and choice classes associated with their major to total 120 credit hours.

#### **Corporate Communications Core Courses – 54 credits**

BUS230	Principles of Marketing
COM100	Survey of Mass Communications
COM125	Digital Photography and Image Editing
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
COM290	Video Production
COM303	Persuasion
COM305	Media Relations
COM320	Feature Writing
COM340	Communications Law
ENG425	Writing for Digital Media
INT499	Bachelor Degree Internship
or	
IDS490	Bachelor Degree Capstone

#### **Choice Classes – 6 credits**

Students must take 6 credits of communications choice courses. Students can choose the remaining six credits from any level communications choice course.

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

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

### **Program Learning 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.

### **General Education Requirements - 42 credits**

Students are required to take 42 credit hours of general education coursework within a bachelor's degree program. These 42 credit hours come from 27 credits of Foundation courses, 12 credits within a declared intersection, and 3 credits of experiential learning. The following are directed general education courses required for the bachelor's degree in Legal Studies.

**Scientific Reasoning** (must take the following)  
PSY100 Psychology

**Global Citizenship** (must take the following)  
GEO105 Global Geology

### **Program Requirements**

In addition to the 42 credits of general education coursework, students are required to take a core group of courses and open electives associated with their major to total 120 credits.

### **Criminal Justice Administration Core Courses - 60 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  
CRI310 Criminal Profiling: Policy and Practice  
CRI312 Investigative Report Writing  
CRI321 Police Operations  
CRI365 Cyber Investigations  
CRI375 Terrorism  
CRI380 Psychology of the Criminal  
CRI395 Essential Criminal Justice Research  
CRI436 Security Management  
INT499 Bachelor Degree Internship  
or  
IDS490 Bachelor Degree Capstone  
LGS170 Criminal Procedure  
LGS210 Evidence  
LGS265 Criminal Law  
MTH200 Statistics

### **Open Elective Requirements - 18 credits**

Students must take 18 additional credits, and any course not fulfilling another degree requirement may be used. Alternatively, a non-criminal justice minor may be declared to meet this requirement.

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

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### **Health Science Program Mission**

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

### **Program Learning Objectives**

- Demonstrate an understanding of the principles of physical, biological, and behavioral science as they apply to human growth and development across the lifespan.
- Apply analytical reasoning and critical thinking skills to make informed decisions regarding the dynamic healthcare environment, diversity, and medical ethics.

- Exhibit a professional attitude and demonstrate a commitment to life-long learning, scholarship and research.
- Demonstrate effective communication skills, both written and oral, in a manner reflective of healthcare professionals.
- Examine the scientific theoretical concepts foundational to health science, apply knowledge, and appraise outcomes in laboratory experiences.
- Develop scientific knowledge through scholarly inquiry using evidence based best practices.

## Overview

The Bachelor of Science in the Health Sciences (BSHS) degree program is for individuals who are preparing for entry into professional and graduate courses that are relevant to almost all health care careers including physical and life sciences, medical ethics, or research. This program is designed to provide career and academic advancement as well as to deliver a well-rounded generalist curriculum to those who are preparing for graduate school in health care disciplines. This program is offered in 2 formats: Traditional day and Hybrid formats. The hybrid format (designed for currently working professionals), provides didactic portions of coursework on-line and labs are provided one evening per week, per lab course. Enrollments for both formats are accepted in fall term. Transfer students are accepted in spring term provided they meet all the admission criteria.

## Admission Requirements

The Bachelor of Science in Health Sciences must limit enrollment due to classroom space. Minimum academic standards for admission have been set. Students are evaluated for admission based on rubric scores according to the following admissions criteria:

### Traditional Program *(admits in Fall Term)*

- High School graduates without college experience must have a high school GPA of a 2.5 or higher due to the academic rigor and specificity of the BSHS program.
- SAT or ACT scores are preferred
- Transfer students may be accepted for spring term provided they have college experience (24 or more earned college credits) are required to have a GPA of 2.5 or higher, calculated off of all schools attended. They are required to transfer in MTH105 (College Algebra) and ALH155, ALH155L, ALH165, ALH165L (Anatomy and Physiology I and II with labs) or equivalent, with a final course grade of C+ or better.
- Submit two professional reference letters
- Program is capped at 24 students. Students will be admitted based on the above criteria on a first come, first served basis.

### Hybrid Program *(admits in Fall Term)*

- Students must have earned a minimum of 24 college credits from an accredited institution with a GPA of 2.5 or higher (calculated off of all schools attended)
- Students must transfer in transfer in ALH155, ALH155L, ALH165, ALH165L (Anatomy and Physiology I and II with lab) or equivalent with a final course grade of C+ or better.
- Transfer students may be accepted for spring term provided they also transfer in MTH105 (College Algebra) or equivalent, with a final course grade of C+ or better.
- Submit two professional reference letters.
- Program is capped at 20 students. Students will be admitted based on the above criteria on a first come, first served basis.

## Curriculum

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

### Program Requirements Traditional Program

In addition to the required general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 121 credits

### Program Requirements Hybrid Program

Students may transfer in up to 60 credits based upon the transfer evaluation. Students are required to transfer ALH155, ALH155L, ALH165, ALH165L (or ALH120, ALH120L, ALH130, ALH130L) (Anatomy and Physiology I and II with labs); 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 121 credits. Additional courses may be required based upon the individual transfer evaluation.

### Health Science Core Courses – 73 credits

ALH155	Anatomy and Physiology I (or ALH120)
ALH155L	Anatomy and Physiology I Lab (or ALH120L)
ALH165	Anatomy and Physiology II (or ALH130)
ALH165L	Anatomy and Physiology II Lab (or ALH130L)
ALH330	Healthcare Policies & Politics (BUS220 – waived for BSHS Students)
BIO230	Advanced Biology I (ALH165 and ALH165L, or ALH130, ALH130L)
BIO230L	Advanced Biology I Lab (ALH165 and ALH165L, or ALH130, ALH130L)
BIO330	Advanced Biology II (BIO230 and BIO230L)
BIO330L	Advanced Biology II Lab (BIO230 and BIO230L)
BIO430	Advanced Microbiology (BIO230, BIO230L, CHM200, CHM200L)
BIO430L	Advanced Microbiology Lab (BIO230, BIO230L, CHM200, CHM200L)
CHM200	Introduction to Chemistry (MTH105)
CHM200L	Introduction to Chemistry Lab (MTH105)
CHM310	Organic Chemistry (CHM200, CHM200L)
CHM310L	Organic Chemistry Lab (CHM200, CHM200L)
CHM400	Biochemistry (CHM310, CHM310L)
CHM400L	Biochemistry Lab (CHM310, CHM310L)
IDS400	Topics in Multiculturalism
IDS490	Capstone in Health Sciences
MTH200	Statistics (MTH101 or MTH105)
MTH245	Pre-Calculus with Trigonometry
PHY200	General Physics I (MTH105)
PHY200L	General Physics I Lab (MTH105)
PHY300	General Physics II (PHY200, PHY200L)
PHY300L	General Physics II Lab (PHY200, PHY200L)
PSY100	Psychology
SCI100	Basic Nutrition
SCI300	Genetics (ALH165, ALH165L, BIO230, BIO230L, MTH105)
SCI320	Advanced Nutrition for Healthcare Providers (SCI100)
SCI330	Advanced Pharmacology (ALH165, ALH165L or ALH130, ALH130L)
SCI350	Research Methods (MTH200)

*The courses in parenthesis are prerequisites within the curriculum and must be completed prior to registration for the core courses.*

### **General Education Foundations – 27 credits**

(Health Science Students are required to take the following Foundation Courses)

ALH255	Medical Law and Ethics
COM101	Introduction to Human Communication
ENG101	College Composition I
ENG105	Research and Argument
IDS101	CPC Foundations
IDS102	Introduction to Information Literacy
MTH105	College Algebra (MTH010 or passing placement exam score)
PHI105	Ethics
SOC100	Sociology

### **General Education Intersection – 12 credits**

(Health Science students are required to take the following courses in the Health and Wellness Intersection.)

BIO105	Human Development
PHI210	Death and Dying
PSY220	Abnormal Psychology
SCI220	Holistic Health

### **General Education Experiential Learning – 3 credits**

(Health Science students are required to take the following experiential Learning Course)

IDS403	Independent Study in Special Topics
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### **Open Electives – 6 credits**

Students have a choice to take any two three-credit courses that they meet the pre-requisites for.

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

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

1. If a student scores below a C (73%) in one of the CORE courses they will have one opportunity to retake the course.
2. If on the second attempt the final grade falls below a C (73%) the student will not be able to continue in the program.
3. Maintenance of a 2.5 GPA is also required to remain in the program. Academic warning occurs when a student falls below 2.5 at the end of any academic term. Academic dismissal occurs when a student’s GPA falls below a 2.5 and the student fails to demonstrate achievement of a 2.5 GPA in the following term.
4. Midterm warnings are issued when the course grade at midterm falls below a C (73%). Students are advised to seek guidance immediately from the course faculty to develop remediation strategies that can support successful course completion.
5. The student has a right to appeal the dismissal decision. The Academic Grievance Policy can be accessed online in the Central Penn College Catalog.



# Bachelor of Science Degree Program in Healthcare Management

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## Healthcare Management Program Mission

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

## Program Learning Objectives

- Demonstrate effective communication skills, both written and oral, in a manner reflective of business and healthcare professionals.
- Evaluate how business concepts and models can be used to respond to the unique clinical, organizational, and fiscal demands in the dynamic healthcare environment.
- Evaluate the complexities of healthcare organizations including the implications of work-place diversity, organizational change, and the corporate culture.
- Apply analytical reasoning and critical thinking skills to make informed decisions regarding resource allocation, human resource allocation, and medical ethics.
- Analyze the role effective leadership models play in organizational performance and change.
- Compare current healthcare management strategies utilizing evidence based scholarly inquiry.

## Overview

The Bachelor of Science in Healthcare Management (BSHM) degree program is a 120 credit major directed toward healthcare professionals who possess and associate's degree, preferably hold a professional credential in a healthcare profession (e.g. respiratory therapy, medical information technician, cardiovascular technologist, paramedic, dental hygienist, medical assistant, physical therapy assistant, occupational therapy assistant). In addition to business and management coursework, the program's curriculum also includes key courses in healthcare management, policy and healthcare delivery strategies. This degree can offer healthcare professionals opportunities within healthcare systems for career advancement into supervisory, management, or educational positions.

## Admission Requirements

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

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

## Progression Policy for the Healthcare Management Program

Graduates of the Healthcare Management Program are expected to be prepared for advancement into management or administrative roles in the workplace. CORE courses are designated as "C to progress" meaning that students must obtain a minimum grade of C in these courses to progress through the coursework. Students are also required to maintain an overall GPA of 2.5 for all courses taken at Central Penn College to complete requirements for the bachelor's degree.

1. If a student scores below a C (73%) in one of the CORE courses they will have one opportunity to retake the course.
2. If on the second attempt the final grade falls below a C (73%) the student will not be able to continue in the program.
3. Maintenance of a 2.5 GPA is also required to remain in the program. Academic warning occurs when a student falls below 2.5 at the end of any academic term. Academic dismissal occurs when a student's GPA falls below a 2.5 and the student fails to demonstrate achievement of a 2.5 GPA in the following term.
4. Midterm warnings are issued when the course grade at midterm falls below a C (73%). Students are advised to seek guidance immediately from the course faculty to develop remediation strategies that can support successful course completion.
5. The student has a right to appeal the dismissal decision. The Academic Grievance Policy can be accessed online in the Central Penn College Catalog.

### Professional Credentials

Students who are enrolled in the BSHM program will be awarded up to 60 credits for their associate degree and 15 credits for professional credentials based on their individual transfer evaluations. Those students who do not hold a current professional credential, will be required to take 15 additional BSHM choice course credits.

*The courses in parenthesis are prerequisites and must be fulfilled.*

### Healthcare Management Core Courses – 33 credits

ALH255 Medical Law & Ethics (*offered spring and fall terms*)  
 ALH320 Health Services Organization & Management (*offered summer and winter terms*)  
 ALH330 Healthcare Policies & Politics (BUS220) (*offered summer and winter terms*)  
 ALH388 Healthcare Quality Management (ALH320) (*offered summer and winter terms*)  
 ALH405 Healthcare Leadership (ALH255 and BUS365)  
 BUS120 Spreadsheet Applications  
 BUS220 Principles of Management  
 BUS245 Human Resources (BUS100 or BUS220)  
 BUS365 Organizational Behavior (BUS220)  
 ENG220 Business Communications (ENG102)  
 IDS490 Capstone Bachelor Degree

### Choice Courses – 12 credits (9 credits must be at 300 level or higher).

**Students applying to the program who do not possess professional credentials will be required to take a total of 27 healthcare management choice credits, 21 at the 300 or higher level.**

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

ALH365 Issues and Trends in Healthcare (ALH320 or ALH330) (*offered spring and summer terms*)  
 ALH370 Healthcare Informatics (ALH330) (*offered summer and winter term*)  
 ALH375 The Interprofessional Healthcare Team (ENG220) (*offered spring and fall terms*)  
 ALH400 Hospital & Health Services Administration (BUS365 and ALH410) (*offered spring and fall term*)

ALH410	Health Economics & Financial Strategies (BUS100 and BUS365) (offered Summer and Winter Terms) moved from core to choice and BUS 100 eliminated as pre-requisite
ALH420	Healthcare Planning & Marketing (BUS220 and BUS230) <i>(offered summer term)</i>
BUS215	Microeconomics
BUS230	Principles of Marketing [pre for ALH420]
BUS302	Health, Safety and Security (BUS245)
BUS303	Recruitment, Selection, and Placement (BUS245)
BUS345	Operations Management
BUS355	Project Management
BUS380	Business Policy Formulation (BUS220)
BUS401	Organizational Process Improvement (BUS365)
BUS402	Organizational Change Management (BUS365)
BUS450	Labor Relations (BUS220 and BUS245)
BUS460	Evaluation & Assessment (BUS245)
BUS465	Training & Development (BUS245)
IDS400	Topics in Multiculturalism (HUM105, SOC100 or PSY100)
PHI210	Death and Dying (ALH255 or ALH280 or PHI105 or NUR330)
SOC400	Leadership in Society (ENG102 and one social science course)
SOC410	Race & Gender (HUM105 or SOC105)

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

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

### **Program Learning Objectives**

- Demonstrate knowledge of terminology, principles, and procedures within substantive areas of homeland security management including relevant bodies of law, international relations, and awareness of various political, social, and cultural environments.
- Demonstrate an understanding of current intelligence-gathering capabilities.
- Apply analytical methods to solve emergency and crisis management problems.
- Analyze and apply key management and leadership concepts, appropriate professional manner, and ethical conduct to all aspects of homeland security management.
- Demonstrate oral and written communication skills appropriate to the homeland security management profession.
- Formulate and create documents utilizing appropriate research, writing, and analysis for the management of largescale incidents.
- Demonstrate the ability to collect, collate, and organize large amounts of information from multiple sources.

- Demonstrate an appropriate level of technical and professional knowledge expected of an individual possessing a bachelor's degree in Homeland Security Management.

### **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.

### **General Education Requirements - 42 credits**

Students are required to take 42 credit hours of general education coursework within a bachelor's degree program. These 42 credit hours come from 27 credits of Foundation courses, 12 credits within a declared intersection, and 3 credits of experiential learning. The following are directed general education courses required for the bachelor's degree in Legal Studies.

#### **Scientific Reasoning** (must take following)

PSY100 Psychology

#### **Global Citizenship** (must take the following)

GEO105 Global Geography

### **Program Requirements**

In addition to the 42 credits of general education coursework, students are required to take a core group of courses and open electives associated with their major to total 120 credits.

### **Homeland Security Management Core Courses – 60 credits**

BUS220 Principles of Management  
 BUS365 Organizational Behavior  
 CRI245 Criminal Investigation  
 CRI285 Societal Changes in Victimology  
 CRI310 Criminal Profiling: Policy and Practice  
 CRI312 Investigate Report Writing  
 CRI375 Terrorism  
 CRI380 Psychology of the Criminal  
 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  
INT499 Bachelor Degree Internship  
or  
IDS490 Bachelor Degree Capstone  
LGS170 Criminal Procedure  
LGS265 Criminal Law  
MTH200 Statistics

### **Open Elective Requirements - 18 credits**

Students must take 18 additional credits, and any course not fulfilling another degree requirement may be used. Alternatively, a non-homeland security management or Criminal Justice minor may be declared to meet this requirement.

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

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

### **Program Learning Objectives**

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

### **Admission Requirements**

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

## **General Education Requirements - 42 credits**

Students are required to take 42 credit hours of general education coursework within a bachelor's degree program. These 42 credit hours come from 27 credits of Foundation courses, 12 credits within a declared intersection, and 3 credits of experiential learning.

## **Program Requirements**

In addition to the 42 credits of general education coursework, students are required to take a core group of courses and open electives associated with their major to total 120 credits.

## **Information Technology Core Courses - 33 credits**

MTH200 Statistics  
TEC120 Structured Programming  
TEC135 Networking I  
TEC140 Microcomputer Systems  
TEC200 Data Modeling Foundations  
TEC210 Discrete Logic  
TEC230 Introduction to Data Analysis  
TEC245 Internet Programming I  
TEC252 SQL Fundamentals  
TEC320 Systems Analysis and Design  
INT499 Bachelor Degree Internship  
or  
IDS490 Bachelor Degree Capstone

## **Programming Exploration Courses - 9 credits**

TEC235 Object Oriented Programming I  
TEC240 Visual Basic for Applications  
TEC345 Internet Programming II

## **Networking Exploration Courses - 9 credits**

TEC248 Routers and Switching  
TEC330 Network Management  
TEC412 Pen Testing

## **Data Analysis Courses - 9 credits**

TEC238 Python  
TEC366 Visualization  
TEC388 Data Analysis with Python

## **Open Elective Requirements - 18 credits**

Students must take 18 additional credits and should look for classes labeled ACC, BUS, COM, CRI, HSM, LGS, or TEC. Any course not fulfilling another degree requirement may be used. Alternatively, a non-Information Technology minor may be declared to meet this requirement.

## Bachelor of Science Degree Program in Legal Studies

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This is a Bachelor of Science degree program in Legal Studies, approved by the American Bar Association, that is designed for students who have an interest in receiving an advanced education as paralegals. Paralegals assist lawyers in providing legal services in a private law firm, corporate law office, or government agency. The Legal Studies program is ideal for students looking for a career as paralegals, and for students planning to attend law school.

While most courses in the Paralegal Program run online as well as on campus, the ABA requires all students to take at least 9 credits on campus, either in the daytime or evening. Paralegals are not legally permitted to give legal advice or provide legal services directly to the public.

The Central Penn Legal Studies Program is widely known for its academic rigor and enjoys a reputation of excellence within the legal community. With few exceptions, all courses are taught by licensed attorneys, providing graduates of this program with instruction from those who are most academically and experientially qualified. Students also participate in a wide variety of hands-on learning activities including field trips, a mock trial, guest lecturers, and an internship.

### Program Learning Outcomes

- Apply practical methods to solve legal research problems and draft well-written memoranda, briefs, and pleadings using print and online legal resources.
- Demonstrate knowledge of terminology, principles and procedure within substantive legal areas including torts, contracts, criminal law, and constitutional law.
- Describe the ethical responsibilities of paralegals, the rules of professional conduct governing lawyers, and the application of these rules to paralegals.
- Demonstrate oral and written communications skill appropriate to the legal profession.
- Formulate and create documents relating to litigation, including pleadings and motions, and demonstrate the proper form, use and presentation of evidence obtained through discovery and depositions.
- Demonstrate adequate preparation for career development and conduct expected of paralegals in various legal settings.
- [Demonstrate an appropriate level of technical knowledge expected of legal professionals.](#)

### General Education Requirements – 42 credits

Students are required to take 42 credit hours of general education coursework within a bachelor's degree program. These 42 credit hours came from 27 credits of Foundation courses, 12 credits within a declared intersection, and 3 credits of experiential learning.

### Program Requirements

In addition to the 42 credits of general education coursework, students are required to take a core group of courses and open electives associated with their major to total 120 credits.

## **Legal Studies Core Courses – 60 credits**

LGS110	Foundations of 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
LGS217	Employment Law
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
LGS370	Alternative Dispute Resolution
LGS410	Advanced Constitutional Law
INT499	Bachelor Degree Internship or IDS490 Bachelor Degree Capstone

## **Open Elective Requirements - 18 credits**

Students must take 18 additional credits. Any course not fulfilling another degree requirement may be used. Alternatively, a non-legal studies minor may be declared to meet this requirement.

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

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Central Penn College is currently not enrolling students in the Bachelor of Science in Nursing (RN to BSN) program. The program is tentatively scheduled to begin enrolling in Spring 2023.

The Bachelor of Science degree in Nursing (BSN) Program is an online RN to BSN program designed to meet the educational needs of the Registered Nurse (RN). All courses are 100% online and practice experiences to support professional nursing expertise and career development are accomplished in the student's local area, if available. The BSN degree provides a base for nurses to assume professional nursing roles in a variety of healthcare settings and to meet requirements for enrollment in advanced practice and specialty graduate nursing education programs.

### **Mission**

The Central Penn College Nursing Program mission is to provide nursing education that prepares graduates to assume professional nursing roles in a variety of settings and achieve expanded career goals, including entry into graduate programs in nursing.

### **Program Learning Objectives**

- Analyze principles, models, and research studies from nursing and related disciplines to support evidence-based practice (EBP) decisions, patient care safety, and quality improvement in clinical practice.



- Incorporate the use of appropriate patient care technology to facilitate management and provision of interdisciplinary care.
- Evaluate current issues and trends in healthcare policies and participate in actions that advance the nursing profession and individual professional development.
- Collaborate effectively with nursing colleagues, other disciplines, patients and families to create safe and culturally competent health care outcomes.
- Apply the nursing process to address health promotion and complex care issues of diverse populations across the life span in a variety of health care environments.
- Share and assume responsibility for leadership in monitoring and ensuring high quality care as a member of the interdisciplinary health care team.
- Demonstrate professional, ethical and legal accountability in the provision and delegation of nursing care.

### **Admission Requirements**

- Validation of current unencumbered RN license validation in state of residence and state where student expects to complete courses that involve practice experiences.
- Graduation from an ACEN, formerly NLNAC, approved associate degree or diploma in nursing program with grade point average of 2.5 or better, confirmed by review of official transcripts.
- Submission of Central Penn College application and official transcripts of previous college education for transfer credit evaluation.
- Letters of Reference: Two (2) professional/academic references (former educator, professional colleague or supervisor at place of employment) to Central Penn College Admissions Department.
- Essay: Submission of a written paper that addresses professional experience (past work and education experience) and goals for completion of the BSN degree.

### **Credit for Professional Credentials**

In recognition of the life experience learning associated with achievement of licensure and practice as an RN, 15 credits applicable to General Education credit requirements are granted on admission for validation of a current unencumbered RN license in the state of residence and the state where the student expects to complete practice experience requirements while enrolled in the program.

### **Compliance Requirements for Clinical Agencies**

Compliances that are required by clinical agencies need to be completed prior to enrollment in courses with practice experiences. Requirements e.g. Professional Liability Insurance, documentation of CPR certification for Health Care Provider, etc. are presented in the Nursing Program Student Handbook and completed as part of meeting the course requirements for NUR300 Philosophy of Professional Nursing, the first nursing course in the RN to BSN program. The Practice Experiences Compliances Policy is published in the Nursing Program Handbook available at the Nursing Program home page, on the Central Penn College's website. Practice experiences are an expected part of all BSN programs, including RN to BSN to meet national standards. Experiences are focused on application of new skills acquired to support BSN practice roles and not like clinical in pre-licensure programs.

### **Program Requirements**

Central Penn requires a minimum of 120 credits for a bachelor's degree. A potential of 60 credits will be accepted by transfer for an Associate degree in nursing and 15 credits will be granted for validation of a current RN license. Students will complete 49 credits at

Central Penn College: Nursing Program Core Courses - 37 credits and General Education - 12 credits. Students who fail to meet the requirements for graduation with a bachelor's degree at Central Penn College through transfer credits will be required to take additional courses.

### **Nursing Program Core Courses - 37 Credits**

ALH370 Healthcare Informatics  
ALH375 The Inter-professional Healthcare Team  
ALH388 Healthcare Quality Management  
NUR330 Philosophy of Professional Nursing  
NUR335 Introduction to Nursing Research  
NUR350 Health Assessment\*  
NUR410 Community Health Promotion and Education\*  
NUR420 Leadership, Management and Role Transition\*  
NUR430 Evidenced-Based Practice in Complex Care  
NUR498 Capstone for Nursing\*  
300+ level Nursing Elective  
300+ level Nursing Elective

*\*Includes Practice Experience*

### **General Education Requirements - 12 Credits**

#### **Experiential Learning: 3 Credits**

Choose one of the following: HON400, IDS401, IDS402, or IDS403

#### **Open Intersection – 9 Credits**

Choose three of the following: SCI320, SCI330, IDS400, PHI300, IDS315, IDS325

### **Progression Policy for the RN to BSN Program**

Graduates of the RN to BSN Program are expected to be prepared for advancement into graduate study. Grade standards are set to support acquisition of knowledge that adequately prepares graduates to continue their nursing education. NUR courses in the nursing major are designated "C+ or higher to progress." Students must also maintain an overall GPA of 2.5 for all courses taken at Central Penn College to complete requirements for the bachelor's degree.

1. If a student scores below C+ (77%) on one of the NUR courses, they have one opportunity to retake the course. The grade for the first attempt will be recorded on the transcript. When the course is taken twice, both grades appear on the transcript, but only the second of the two courses is calculated in the student's GPA.
2. If on the second attempt the final grade falls below C+ (77%), the student will not be able to continue in the program.
3. Maintenance of a 2.5 GPA is also required to remain in the program. Academic warning occurs when a student falls below 2.5 at the end of any academic term. Academic dismissal occurs when a student's GPA falls below 2.5 and the student fails to demonstrate achievement of 2.5 GPA in the following term.
4. Midterm warnings are issued when the course grade at midterm falls below C+ (77%). Students are advised to seek guidance immediately from the course faculty to develop remediation strategies that can support successful course completion.

5. The student has the right to appeal the dismissal decision. The Academic Grievance Policy can be accessed online in the College Catalog.

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

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Central Penn College is currently not enrolling students in the Bachelor of Science in Organizational Leadership (BSOL) program. The program is tentatively scheduled to begin enrolling in Fall 2022 or Spring 2023.

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

### **Program Learning 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	<a href="#">Bachelor's Degree Internship</a>
LGS370	Alternative Dispute Resolution
PHI105	Ethics
SOC350	Social Responsibility
SOC400	Leadership in Society
STS300	Job Pursuit Seminar

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

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	<a href="#">Employment Law</a>
POL225	<a href="#">Congress and American Presidency</a>
POL310	<a href="#">Public Policy</a>
POL320	<a href="#">State and Local Government</a>
POL325	<a href="#">Conflicts in American Government</a>

## **Minors**

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An academic minor is an organized program of study that comprises the fundamental requirements of an academic major (core and choice courses) equivalent to a minimum of 18 semester credit hours. If you are interested in electing a minor, you should confer with the Program Director of your major department and the Dean of your school. Only nine credit hours taken in one minor or major may be counted toward the fulfillment of a minor.

A minimum of a 2.0 GPA in the minor is the College's requirement for the granting of a minor. At least 50 percent of the minor must consist of coursework completed at Central Penn College.

### **Minor in Accounting**

Central Penn's Minor in Accounting prepares students to become familiar with the concepts of accounting and the accounting profession by providing them an opportunity to obtain knowledge on a variety of topics with the objective to facilitate and enhance their employability within their respective field of study.

### **Program Learning 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.

### **Program Requirements – 18 credits**

Students are required to take 18 credits associated with the Bachelor of Science Degree in Accounting. This minor is not available to students majoring in Accounting.

### **Minor in Accounting Courses – 18 credits**

ACC100 Accounting I \*

ACC110 Accounting II

ACC200 Managerial Accounting

ACC220 Income Tax

ACC230 Intermediate Accounting I

ACC320 Cost Accounting

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

### **Minor in Business Administration**

Central Penn's Minor in Accounting prepares students to become ethical, competent, and innovative graduates in order to meet the demands of the competitive 21st century global business environment. This minor allows students to select curriculum from key functional areas of business to include banking & finance, healthcare administration, human resource management, organizational change management, and marketing.

### **Program Learning Objectives**

- Demonstrate competency in and across business disciplines.
- Identify appropriate resources and apply analytical reasoning/critical thinking skills in order to make informed business decisions

### **Program Requirements – 18 credits**

Students are required to take 18 credits associated with the Bachelor of Science Degree in Business Administration. This minor is not available to students majoring in Business Administration.

### **Minor in Business Administration Courses – 18 credits**

Any six (6) courses with a BUS designation not fulfilling another degree requirement.

### **Minor in Communications Media**

Central Penn's Minor in Communications Media prepares students to work in multiple media who want to hone their communication skills to complement their major course of study and enhance their employability within their field of study. Students learn the basis of media studies and produce media content. The Minor in Communications Media enhances the ability to showcase expertise in creating this content through various communication channels.

### **Program Learning Objectives**

- Explain the core areas of communication, including the rules, standards and practices of traditional and digital communications.
- Communicate effectively—in speech, writing, and visual arts—in a variety of interpersonal and mass media settings.
- Appraise the impact communications technology has on the distribution and consumption of media within societies and cultures globally.

### **Program Requirements – 18 credits**

Students are required to take 18 credits associated with the Bachelor of Science Degree in Corporate Communications. This minor is not available to students majoring in Corporate Communications.

### **Minor in Communications Media Courses – 18 credits**

COM100 Survey of Mass Communications  
COM125 Digital Photography and Image Editing  
COM140 Media Writing  
COM230 Desktop Publishing  
COM270 Writing for Broadcast Media  
COM290 Video Production

### **Minor in Crime and Criminal Behavior**

Central Penn's Minor in Crime and Criminal Behavior prepares students to become familiar with the criminal justice profession by providing them an opportunity to obtain knowledge on a variety of legal topics with the objective to facilitate and enhance their employability within their respective field of study.

### **Program Learning Objectives**

- Exhibit knowledge of relevant bodies of criminal and civil law, crime prevention strategies, critical incident response protocols, police-community relations, and professional ethics.

### **Program Requirements – 18 credits**

Students are required to take 18 credits associated with the Bachelor of Science Degree in Corporate Communications. This minor is not available to students majoring in Criminal Justice or Homeland Security Management. It is highly suggested that a student takes PSY100 Psychology as their choice course in the Scientific Reasoning Foundation to prepare for this minor.

### **Minor in Crime and Criminal Behavior Courses – 18 credits**

CRI100 Criminal Justice  
CRI225 Juvenile Justice: Alternative to Incarceration  
CRI245 Criminal Investigations  
CRI285 Societal Changes in Victimology  
CRI310 Criminal Profiling: Policy and Practice  
CRI380 Psychology of the Criminal

### **Minor in Criminal Justice**

Central Penn's Minor in Criminal Justice prepares students to become familiar with the criminal justice profession by providing them an opportunity to obtain knowledge on a variety of legal topics with the objective to facilitate and enhance their employability within their respective field of study.

### **Program Learning Objectives**

- Exhibit knowledge of relevant bodies of criminal and civil law, crime prevention strategies, critical incident response protocols, police-community relations, and professional ethics.

### **Program Requirements – 18 credits**

Students are required to take 18 credits associated with the Bachelor of Science Degree in Criminal Justice. This minor is not available to students majoring in Criminal Justice or Homeland Security Management. It is highly suggested that a student takes PSY100 Psychology as their choice course in the Scientific Reasoning Foundation to prepare for this minor.

### **Minor in Criminal Justice Courses – 18 credits**

CRI100 Criminal Justice  
CRI135 Introduction to Corrections  
CRI245 Criminal Investigations  
CRI365 Cyber Investigations  
CRI375 Terrorism  
CRI436 Security Management

### **Minor in Homeland Security Management**

Central Penn's Minor in Homeland Security Management (HSM) prepares students for a growing demand for qualified homeland security personnel at the local, state, and federal level. This minor is designed to mirror the integrated nature of the myriad of disciplines falling under the auspices of Homeland Security, incorporating elements of law enforcement, infrastructure security, emergency management, and intelligence gathering

### **Program Learning Objectives**

- Demonstrate knowledge of terminology, principles, and procedures within substantive areas of homeland security management.
- Demonstrate an understanding of current intelligence-gathering capabilities and the ability to collect, collate, and organize large amounts of information from multiple sources.

### **Program Requirements – 18 credits**

Students are required to take 18 credits associated with the Bachelor of Science Degree in Homeland Security Management. This minor is not available to students majoring in Homeland Security Management.

### **Minor in Homeland Security Management Courses – 18 credits**

HSM110 Principles of Private Security  
HSM115 Homeland Security Management  
HSM205 Fundamentals of Intelligence Analysis  
HSM215 Emergency Management  
HSM415 Threats to Homeland Security  
HSM430 Data Mining and Predictive Analysis

### **Minor in Information Technology: Networking**

Central Penn's Minor in Information Technology: Networking prepares students to collaborate with management and lead project teams in developing applications to solve business problems. In addition to hand-on technical skills, students will understand the standards and principles of programming and be able to apply them to new and challenging situations.

#### **Program Learning Objectives**

- Demonstrate the ability to illustrate user needs and apply an IT-based solution in order to solve a technical problem and enhance the user environment
- Evaluate a computer-based system, process, component, or program to meet needs of individuals, organizations, and society

#### **Program Requirements – 18 credits**

Students are required to take 18 credits associated with the Bachelor of Science Degree in Information Technology. This minor is not available to students majoring in Information Technology.

#### **Minor in Information Technology: Networking Courses – 18 credits**

TEC140	Microcomputer Systems
TEC200	Data Modeling
TEC248	Routers and Switches
TEC252	Systems Analysis and Design
TEC330	Network Management
TEC412	Pen Testing

### **Minor in Information Technology: Programming**

Central Penn's Minor in Information Technology: Programming prepares students to collaborate with management and lead project teams in developing applications to solve business problems. In addition to hand-on technical skills, students will understand the standards and principles of programming and be able to apply them to new and challenging situations.

#### **Program Learning Objectives**

- Demonstrate the ability to illustrate user needs and apply an IT-based solution in order to solve a technical problem and enhance the user environment
- Evaluate a computer-based system, process, component, or program to meet needs of individuals, organizations, and society

#### **Program Requirements – 18 credits**

Students are required to take 18 credits associated with the Bachelor of Science Degree in Information Technology. This minor is not available to students majoring in Information Technology.

#### **Minor in Information Technology: Programming Courses – 18 credits**

TEC120	Structured Programming
TEC140	Microcomputer Systems
TEC235	Object Oriented Programming I
TEC240	Visual Basic for Applications
TEC245	Internet Programming I
TEC345	Internet Programming II



## **Minor in Legal Studies**

Central Penn's Minor in Legal Studies prepares students to become familiar with the legal profession by providing them an opportunity to obtain knowledge in business and administrative law with the objective to facilitate and enhance their employability within their respective field of study.

### **Program Learning Objectives**

- Comprehend relevant bodies of law, the legal system, judicial processes, and prevailing legal theory.

### **Program Requirements – 18 credits**

Students are required to take 18 credits associated with the Bachelor of Science Degree in Information Technology. This minor is not available to students majoring in Legal Studies. It is highly suggested that a student takes PSY100 Psychology or SOC100 Sociology as their choice course in the Scientific Reasoning Foundation to prepare for this minor.

### **Minor in Legal Studies Courses – 18 credits**

LGS110 Foundation in Law  
LGS200 Contracts  
LGS217 Employment Law  
LGS220 Torts  
LGS260 Administrative Law  
LGS370 Alternative Dispute Resolution

## **Minor in Public Relations**

Central Penn's Minor in Public Relations prepares students to promote a client's business, image, product or service. Public relations is a strategic communication process that builds mutually beneficial relationships between organizations (business, government, nonprofit, individual) and the public by creating and delivering key messages through traditional and social media. The program provides students a well-rounded education in public relations that focuses on skills for creating message campaigns to complement students' major course of study and to enhance their employability within their field of study.

### **Program Learning Objectives**

- Explain the core areas of communication, including the rules, standards and practices of traditional and digital communications.
- Communicate effectively—in speech, writing, and visual arts—in a variety of interpersonal and mass media settings.

### **Program Requirements – 18 credits**

Students are required to take 18 credits associated with the Bachelor of Science Degree in Corporate Communications. This minor is not available to students majoring in Corporate Communications.

### **Minor in Public Relations Courses – 18 credits**

COM130 Public Relations  
COM140 Media Writing  
COM220 Journalism  
COM225 Writing for Public Relations  
COM265 Organizational Communications and Leadership  
COM305 Media Relations

# COURSE DESCRIPTIONS

## Accounting

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

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

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

**3 Credits**

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

*Prerequisites: MTH010 with a grade of C or higher or accounting math placement test score of 75 or higher or advanced placement* Terms Offered: SP, FL

### **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 or BUS115*

*Terms Offered: WI, SU*

### **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 or concurrent registration) or BUS115*

*Terms Offered: SP, FL*

### **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*

*Terms Offered: SP, FL*

### **ACC220 Income Tax**

**3 Credits**

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

*Prerequisite: ACC110 or BUS115*

*Terms Offered: WI, SU*

### **ACC230 Intermediate Accounting I**

**3 Credits**

A study of contemporary financial statements and related accounting practices, processes and presentation. Emphasis is placed on cash, accounts receivable, notes receivable, inventories, and cost of goods sold.

*Prerequisite: ACC110*

*Terms Offered: WI, SU*

**ACC300 Intermediate Accounting II****3 Credits**

A study of the application of generally accepted accounting principles and financial pronouncements to the financial reporting and disclosure of property, plant and equipment, investments, current and noncurrent liabilities, and shareholders' equity.

*Prerequisite: ACC230*

*Terms Offered: SP, FL*

**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*

*Terms Offered: WI, SU*

**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*

*Terms Offered: WI, SU*

**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*

*Terms Offered: WI, SU*

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

A study of the application of generally accepted accounting principles and financial pronouncements to the financial reporting and disclosure of property, plant and equipment, investments, current and noncurrent liabilities, and shareholders' equity.

*Prerequisite: ACC220*

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

To provide students with a thorough understanding of the Conceptual Framework of financial accounting through a study of the application of generally accepted accounting principles relating to advance accounting topics such as revenue recognition, leases, income taxes, pensions and postretirement benefits, share-based compensation and EPS, accounting changes, and the Statement of Cash Flows.

*Prerequisite: ACC300*

*Terms Offered: WI, SU*

**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*

*Terms Offered: SP, FL*

**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*

*Terms Offered: WI, SU*

## Allied Health

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

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

**ALH102 Medical Administrative Skills I\*****2 credits**

This course will contain administrative skills of the MAERB core curriculum. Communication will be studied in-depth. The medical record will be introduced along with proper documentation. Telephone techniques, equipment maintenance, and inventory will be presented. Scope of practice and medical law and ethics will be covered.

*Terms Offered: WI, SU, on ground Lancaster*

**ALH104 MA Clinical Skill I\*****3 credits**

This course provides students with the basic overall health procedures. Students will complete vital sign assessments, bloodborne pathogen training, and development of communication skills for the clinical setting. HIPAA, maintaining and understanding the components of medical record along with documentation will be discussed. Patient examinations and dietary needs will be presented.

*Terms Offered: WI, SU, on ground Lancaster*

**ALH106 Structure, Function, and Disease of the Human Body I\* 3 credits**

The organization of the human body is presented. Some basic chemistry, the structure of the human cell, and tissues of the body are studied. The basis of medical terminology will be covered. The anatomy and physiology, the medical terminology, and the pathophysiology of the muscular, skeletal, reproductive, and digestive systems will be explored.

*Terms Offered: WI, SU, on ground Lancaster*

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

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

*Terms Offered: WI, SU (online)*

**ALH109 Patient Care Assistant 3 Credits**

In this course students will learn the skills needed to become a patient care assistant. The course is divided into the following sections: Basic Patient Care, Compliance and Safety, Infection Control, Skills lab, PCA clinical experience.

*Terms Offered: To be determined*

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

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

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

**ALH115 Medical Insurance\* 3 Credits**

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

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

*Terms Offered: WI, SP, SU, FL (online)*

**ALH119 Patient Care Technician 3 Credits**

In this course students will learn the skills needed to become a patient care technician. The course is divided into the following sections:

*Terms Offered: To be determined*

- **Basic Patient Care** In this section students will attain the skills required to provide direct patient care including ADLs, emotional support, use of equipment, reporting, and monitoring of patient changes.
- **Compliance and Safety** In this section students will learn about mandatory reporting, prevention of injuries, Joint Commission patient safety guidelines, HIPAA, cultural competence, and scope of practice.
- **Infection Control** In this section students will learn and practice standard and transmission-based precautions, biohazardous waste, aseptic and sterile technique, equipment disinfection, and OSHA standards.
- **Skills lab** In this section students will practice skills learned and demonstrate competency in key skills for patient care technicians including phlebotomy and EKG.
- **PCA clinical experience** 60-hour clinical experience in a healthcare facility.

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

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

*Co-requisite: ALH120L*

*Terms Offered: WI, SP, SU, FL (on ground)*

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

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

*Co-requisite: ALH120*

*Terms Offered: WI, SP, SU, FL (on ground)*

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

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

*Prerequisite: ALH112*

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

**ALH124 Medical Administrative Skills II\*****2 credits**

This course contains administrative skills of the MAERB core curriculum. It will cover office finances, written and electronic communication, the electronic medical record, and managing medical records. The role of a patient navigator and assisting with community resources will be presented. Professionalism and job search skills will be discussed.

*Prerequisites: ALH102, ALH104, ALH106*

*Terms Offered: SP, FL, on ground Lancaster*

**ALH125 Diagnostic Coding\*****3 Credits**

The students will learn to abstract information from the medical records and combine it with coding strategies to obtain the proper codes for diagnoses. The ICD-10M book will be studied for understanding of format. DRG's will also be discussed.

*Prerequisite: ALH108 Medical Terminology and Pharmacology*

*Terms Offered: WI, SU, on ground Lancaster*

**ALH126 MA Clinical Skills II\*****3 credits**

This course will focus on identifying classification of medications including use, desired effects, side effects and adverse reactions. Students will learn basic math concepts and apply those to solve dosage calculations. Surgical asepsis, assisting with minor office surgeries

and understanding the role of the MA in this type of ambulatory setting will be taught.

*Prerequisites:* ALH102, ALH104, ALH106.

*Terms Offered:* SP, FL, on ground Lancaster

**ALH128 Structure, Function, and Disease of the Human Body II\* 3 Credits**

This course continues the study of the functioning of the human body. The anatomy and physiology, the medical terminology, and the pathophysiology of the integumentary, respiratory, nervous, and endocrine systems will be explored. Special senses will be discussed.

*Prerequisites:* ALH102, ALH104, ALH106.

*Terms Offered:* SP, FL, on ground Lancaster

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

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

*Co-requisite:* ALH130L

*Prerequisites:* ALH120 and ALH120L

*Terms Offered:* WI, SP, SU, FL (on ground)

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

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

*Co-requisite:* ALH130

*Prerequisites:* ALH120 and ALH120L

*Terms Offered:* WI, SP, SU, FL (on ground)

**ALH132 Health Insurance\* 2 credits**

Major medical insurance plans will be introduced and medical insurance claim forms for reimbursement will be completed. The basic purpose and understanding of diagnostic and procedural coding will be studied. The course includes coding from medical record documentation.

*Prerequisites:* ALH124, ALH126, ALH128

*Terms Offered:* WI, SU, on ground Lancaster

**ALH134 MA Clinical Skills III\*****3 Credits**

In this course students will be introduced to the laboratory component of the medical office. Students will be taught phlebotomy, CLIA waived testing, and how to collect specimens. CPR, first aid training, emergency management and emergency preparedness is presented.

*Prerequisites: ALH124, ALH126, ALH128*

*Terms Offered: WI, SU, on ground Lancaster*

**ALH136 Structure, Function, and Pathophysiology of the Human Body III\*****3 Credits**

The structure, function, medical terminology, and pathophysiology of the cardiovascular (including the blood), lymphatic, immune, and urinary systems are explored.

*Prerequisites: ALH128, ALH124 and ALH126*

*Terms Offered: WI, SU on ground in Lancaster*

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

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

*Prerequisite: ALH112 or ALH120*

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

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

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

*Co-requisite: ALH155L*

*Terms Offered: FL*

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

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

*Co-requisite: ALH155*

*Terms Offered: FL*

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

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

*Prerequisite: ALH155 and ALH155L*

*Co-requisite: ALH165L*

*Terms Offered: WI*

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

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

*Prerequisites: ALH155 and ALH155L*

*Co-requisite: ALH165*

*Terms Offered: WI*



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

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

*Prerequisites: ALH108, ALH145 and ENG101*

*Terms Offered: SP, FL (online)*

**ALH208 Clinical Procedures\* 3 Credits**

This course emphasizes the information on the medication label and the physician's order. Identification of the classifications of medications including indications for use, desired effects, side effects, and adverse reactions will be studied. Students will learn the concepts used to calculate medication dosages. A comprehensive review of basic math theory is given. Wound care and dressings will be discussed. Additional topics include surgical asepsis, assisting with minor surgeries, and theory of IV therapy.

*Prerequisites: ALH108 and ALH145*

*Terms Offered: WI, SU (on ground)*

**ALH210 Clinical Techniques\* 3 Credits**

This course will outline the principles and procedures of complete physical, gynecological, obstetrical, and pediatric examinations. The student is given the opportunity to gain basic knowledge and understanding of the purposes, techniques, and the procedures of electrocardiography, radiology, pulmonary function testing, and medication administration that are commonly associated with the physician's office.

*Prerequisites: ALH122, ALH145, and ALH208.*

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

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

**ALH230 Disease and Diagnostic Methods\* 3 Credits**

This course introduces pathology and disease by investigating the etiology, pathophysiology, and clinical manifestation of a wide variety of diseases affecting the various body systems of the human body. Diagnostic procedures and treatments for various disorders will be discussed. Students will develop sensitivity for persons with various disabilities. Communication skills between patient, family, and healthcare personnel will be addressed through student presentations.

*Prerequisites: ALH122 or ALH130 or ALH165*

*Terms Offered: WI, SU (online)*

**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, HCPCs, and IDC-10-PCS will be studied. Students will use practice management software to complete insurance claims.

*Prerequisite: ALH108 Medical Terminology and Pharmacology*

*Terms Offered: WI, SU, (online)*

**ALH255 Medical Law and Ethics\*****3 Credits**

This course is an in-depth study of law and ethics as they pertain to health care and related fields. There are extensive discussions of legal, ethical, and bioethical issues which affect all aspects of medical office personnel. An emphasis on laws affecting liability, licensure, and health care directives is presented. Students will discuss and develop sensitivity for persons with disability, and cultural and socioeconomic differences.

*Terms Offered: WI, SP, SU, FL (online)*

**ALH280 Professional Behaviors for the Allied Health Professional+ 3 Credits**

This course teaches the concepts and scope of physical therapy and its relationship to other health care professions. The role the physical therapist, physical therapist assistant, and physical therapy aide are discussed with emphasis on supervisory relationship, professionalism, and communication. Students will be able to analyze the societal, professional and personal belief systems, as they discover the relationships of psychology, ethics and the law. Cultural diversity, and socioeconomic differences will also be discussed. Student will develop appropriate communications skills within the healthcare field.

*Prerequisites: ALH108 or PTA100*

*Terms Offered: SP, FL*

**ALH285 Medical Assisting Diploma Internship****6 credits**

The Medical Assisting internship experience of the Central Penn diploma program includes 160 hours of 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 course and sit for a national certification exam.

*Prerequisite: Successful completion of all program courses.*

*Terms Offered: SP, FL*

**ALH299 Medical Assisting Internship\*****6 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.*

*Terms Offered: To be determined*

**ALH310 Medical Laboratory\*****3 Credits**

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

*Prerequisites: ALH108, ALH145 and ALH122 or ALH130*

*Terms Offered: WI, SU (on ground)*

**ALH320 Health Services Organization and Management\*****3 Credits**

This course involves the organization of the U.S. healthcare delivery system, and the basic management strategies and practices, which are implemented to administer its component parts. Dynamics of the interrelated components of the system are considered in terms of the impacts of social, political and economic change, and evolving system components to effectively accommodate and manage these changes.

*Prerequisite: ENG220 or BUS220*

*Terms Offered: WI, SU*

**ALH330 Healthcare Policies and Politics\*****3 Credits**

This course is the study of conflict resolution and resource allocation (or reallocation) by legislatures, courts, and “public” opinion. Healthcare policies include statutes and court decisions that define principles of legal liability in health, healthcare, and health insurance. It also involves consideration of accepted norms of conduct that influence the law and are influenced by the law, but do not have the traditional attributes of legal structures. Legal aspects include common law court decisions, as well as statutory law and administrative regulations that impact the healthcare system.

*Prerequisite: BUS220 or BUS220*

*Terms Offered: WI, SU*

**ALH350 Medical Seminar\*****3 Credits**

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

*Prerequisite: ALH210 or concurrent registration*

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

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

This course examines the challenges that have shaped the healthcare delivery system in the United States. The course will focus on key issues facing healthcare such as cost, access and quality and their impact on the issues and trends within the current environment of healthcare systems. In addition, this course will explore how the changing dynamics of healthcare directly impact patient care.

*Prerequisite: ALH320 or ALH330*

*Terms Offered: SP, FL*

**ALH370 Healthcare Informatics****3 Credits**

Medical information is an important part of healthcare delivery. Healthcare professionals must have an understanding of how computers are used to deliver healthcare. This course will provide students from across a range of healthcare professions an exploration of information technology as it applies to healthcare, the knowledge and skills to manage health information technology to improve patient care, comply with accreditation and government regulations, and achieve efficiencies.

*Prerequisite: ALH330*

*Terms Offered: WI, SU*

**ALH375 Interprofessional Healthcare Team****3 Credits**

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

*Prerequisite: ENG220 or NUR330*

*Terms Offered: SP, FL*

**ALH388 Healthcare Quality Management\*****3 Credits**

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

*Prerequisite: ALH320*

*Terms Offered: WI, SU*

**ALH400 Hospital and Health Services Administration****3 Credits**

This course prepares the student to carry out the day-to-day responsibilities of a hospital or healthcare facility administrator. It serves as foundational work to develop practical skills in operations management for rising healthcare managers. The issues of efficient production of patient care services, management of labor costs and supply chain, pharmaceuticals, and translation of operational performance improvement to financial sustainability are no different in a hospital than a physician clinic, home health agency, community health center, or ambulatory care facility.

*Prerequisites: BUS220 and BUS365*

*Terms Offered: SP, FL*

**ALH405 Healthcare Leadership****3 Credits**

The rate of change in healthcare organizations requires development of leadership competencies. To meet these challenges, skilled leadership is needed that understands emerging best practices in relation to relevant leadership theories. This course is designed for students to understand and apply leadership theory including transformational and servant leadership, and address the specific issues related to healthcare leadership. Particular emphasis is placed on the leadership process, strategy development and conflict management.

*Pre-requisite: ALH255 and BUS365*

*Terms Offered: SP, FL*

**ALH410 Health Economics and Financing Strategies\*****3 Credits**

This course includes analysis of financial flows, third-party payment programs, and reimbursement practices in the health sector. An economic analysis of the U.S. healthcare system regarding organization and financing policy issues will also be considered.

*Prerequisites: BUS100 and BUS365*

*Terms offered: WI, SU*

**ALH420 Healthcare Planning and Marketing****3 Credits**

This course considers planning and marketing from the perspective of an administrator with responsibility for delivery of a particular healthcare service to the public. The product may be a general hospital, a specialized clinic, or a residence and long-term care facility. Consideration is given to differences of approach to each of these various services, and also to the planning and marketing strategies, which are common to all. Public policy and government planning functions are also considered, as well as direct and indirect inputs from professional organizations, insurance providers, and other relevant parties. The student will estimate public utility and benefits provided vs. actuarial cost incurred, means of financing and costing

long-term facilities, staffing needs, major equipment, supplies, indirect costs in the planning process, cost recovery strategies and marketing plans, and philosophical policy ideas.

*Prerequisites: BUS220 and BUS230*

*Term Offered: WI, SU*

## Arts

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### **ART100 Drawing and Illustration**

**3 Credits**

This course is designed to introduce students to drawing and illustration techniques that focus on proportion, light, and perspective. Using media such as pencil, charcoal, pen, and pastels, students translate abstract concepts into visual design.

*Terms Offered: To be determined*

### **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.”

*Terms Offered: To be determined*

### **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.

*Terms Offered: To be determined*

### **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.

*Terms Offered: To be determined*

### **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.

*Terms Offered: To be determined*

## Biology

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

### **BIO100 Human Biology**

**3 Credits**

This course provides an introduction to the study of living organisms. Emphasis is placed on the structure and function of the cell as the basis of life. Each body system is studied. Additional topics will include human evolution, genetics, genetic engineering, and biotechnology.

*Terms Offered: WI, SU*

**BIO105 Human Development****3 Credits**

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

*Terms Offered: WI, SU (on ground) and WI, SP, SU, FL (online)*

**BIO230 Advanced Biology I\*****3 Credits**

This course is an introduction to the biological sciences. The focus of this course is the study of living organisms with an emphasis on the structure and function of the cell as the basis of life. Topics include elements of biochemistry, cell structure and function, reproduction, genetics, and elements of physiology.

*Co-requisite: BIO230L*

*Prerequisites: ALH165 and ALH165L or ALH130 and ALH130L*

*Terms Offered: SP*

**BIO230L Advanced Biology Lab I\*****1 Credit**

This course is the practical laboratory application of the concepts learned in BIO230, Advanced Biology I. The focus of this course is the study of living organisms with an emphasis on the structure and function of the cell as the basis of life.

*Co-requisite: BIO230*

*Prerequisites: ALH165 and ALH165L or ALH130 and ALH130L*

*Terms Offered: SP*

**BIO260 Microbiology****3 Credits**

In this course, students will learn fundamental information related to being a surgical technician and working with patients. Topics will include the biopsychosocial needs of the patient and family, concepts of death and dying, using electricity and special concerns in an operative environment, using information technology, robotic surgery, and skills related to professionalism including appropriate attire. This course requires students to complete competency exams related to patient care and communication.

This is a C to progress Course.

*Terms Offered: To be determined*

**BIO330 Advanced Biology II\*****3 Credits**

This course provides an overview of cell biology, both at the structural and functional level highlighting medical implications and builds on the concepts introduced in BIO230. Topics of study include bimolecular structure and function, fundamental molecular biology of the cell, genetics, genetic engineering, and biotechnology.

*Co-requisite: BIO330L*

*Prerequisites: BIO230 and BIO230L*

*Terms Offered: To be determined*

**BIO330L Advanced Biology Lab II\*****1 Credit**

This course is the practical laboratory application of the concepts learned in BIO330. Topics of student include bimolecular structure and function, fundamental molecular biology of the cell, genetics, genetic engineering, and biotechnology.

*Co-requisite: BIO330*

*Prerequisites: BIO230 and BIO230L*

*Terms Offered: WI, SU*

**BIO430 Advanced Microbiology\*****3 Credits**

This course covers principles of microbiology with an emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical

microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity.

*Co-requisite: BIO430L*

*Prerequisites: BIO230, BIO230L, CHM200, and CHM200L*

*Terms Offered: FL*

### **BIO430L Advanced Microbiology Lab\***

**1 Credit**

This course is the practical laboratory application of the concepts learned in BIO430.

Emphasis is on the relationship between microorganisms and human disease, identification and control of pathogens, disease transmission, host resistance, and immunity.

*Co-requisite: BIO430*

*Prerequisites: BIO230, BIO230L, CHM200, and CHM200L*

*Terms Offered: FL*

## **Business**

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### **BUS100 Introduction to Business**

**3 Credits**

This is a fundamental survey course in Business Administration offering a basic understanding of the nature and scope of business in the modern world. Consideration of business practices, such as management, organization, production, human resources, information technology, marketing, and ethics, is an integral part of the course. Students use a variety of external resources

*Terms Offered: WI, SU*

### **BUS105 Fundamentals of Selling**

**3 Credits**

This is a fundamental course for students to learn about the selling environment and successful selling techniques, including presentation and closing skills. The course emphasizes the desirable qualities of a successful salesperson with a special emphasis on building relationships, customer relationship management and product knowledge. Students participate in role-playing and sales presentations to develop selling ability and self-confidence.

*Terms Offered: WI, SU*

### **BUS115 Business Accounting**

**3 Credits**

This course is an introduction to the basics of accounting including what accounting information is, how it is developed, how it is used, and what it means. Financial statements are examined to identify the information communicated within and how they are used in everyday decision-making and problem solving within the business world.

*Prerequisites: MTH010 with min 2.0 GPA, MTH101, MTH105, MTH125, MTH150, MTH200, MTH245, MTH250, or minimum required score on Accuplacer or other college placement test, ACT, or SAT math sections.*

*Terms Offered: SP, FL*

### **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.

*Terms Offered: WI, SU*

### **BUS130 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.

**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*

*Terms Offered: SP, FL*

**BUS201 People, Growth & Purpose****3 Credits**

This course provides instruction on emotional intelligence and why it is important in the workplace. The student will develop an understanding of how emotions affect behavior and performance on the job. The student will be able to demonstrate critical thinking skills, summarize personality traits of emotionally intelligent people and learn how to communicate in an emotionally intelligent manner.

*Terms Offered: SP, FL*

**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.

*Prerequisite: BUS130 or program director approval*

*Terms Offered: WI, SU*

**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.

*Terms Offered: SP, FL*

**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.

*Terms Offered: WI, SU*

**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.

*Terms Offered: WI, SU*

**BUS236 Introduction to Organizational Process Improvement****3 Credits**

This course is a study of the principles of organizational behavior in a variety of organizational environments, both private and public. Students will be able to differentiate between organizational processes and organizational objectives, analyze processes, interpret and compare changes and examine process analysis tools.

**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.

**BUS242 Survey of Esports Business**

**3 Credits**

This course looks at esports from a historical as well as business perspective. The history of video games is traced to its roots in pinball arcades through its evolution into esports. Along the way students will examine three frameworks for analyzing a game's suitability for esports (SCAR), profitability (BAMS) and sustainability (OMENS).

**BUS243 Introduction to Operations Management**

**3 Credits**

This is an introduction to the study of the management of operations and will include decision-making techniques used in operations management. Topics include product design, process selection, design of jobs, and supply chain management. Methods for analyzing standards, measures and processes will be discussed. There will be an overview of inventory concepts and quality management.

**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.

*Terms Offered: SP, FL*

**BUS248 Introduction to Organizational Change Management**

**3 Credits**

This course is an introductory course that covers current techniques for the management of change in organizations. The student will be able to understand that effecting change is essential for companies, institutions, government entities and various sized organizations. The design of change will be explored as well as evaluating leadership and customer satisfaction.

**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.

*Terms Offered: SP, FL*

**BUS252 Esports Team Management**

**3 Credits**

Esports is experiencing explosive growth and with it the number of teams playing the various games is growing rapidly. This course will examine esports teams from their beginnings as guilds to the current state of teams that are sponsored by huge organizations all around the world. Students will explore all aspects of managing esports teams including scouting and recruitment of players, training, coaching, nutrition, lifestyle and facilities. Non-player roles within esports teams will also be 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: BUS220*

*Terms Offered: WI, SU*

**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.

*Terms Offered: SP*

**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: BUS230*

*Terms Offered: SP, FL*

**BUS273 Entrepreneurship and Innovation in the Context of Crisis****3 credits**

The entrepreneurs’ role is crucial as entrepreneurial activity and innovation are the main drivers of a country’s economic recovery and growth, especially after a crisis. This course will have students explore entrepreneurs’ perceptions and experiences with regards to the barriers for recovery and will allow students to identify possible strategies to respond to any given crisis.

**BUS275 Digital Media Marketing****3 Credits**

Digital Marketing is where marketing meets the internet and other forms of new media. Through a combination of lecture, case studies, and course projects, student will assess various digital media marketing channels; understand the importance of establishing a digital media strategy; understand the digital trends that are shaping the future; define key performance indicators (KPI’s); techniques used to measure the ROI of your digital campaigns; and learn how to develop a digital media plan.

*Prerequisite: BUS230*

*Terms Offered: SP, FL*

**BUS248 Introduction to Organizational Change Management****3 Credits**

This course is an introductory course that covers current techniques for the management of change in organizations. The student will be able to understand that effecting change is essential for companies, institutions, government entities and various sized organizations. The design of change will be explored as well as evaluating leadership and customer satisfaction.

**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*

*Terms Offered: WI, SU*

**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*

*Terms Offered: WI, SU*

**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*

*Terms Offered: WI, SU*

**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 program director approval*

*Terms Offered: SP, FL*

**BUS306 Esports Event Management****3 Credits**

Esports events are organized at many levels from small player coordinated events to huge tournaments held in gigantic arenas and broadcast to millions of viewers and everything in between. Students in this course will learn all aspects of organizing and marketing esports events including securing a venue, extending invitations to top players, equipping the venue for game play and broadcasting/streaming and securing sponsorships and other marketing opportunities. The course will culminate with a hands-on project in which student plan and host an esports event.

**BUS308 Esports Marketing and Promotion****3 Credits**

The explosive growth of esports has created many marketing opportunities for forward thinking organizations. Students in this course will explore marketing and promotion from three perspectives: game publishers, event organizers, and esports teams. Each of these has a different goal but overlapping audiences. Students will learn about target demographics and the impact of social media and influencers in the marketing and promotion of esports.

**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: BUS130*

*Terms Offered: WI, SU*

**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: BUS220*

*Terms Offered: WI, SU*

**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*

*Terms Offered: WI, SU*

**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.

*Terms Offered: SP, FL*

**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.

*Prerequisite: BUS220*

*Terms Offered: WI, SU*

**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: BUS220*

*Terms Offered: SP, FL*

**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*

*Terms Offered: SP, FL*

**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.

*Prerequisite: BUS220*

*Terms Offered: WI, SU*

**BUS371 International Human Resource Management 3 Credits**

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

*Prerequisite: BUS245*

**BUS380 Business Policy Formulation 3 Credits**

This course is designed from the case problems approach that presents a cross-section of the decision-making situations faced by management. In addition to the traditional policy and control, emphasis is given to situations involving leadership, organization, communications, career counseling, and social responsibility.

*Prerequisite: BUS220*

*Terms Offered: WI, SU*

**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*

*Terms Offered: WI, SU*

**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*

*Terms Offered: SP, FL*

**BUS405 Business Marketing 3 Credits**

This course examines the marketing of goods and services between businesses, with a special emphasis on organizational buying. Special focuses are on relationship marketing and integrated marketing communications for business-to-business marketing.

*Prerequisite: BUS230*

**BUS430 Marketing Management 3 Credits**

This course integrates marketing concepts for strategic planning, implementation, and control. The primary focuses are analyzing marketing opportunities, developing marketing strategies, managing the total marketing effort, and understanding future marketing trends.

*Prerequisite: BUS230*

**BUS435 Personal Financial Management****3 Credits**

This course is an investigation of obtaining the maximum benefits from limited financial resources on a personal basis. Financial goals form the basis for financial planning. Without these goals, planning is extremely difficult. Many people prefer to avoid financial problems or turn them over to someone else such as a financial planner. We will cover various topics of personal finance to prepare the student for personal financial planning.

*Terms Offered: FL*

**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*

*Terms Offered: WI, SU*

**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*

*Terms Offered: SP, FL*

**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: BUS365 and completion of 90 credit hours*

*Terms Offered: SP, FL*

**BUS490 Applied Business Research Methods****3 Credits**

This course is an introduction to quantitative methods utilized in organizational research, including measurement, experimental control, validity, and the fundamentals of research design. In addition, topics stressed will be the scientific method, data distributions,

probability, and statistical inference. Working in groups, students will be required to complete a research problem addressing a real-world business dilemma.

*Prerequisites: MTH200 and BUS365*

## Chemistry

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

### **CHM200 Introduction to Chemistry\***

**3 Credits**

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

*Co-requisite: CHM200L*

*Prerequisite: MTH105*

*Terms Offered: SP*

### **CHM200L Introduction to Chemistry Lab\***

**1 Credit**

This course is the practical laboratory application of the concepts learned in CHM200, Introduction to Chemistry. Topics applied in this course include chemistry and measurement, energy and matter, atoms and elements, nuclear chemistry, compounds and bonding, chemical reactions, gases and solutions, chemical equilibrium, acids and bases.

*Co-requisite: CHM200*

*Prerequisite: MTH105*

*Terms Offered: SP*

### **CHM310 Organic Chemistry\***

**3 Credits**

This course is a one-term organic chemistry course in which students are introduced to the fundamentals of organic chemistry. Emphasis is placed on the structure, properties, synthesis, reactions and simple mechanisms of aliphatic and aromatic hydrocarbons, alcohols, ethers, aldehydes, ketones, amines, carboxylic acids and their derivatives, and biologically important molecules.

*Co-requisite: CHM310L*

*Prerequisites: CHM200 and CHM200L*

*Terms Offered: SU*

### **CHM310L Organic Chemistry Lab\***

**1 Credit**

This course is the practical laboratory application of the concepts learned in CHM310, Organic Chemistry. Emphasis is placed on the structure, properties, synthesis, reactions and simple mechanisms of aliphatic and aromatic hydrocarbons, alcohols, ethers, aldehydes, ketones, amines, carboxylic acids and their derivatives, and biologically important molecules.

*Co-requisite: CHM310*

*Prerequisites: CHM200 and CHM200L*

*Terms Offered: SU*

### **CHM400 Biochemistry\***

**3 Credits**

Biochemistry involves the study of the molecular composition of living cells, the organization of biological molecules within the cell, and the structure and function of the biological molecules. The biological macromolecules which are included in this course are proteins, polysaccharides, and polynucleic acids (DNA and RNA), including monomeric units of these

macromolecules. We will also examine the structure and function of lipids, a fourth important type of biological molecules and a major component of cell membranes. We will also study the biological transport in membranes.

*Co-requisite: CHM400L*

*Prerequisites: CHM310 and CHM310L*

*Terms Offered: FL*

### **CHM400L Biochemistry Lab\***

**1 Credit**

This course is the practical laboratory application of the concepts learned in CHM400, Biochemistry. Biochemistry involves the study of the molecular composition of living cells, the organization of biological molecules and the structure and function of the biological molecules. The macromolecules utilized in this course are protein, polysaccharides, polynucleic acids (DNA and RNA), lipids, and biological transport mechanisms in membranes.

*Co-requisite: CHM400*

*Prerequisites: CHM310 and CHM310L*

*Terms Offered: FL*

## **Communications**

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

### **COM100 Survey of Mass Communications**

**3 Credits**

This course introduces students to mass communications as a field of study, focusing particularly on historical, social, and political intersections of media and culture. Various forms of media and their intersections with journalism, advertising, public relations, ethics, and government will be considered from both a national as well as a global perspective. Seminal theories of mass communication will be introduced as well.

*Terms Offered: SP, FL*

### **COM101 Introduction to Human Communication**

**3 Credits**

This course is a study of the basic principles of human communication contexts such as intrapersonal, small group, and public speaking. It provides an introduction to human communication and addresses the role of communication in the student's professional and personal life.

*Terms Offered: WI, SP, SU, FL*

### **COM105 Foundations of Corporate Communications**

**3 Credits**

This course will be an introduction to important concepts in corporate communication such as organizational communication, as well as interpersonal and small group concepts of the workplace. Within course materials, the idea of representing the company you work for will be emphasized; from understanding how to portray your professional self through digital media to assisting your company with aspects of professionalism in a variety of contexts. This course will also focus on developing leadership skills, workplace relations, diversity, and other important elements of communicating successfully in the business environment.

*Terms Offered: To be determined*

### **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.*

*Terms Offered: To be determined*



**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.

*Terms Offered: To be determined*

**COM125 Digital Photography and Image Editing****3 Credits**

This course is an introduction to digital photography and the manipulation of images. Students will gain knowledge about digital technology and its relationship to traditional photography. The use of a digital camera and the importation of images into the computer is covered. Techniques for the combination of graphics and images, as well as photo manipulation and correction are demonstrated. Students must provide their own digital cameras or use high-quality smartphones.

*Terms Offered: To be determined*

**COM130 Public Relations****3 Credits**

This course introduces students to the field of public relations. Its history and social significance, including ethical considerations, are surveyed. Various types as well as core practices of public relations are defined and contextualized. Key phases of planning and executing public relations are defined and analyzed. Common careers in public relations are examined as well.

*Terms Offered: WI, SU*

**COM140 Media Writing\*****3 Credits**

Introduces the variety of mass communication mediums students may encounter in their professional careers. The course focuses on preparation and presentation of various mass communication formats. It examines message construction, framing, and interpretation from the perspective of print and electronic media, public relations, and advertising. Study of grammar, spelling, and Associated Press (AP) news style is also a focus. A proficiency exam will be given during the semester. Students must earn a course grade of "C" or better to progress in the program.

*Terms Offered: SP, FL*

**COM200 Technical Writing****3 Credits**

This is a writing course designed to develop writing skills specifically for technical documents, such as instructions and process analysis, and for written and oral business reports.

*Prerequisite: COM140*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**COM215 Communications Ethics****3 Credits**

This course provides an in-depth analysis of the principles and concepts involved in the ethics of communications practitioners. Emphasis is placed on the development of decision-making skills as they apply to practical ethical issues in the communications field. Topics covered include truth and objectivity, ethical responsibility to the public and ethical boundaries in media coverage.

*Prerequisite: COM140*

**COM220 Journalism I****3 Credits**

This course is an introduction to journalism, including the elements of news, the style and structure of news stories, news-gathering methods, copyrighting and editing, and reporting.

*Prerequisite: COM140*

**COM225 Writing for Public Relations****3 Credits**

This is an intermediate public relations course that focuses on the actual preparation and writing involved in public relations practices rather than the general theory of public relations. The course is writing-intensive and is designed to give the student hands-on experience in the various types of writing required of public relations practitioners, plus give students a portfolio of sample writings. Students will additionally participate in mock exercises testing their writing skills under deadline.

*Prerequisite: COM130*

*Terms Offered: SP*

**COM230 Desktop Publishing I****3 Credits**

This course introduces the basic graphic design skills needed for students to achieve organizational and/or client publishing goals. Modern, open-source programs will be discussed and used to create professional caliber design for posters, social media graphics, event flyers, and other types of graphical business communication.

*Prerequisite: COM140*

*Terms Offered: SU*

**COM235 Management Proposal Writing****3 Credits**

This course is a comprehensive approach to the development of business proposal and persuasive writing. The course develops strategies for collecting business and situational information, visualizing complex situations, and identifying the proper boundaries for identifying solutions. Case study examples help illustrate the proposal writing process, including budget development, proposal composition, editing, and revisions.

*Prerequisite: ENG102*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**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*

*Terms Offered: As needed*

**COM265 Organizational Communications and Leadership****3 Credits**

This is a course that examines how leaders within an organization can effectively communicate with target publics both inside their organization and outside it as well. Leadership skills—including teamwork, diversity, and empowerment—in a modern workplace will be discussed. Students will examine case studies as well as create their own vehicles of communication in various delivery methods.

*Prerequisite: ENG101 and COM101*

*Terms Offered: WI*

**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*

*Terms Offered: FL*

**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*

*Terms Offered: To be determined*

**COM285 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: ENG105 Terms Offered: SP, FL*

**COM290 Video Production****3 Credits**

This course is designed to introduce students to the basics of video production, both behind and in front of the camera. Students will be expected to create storyboards, scout locations, conduct interviews, produce informative video and edit that video into a final product. Students will also develop an appreciation of and ability to critique video productions.

*Prerequisite: COM101*

*Terms Offered: To be determined*

**COM295 Media and Politics****3 credits**

Students evaluate the relationship between political news coverage and audience demographics with respect to the framing of narratives/stories. Polarizing cultural issues are also examined in regards to civic engagement and political literacy.

*Prerequisite: COM140 or LGS110 or LGS250 or LGS260*

*Terms Offered: WI, SU*

**COM303 Persuasion**

**3 Credits**

This is a course a study of advanced principles of persuasion in the context of human and business communication. The course will focus on public speaking using techniques of persuasion in the delivery of speeches throughout the course. Students will learn the foundations of persuasion and implement those foundations into a variety of different types of presentations. The perspective developed in this course will enable students to develop effective persuasive message creation in their careers and in day-to-day life.

*Prerequisite: COM101*

*Terms Offered: SU*

**COM305 Media Relations**

**3 Credits**

This course is designed to give students an in-depth look at the interrelationship between the media and other organizations. Topics discussed include effective ways for corporate communications practitioners to interact with the media, with a focus on different social channels, and addressing problems that may arise between the media and private industry, and methods of resolving such problems. Specific case studies will be analyzed.

*Prerequisite: COM140*

*Terms Offered: To be determined*

**COM320 Feature Writing**

**3 Credits**

This second level journalism course builds upon basic news reporting and writing skills. The course will allow students to develop and write feature and opinion articles for print and/or online media. The course focuses on ethics and responsibilities, specific types of features and editorials, AP style, and how to submit articles and/or columns for publication.

*Prerequisite: COM220*

*Terms Offered: FL*

**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*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**COM340 Communications Law**

**3 Credits**

This is an advanced communications course that explores legal issues, liberties, and restraints on media today. Of special concern will be restrictions and freedoms of commercial speech - advertising. Corporate speech, and everyone's access to public information, are also covered.

*Prerequisite: ENG105*

*Terms Offered: SU*

**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*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**COM375 Political Speechwriting 3 Credits**

Students learn the role and importance of Presidential speechwriters, review the style of different Presidential speeches prepared by speechwriters, and write their own Presidential speeches during mock elections.

*Prerequisites: COM101 and COM140 or LGS110 or LGS250 or LGS260*

*Terms Offered: To be determined*

**COM385 Current Strategies in Electronic Media Programming 3 Credits**

This course will provide a perspective on the changing media landscape in the television and film industries. The emphasis in the course will focus on streaming and on-demand platforms and the impact that they have on the medium of visual communication. Discussions on the time-shifting of television and film programming, as well as analysis of the impact of internet technologies on the television and film industries, will be discussed at length. As part of this course, students will learn methods for disseminating their own media creation and effectively distribute and market their final piece based on class concepts.

*Prerequisite: COM140*

*Terms Offered: To be determined*

**COM390 Public Affairs Reporting 3 Credits**

Provides instruction in methods of gathering and reporting in the mass media information about government and politics, law enforcement agencies and the courts, labor, business and finance.

*Prerequisite: COM220*

*Terms Offered: SU*

**COM395 Photojournalism 3 Credits**

This is an advanced course for students who have an understanding of basic photographic equipment and photographic techniques. The course examines and explores use of visual communication techniques in print media and websites. Covers history of photojournalism, technical aspects of photojournalism, and modern visual communication production techniques in both traditional and digital formats. Assignments designed to teach how to produce and edit visual elements and combine them with text for both print and web-based publications.

*Prerequisite: COM220*

*Terms Offered: SP*

**COM405 Crisis Communications****3 Credits**

This course introduces students to how communications practitioners handle crisis situations in the corporate setting. Attention is given to crisis management plans, legal issues surrounding crisis communications, ethics in handling crisis situations, and a corporation's responsibility to its public.

*Prerequisite: COM140 or COM265*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**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.

*Prerequisite: COM215*

*Terms Offered: To be determined*

**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: ENG105 or COM265*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**COM450 Propaganda and Policy****3 Credits**

Students will study historical use of propaganda by the U.S. government and other governments in influencing the public and the current governmental efforts at propaganda. Students will also analyze methods and messages by non-governmental groups to influence the public.

*Prerequisite: COM220 or LGS110 or LGS250 or LGS260*

*Terms Offered: To be determined*

**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*

*Terms Offered: As needed*

**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*

*Terms Offered: As needed*

**COM465 Selected Topics in Media Studies****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 studying media – from television to film to audio. Students will use their writing, research, and analysis skills to participate in this course.

## **Criminal Justice**

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**CRI100 Criminal Justice****3 Credits**

This course is an introduction to the criminal justice system and its role in society. The course introduces criminal justice concepts and terms, and relates criminal justice concepts to current events and trends, with a particular focus on career paths and areas of specialization within law enforcement, the court system, and corrections. Students are also introduced to the concept of protecting and serving the public while respecting constitutional procedures and administrative priorities.

*Terms Offered: FL, WI, SP, SU*

**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.

*Terms Offered: FL, WI, SP, SU*

**CRI225 Juvenile Justice: Alternatives to Incarceration 3 Credits**

This course provides an analysis of the juvenile justice system as it relates to the punishment and rehabilitation of the juvenile offender, including an in-depth study of juvenile probation and other intermediate sanctions presently utilized within the juvenile justice system.

*Prerequisite: CRI100 or CRI135 or by permission of the chair*

*Terms Offered: FL, WI, SP, SU*

**CRI245 Criminal Investigation 3 Credits**

This course is a study of the techniques and theories of criminal investigations, including interviewing witnesses, suspects, and victims, collecting and preserving evidence, and preparing cases for trial.

*Prerequisite: CRI100 or CRI135 or HSM110 or HSM115*

*Terms Offered: FL, WI, SP, SU*

**CRI285 Societal Changes in Victimology 3 Credits**

Course structure covers contemporary developments in the field of victimology, its conceptual boundaries, its basic concepts and literature, its subfields and role as a field of study within criminology and criminal justice. The historical and emerging roles of victimology as a field of study are examined and discussed in depth. Special attention is paid to applied learning objectives with respect to each student's personal experiences with the human dimensions of victimization. This course also deals with analysis of contemporary programs and trends in the criminal justice system's response to victims.

This course is a study of the social and psychological consequences of victimization. The emphasis is placed on analyzing the victim's traits that make them susceptible to particular types of crimes; the effects of victimization to include immediate and long-term patterns, and the legislative rights of victims.

Course work will consist of interdisciplinary studies that include sociology, psychology, criminology, public policy and the law. An in-depth study dissecting the psychological and sociological traits of an actual case file -victim will be the culmination of the course requirements.

*Prerequisite: CRI100 or CRI135 or by permission of the chair*

*Terms Offered: SU, FL, WI*

**CRI295 Act 120 Police Recruit Academy 12 Credits**

The Act 120 Police Recruit Academy provides for 750 hours of theoretical and experiential education designed to provide the student with the knowledge and skills required to be certified as a municipal police officer in the Commonwealth of Pennsylvania. Curriculum material, didactic skills, and standards of performance for successful completion of this program are prescribed by the Pennsylvania Municipal Police Officers Education and Training Commission.

*Prerequisites: Successful attainment of senior-level-academic status and must be 21 years of age prior to completing the Academy*

*Terms Offered: Not currently offered, in the process of being removed from the CJ program*

**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 or CRI135 or HSM110 or HSM115*

*Terms Offered: SU – odd years only*



**CRI305 Crime Scene Examination****3 Credits**

This course is a study of the professional discipline used to investigate and establish facts in criminal or civil courts of law that involves the scientific analysis of crime scene evidence. Learning objectives will be primarily hands on within a collaborative environment that will include evidence identification, collection, documentation, scientific examination, court testimony and professional presentation of scientific findings.

*Prerequisite: CRI330*

*Terms Offered: WI - even years only*

**CRI310 Criminal Profiling: Policy and Practice****3 Credits**

This course deals with the examination of offender "profiling." The course will cut through the confusion and misunderstandings regarding the "art of profiling" by providing detailed original and scientific research methods that examine the variations in criminal behavior from which any "profile" is derived. Particular types of crimes will be studied via offender topologies and profiles derived from these topologies.

*Prerequisite: CRI245*

*Terms Offered: WI, SU*

**CRI312 Investigative Report Writing****3 Credits**

This course focuses on the theoretical and practical methods of written documentation in the investigative process. Specific emphasis will be placed on field note-taking, narrative report writing, and the completion of specialized reports including affidavits of probable cause and arrest and search warrants. The course will also examine investigation reports, writing concepts for probation, corrections, and other criminal related investigations in anticipation of prosecution.

*Prerequisite: CRI100 or CRI135 or HSM110 or HSM115 by permission of the chair*

*Terms Offered: FL, WI, SP, SU*

**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*

*Terms Offered: SP – even years only*

**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*

*Terms Offered: FL, WI, SP, SU*

**CRI330 Criminalistics****3 Credits**

This course is a study of the identification, collection, and preserving of physical criminal evidence. The course focuses on crime scene documentation, internal and external perimeter control necessary for the identification and securing of forensic evidence; such as, biological, physiological, ballistics, fire and narcotic specimens. Practical exercises and some laboratory activities will be done.

*Prerequisite: CRI245 or LGS170 or LGS210 or LGS265*

*Terms Offered: FL - even years only*

**CRI365 Cyber Investigations****3 Credits**

The course is primarily designed as a survey of the legal issues surrounding the use of the Internet. Coverage includes origins of the Internet, criminal aspects of cyberspace, tort liability, and privacy issues. The course also includes a critical examination of intellectual property, online business concerns, and child online protection.

*Terms Offered: WI, SP, FL*

**CRI375 Terrorism****3 Credits**

This course will explore the continuing phenomena of organized extremism in America and around the world. The origins of modern terrorism (international as well as domestic) will be explored. The histories, philosophies, activities, and recruiting methods and tactics of such groups will be reviewed. Methods to counter terrorism and the role of the Department of Homeland Security will also be explored.

*Terms Offered: WI, SU*

**CRI380 Psychology of the Criminal****3 Credits**

This course is a study of the contribution of psychology to our understanding of criminals and their behavior. The course will analyze various types of criminals in regard to their early childhood backgrounds, traits, and characteristics (biological, sociological, and psychological) in context to a particular type of crime. Emphasis will be placed on psychopathy, sexual sadism, and mental disorders, and the appraisal of theoretical criminology in evaluation of known criminal offenders.

*Prerequisite: PSY100*

*Terms Offered: SP, FL*

**CRI395 Essential Criminal Justice Research****3 Credits**

This course covers experimental research methods in criminal justice and related disciplines. Research design, data collection, analysis, validity, and report writing all be covered. The format of the course will be mixture of lecture and discussion, writing, and demonstrations. Primary evaluation of this course is an introduction to social science research methods generally, with an emphasis on comparing them to the field of criminology. Interpretation in the understanding of the scientific method, the terminology of research methodology and outcomes will be covered.

*Terms Offered: FL, WI, SP, SU*

**CRI416 Crisis Management****3 Credits**

This course will explore the realm of crisis intervention from the basics of defusing anger to the complex issues of hostage negotiations and hostage survival. De-escalation skills will be taught and practiced at all levels of the crisis continuum. This course will examine the many factors that lead to confrontations and the techniques and pitfalls of managing aggression.

*Prerequisite: COM101 or ENG220*

*Terms Offered: WI - odd years only*

**CRI420 Correctional Management****3 Credits**

This course is an advanced study of correctional institutions and facilities focusing upon management, operations, and administration. This course will focus on recent research, programs, contemporary topics such as sex in prison, prison contraband markets, privatization, policy development, prison social structure, and the latest Supreme Court decisions pertaining to institutional corrections.

*Prerequisite: CRI135*

*Terms Offered: Not currently being offered*

**CRI431 Police Administration****3 Credits**

This course involves a study of police management as it relates to the functions and activities of a police department. While organizational structure is examined, emphasis will be on police management and the associated contemporary theories, policy development/implementation,

and community policing. This course will include an appraisal, comparison and contrast, of the management techniques and operational policies/procedures of an existing police agency.

*Prerequisite: BUS365*

*Terms Offered: This course is not currently being offered*

### **CRI436 Security Management**

**3 Credits**

This course explores the various aspects of the corporate security profession. Specific areas to be addressed include legal theory, standards of protection, organizational management, operational administration, technology, and investigative protocols. Subjects of special study will include corporate espionage, risk management, threat assessment, crisis management, and professional development.

*Prerequisite: HSM110*

*Terms Offered: SP, FL*

### **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*

*Terms Offered: FL – odd years only, SU – even years only*

### **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, relevant bodies of law, crime scene investigation, and those procedures and practices germane to forensic criminalistics.

*Prerequisite: CRI330*

*Terms Offered: Not currently being offered, in the process of removing from CJ offerings*

## English

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

### **ENG101 College Composition I\***

**3 Credits**

This course introduces students to academic writing with a specific emphasis on writing about argument and rhetoric. Students will engage in diagramming the writing situation, labeling elements of the rhetorical triangle, identifying ethos, pathos, and logos in model texts, and describing the function of persuasive writing. The course will focus on evaluating elements of argument, analyzing rhetoric, and engaging in digital and visual literacy best practices. A minimum grade of "C" must be achieved before enrolling in ENG102 (College Composition II).

*Terms Offered: WI, SP, SU, FL*

### **ENG101E College Composition I Enhanced\***

**3 Credits**

This course introduces students to academic writing with a specific emphasis on writing about argument and rhetoric. Students will engage in diagramming the writing situation, labeling elements of the rhetorical triangle, identifying ethos, pathos, and logos in model texts, and describing the function of persuasive writing. The course will focus on evaluating elements of argument, analyzing rhetoric, and developing and demonstrating mastery of conventions of academic writing. This course is equivalent to ENG101, but includes requirements for the use of student services to encourage student success. A minimum grade of "C" must be achieved before enrolling in ENG 102 (College Composition II).

*Terms Offered: SU, FL*

### **ENG105 Research and Argument**

**3 Credits**

This course expands on the writing skills established in ENG101 and the research skills established in IDS102. Students will develop skills in using evidence-based research for producing written arguments. Students will learn how to analyze sources and incorporate them smoothly and ethically into their own writing. Students will apply academic formatting and citation methods. The course will focus on how to employ research methods that best fit a specific rhetorical purpose and audience.

*Prerequisite: ENG101*

*Terms Offered: WI, SP, SU, FL*

### **ENG220 Business Communications**

**3 Credits**

This course introduces students to the fundamentals of communicating in a professional business environment. The course covers the planning, organizing, and writing of business communications including cover letters, resumes, proposals, memos, emails, and reports. Students will develop skills to communicate effectively in a variety of business situations by producing business documents that integrate proper conventions of grammar, format, style, and layout. In addition, the course addresses the ethics of cross-cultural and intergenerational communications.

*Prerequisite: ENG101*

*Terms Offered: To be determined*

### **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: ENG105*

*Terms Offered: SP, FL*

**ENG230 Literature and Health****3 Credits**

This course employs literature to evaluate topics of current importance health and medicine. These can include areas such as homelessness, domestic violence, poverty, stigmatization, suffering, death, the physician and war, the family and society, aging, human subject experimentation, the doctor-patient relationship, and humor in medicine.

*Prerequisite: ENG105*

*Terms Offered: SP, FL*

**ENG235 Literature and Popular Culture****3 Credits**

In this course, we will investigate popular culture and narrative by focusing on the relationship between literary texts and popular culture. Readings and materials for the course may include a range from the nineteenth century to the present, and include novels, short stories, essays, older and newer comics, and some older and newer films.

*Prerequisite: ENG105*

*Terms Offered: WI, SU*

**ENG300 Creative Writing****3 Credits**

An intensive writing course where students will read and analyze the works of published authors and then produce their own creative material. All creative material will be work shopped in class by students with the professor directing the discussion. Class size will be small to encourage the free flow of ideas and criticism regarding student work. The genres within which students will write are poetry and fiction.

*Prerequisite: ENG105*

*Terms Offered: To be determined*

**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: ENG105*

*Terms Offered: To be determined*

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

This course will survey the literary movements that involve contemporary American writers of color, including African Americans, Native Americans, and Latino Americans. Students will engage with genres including fiction, poetry, and literary criticism written by contemporary authors of color. The course will address not only the ways that these writers have engaged with their current cultural movement, but also how their writing reflects historical, social, and cultural contexts.

*Prerequisite: ENG105*

*Terms Offered: To be determined*

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

This course will require students to read and analyze a variety of literary texts to answer questions such as: How is work defined? Who decides on this definition? How do our ideas about work rely on the cultural myth of the American Dream? How does literature portray the working-class man and woman? And how do literary texts reinforce or refute the traditional definitions of work? This course will focus particularly on how gender, race, and class contribute to our understanding of work and how work can both uplift and dehumanize certain individuals. We will also examine the ethics of labor. This class will help students better understand how literature reflects and challenges preconceived notions of work and the working class.

*Prerequisite: ENG105*

*Terms Offered: To be determined*

**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: ENG105*

*Terms Offered: As needed*

**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: ENG105*

*Terms Offered: WI, SU*

**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.

*Prerequisite: ENG105*

*Terms Offered: SP, FL*

## Geography

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**GEO100 Cultural Geography****3 Credits**

This fundamental course in world cultures informs students about the non-Western world, cultural differences, geographic issues, population trends, and major contributions to an interdependent global society.

*Terms Offered: To be determined*

**GEO105 Global Geography****3 Credits**

This is a basic course providing students with a broad familiarization of those areas of study defined by one or more distinctive characteristics of features as to climate, location, typography, raw materials, language, or economic activities. This study includes the interaction of physical and human phenomena at individual places and how those interactions form patterns and organize space. It includes topics in physical geography, human geography, and cultural geography.

*Terms Offered: To be determined*

## History

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**HIS101 The United States and the World to 1850****3 Credits**

The course provides an enlarged frame for U.S. history by considering world historical events and outcomes, linking and global histories within the geographical boundaries of the modern U.S., including early narratives of settlement and trade in Alaska, Hawai'i, California, and the

Southwest. Based upon recent research, the course integrates the history of the western U.S. into the larger narrative of the making of the U.S.A., connecting the region with the colonies along the East Coast and the Atlantic World. It connects the history of early encounters and relations among native Americans, Africans, and Europeans to the broader history of the development of independent nation-states elsewhere in the Americas. Finally, the course considers the transformation of racial, gendered, and political identities in the colonial and early national United States through a world historical lens.

*Terms Offered: WI, SU*

**HIS102 The United States and the World, 1850 to Present 3 Credits**

This course examines the history of the United States between 1850 and the present and its relationship with the world. During this period, the United States came to play an increasing role on the global stage after its civil war, most notably through imperialism, the global depression, two world wars, and the Cold War. This course pays particular attention to world historical themes that marked the period, including industrialization, population growth, citizenship, science and technology, urbanization and suburbanization, and the exploitation of natural resources (most notably, the impact of the increasing reliance on petroleum after 1900). By placing America within the world, we seek to question ideas such as U.S. exceptionalism and the historical roots of U.S. hegemony, as well as more generally the utility of national histories. Finally, this course seeks to incorporate the study of culture, race, class, and gender into a new globalized U.S. history.

*Terms Offered: SP, FL*

**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.

*Terms Offered: To be determined*

**HIS110 African-American History 3 Credits**

With the election and second term of President Barack Obama, many people argue that the long civil rights struggles of African American people in the United States have finally come to an end. Turn on the nightly news, however, or take a walk through any of this nation's densely populated cities of color and you may call this conclusion into question. For centuries, people of African descent in the U.S. have worked diligently to help the nation realize its ideals of freedom and democracy, particularly since these ideals have been so intimately tied to their own status as free citizens in the country. Yet as they worked, changing times and shifting meanings of freedom and democracy in the nation have forged new alliances between African American people and virtually every ethnic group in the country, as well as it has presented new struggles and raised new questions about what it means to be American in the US. Over the course of this semester, we will consider the meanings of freedom and democracy to people of African descent in the United States from before colonial times to the contemporary time.

*Terms Offered: As needed*

**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.

*Terms Offered: To be determined*

**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.  
*Terms Offered: As needed*

**HIS310 Remember: A Retrospective of the Holocaust 3 Credits**

In this course, students explore events leading to, culminating in, and existing after the Holocaust. Topics covered include racism and anti-Semitism, a history of the Jewish people, the Nazi Party's rise to power, Hitler's Final Solution, and world reaction during and after the war. Students are encouraged to discuss views, research specific areas of interest, and present findings.

*Prerequisite: ENG102*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**HIS330 Middle Eastern History 3 Credits**

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

*Prerequisite: ENG101*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**HIS345 Selected Topics in Local Pennsylvania History 3 Credits**

This course will introduce students to various topics on the history, society, and culture of South Central Pennsylvania. This topical survey of local history will include readings, lectures, and out-of-class visits to local landmarks, historical sites, and museums.

*Prerequisite: ENG102*

*Terms Offered: To be determined*



## Honors

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

### **HON400 Honors Studies\***

**3 Credits**

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

*Terms Offered: To be determined*

## Homeland Security Management

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### **HSM110 Principles of Private Security**

**3 Credits**

This course is an introduction to the principles of private security, including the history and role of private security, threat assessment and security survey, and principles of physical security, including personnel security and functional area security systems.

*Terms Offered: WI, SU*

### **HSM115 Homeland Security Management**

**3 Credits**

This course will provide an introduction to homeland security management, the protection of U.S. territory, sovereignty, domestic population, and critical infrastructure against external threats and aggression, and its role in society. Students will receive an overview of the roles and duties of various Federal, Tribal, State and local agencies in maintaining homeland security, as well as the relationship between homeland security and private security. The course also explores threats from terrorism and weapons of mass destruction and provides an overview of emergency management.

*Terms Offered: WI, SU*

### **HSM205 Fundamentals of Intelligence Analysis**

**3 Credits**

This course is an introductory study of crime and intelligence analysis, including the roles and duties of the analyst and the collection, analysis, and dissemination of information. Several common analytic techniques will be examined. Practical analytical assignments in both crime and intelligence analysis are covered.

*Prerequisite: CRI100 or HSM110 or HSM115*

*Terms Offered: FL, WI, SP, SU*

### **HSM215 Emergency Management**

**3 Credits**

This course is a study of emergency management to include the history and role of emergency management in the United States as part of homeland security. Response to natural disaster, terrorism, and other incidents will be explored, as well as the Incident Command system and interaction of all public safety organizations. The course will also cover emergency management to include the National Incident Management (NIMS) and Incident Command System (ICS) overviews and these play a large part in overall scene management.

*Prerequisite: HSM110 or HSM115 or by permission of the chair*

*Terms Offered: SP, FL*

### **HSM335 Business Intelligence**

**3 Credits**

This course provides an overview of the threat to the business community from espionage and counterintelligence operations. It also covers legal issues such as the Espionage Act and

the U.S. NISPOM regulations for the protection of classified information. The development of a business counterintelligence program will also be covered.

*Prerequisite: HSM205*

*Terms Offered: Not currently being offered*

### **HSM350 Environmental Security**

**3 Credits**

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

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

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

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

*Terms Offered: SP, FL*

### **HSM405 Criminal Intelligence Analyst I**

**3 Credits**

This course is a study in crime and intelligence analysis, including the role and duties of the analyst, the collection, analysis, and dissemination of information, and the laws pertaining thereto. Emphasis will be placed on the criminal intelligence analyst, however, practical analytical assignments in crime and intelligence analysis will be covered.

*Prerequisite: HSM205*

*Terms Offered: SP – odd years only*

### **HSM415 Threats to Homeland Security**

**3 Credits**

This course will analyze the history and many dimensions of national security before and after 9/11. It will also provide a comprehensive and interdisciplinary critique of the concepts of threats and responses and explore the nature of various threats. The course will compare and contrast how to conduct threat assessment using the concept of threats using the included practical risk assessment tool for emergency managers. It will also look at assessing and defending against cyber-terrorism and cyber-warfare to include how information can be used as a weapon.

*Terms Offered: WI, SU*

### **HSM420 Emergency Management: Disaster Policy and Politics**

**3 Credits**

Disasters and emergencies challenge people and their governments. Burned into American psyche is how government officials performed after 9/11 terror attacks of 2001 and response to the Hurricane Katrina disaster in New Orleans in 2005. Rather than look at disasters and the response to them as unexpected events, this course will attempt to show that the response to these events is determined by public policy and analysis, organizational management, and leadership. The book is thematic, intended to guide students through a wealth of material by employing a simple analytical framework and set of themes to help students in organizing details and connecting them to larger concepts. Taken together, the

framework and its concepts provide students with a way to understand disaster policy and politics. NIMS, ICS, and HAZ-Mat qualities will be featured.

*Prerequisite: HSM215*

*Terms Offered: Not currently being offered*

### **HSM430 Data Mining and Predictive Analysis**

**3 Credits**

This course is an advanced study in the field of intelligence analysis, including applications in data mining as an analytical tool to predict crime trends, emerging security threats and statistical analysis of crime trends. Specialty topics, such as foreign and domestic security threats, anti-terrorism, and counter-intelligence will be featured. Previously learned analytic techniques and skills will be applied in case studies and research projects. Analytic methods using open sources of information will be featured.

*Prerequisite: HSM415*

*Terms Offered: SP, FL*

## **Humanities**

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### **HUM105 Cultural Anthropology**

**3 Credits**

The course introduces students to the concept of culture across human civilizations, past and present. Topics covered in the course include definitions of marriage and family, gender stereotypes and roles, exploring identity through the lens of gender, race, and ethnicity, dissecting religious and spiritual beliefs, identifying processes of industrialization, globalization, and sustainability. Students will be challenged to reflect on their own beliefs, engage in basic ethnography and comparison, and consider their role in a multicultural world.

*Terms Offered: To be determined*

### **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.

*Terms Offered: To be determined*

### **HUM210 History of American Popular Music**

**3 Credits**

This course examines the history and progression of American popular music from the turn of the 20th century to present day. By interpreting musical recordings and videos as "text," we will understand how American popular music reflects American society and the economic, political, social, and cultural shifts which have occurred in the last century. Additionally, we will comprehend how popular music has helped shape a mass culture in which Americans have participated, regardless of socioeconomic, gender, race, or regional differences.

*Prerequisite: HUM210 History of American Popular Music 3 Credits*

*Terms Offered: To be determined*

### **HUM305 Comparative Religion**

**3 Credits**

Students take an in-depth look at the central beliefs of such major world religions as Hinduism, Buddhism, Judaism, Christianity, and Islam. The varieties of religious experience from both Eastern and Western cultural traditions are explored to determine their similarities and differences.

*Prerequisite: SOC100 or SOC205*

*Terms Offered: To be determined*

### **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: ENG105*

*Terms Offered: WI, SU*

### **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.

*Terms Offered: To be determined*

### **HUM325 Feminism: Impact and Evolution**

**3 Credits**

This course is designed to expose students to the Feminist Movements in American history. Topics to be covered include feminist theory, the socioeconomic impact of women in American culture, and the politics of global feminism.

*Prerequisite: ENG105*

*Terms Offered: To be determined*

### **HUM335 The Evolution of Social Media**

**3 Credits**

This course analyzes the impact of social media on contemporary cultural, political, economic, and/or social issues. By synthesizing the power and nature of the medium, students will understand the history and evolution of social media and evaluate their place in the social sphere.

*Prerequisites: ENG105 and HUM105 or SOC100 or PSY100 or COM130*

*Terms Offered: WI, SU*

## **Interdisciplinary Studies**

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

### **IDS101 CPC Foundations**

**3 Credits**

This course provides an introduction to the college and serves as an extended orientation to college life. Topics will include college systems, managing time, and assessing goals. Students will also identify and analyze common obstacles to student success and address college resources that will support and strengthen students' academic, personal, and professional goals.

*Terms Offered: WI, SP, SU, FL*

### **IDS102 Introduction to Information Literacy**

**3 Credits**

This course is an introduction to 21st century information literacy concepts and skills. Students will develop lifelong research skills relevant to their academic careers, professional lives, and community participation by thinking critically about information creation, access, and usage. Student will learn how to locate and evaluate sources, analyze the social factors influencing information, and understand how to responsibly use and create information.

*Terms Offered: WI, SP, SU, FL*

### **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.

*Terms Offered: To be determined*

**IDS205 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: ENG105*

*Terms Offered: WI, SU*

**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.

*Terms Offered: To be determined*

**IDS290 Associate Degree Capstone****3 Credits**

The capstone course for the associate degree integrates coursework, knowledge, skills, and experiential learning to enable the student to demonstrate their 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. Co-requisite/Prerequisite: Satisfactory completion of all coursework required for the bachelor degree with the exception of the final term.

*Co-requisite/Prerequisite: Satisfactory completion of all coursework required for the associate degree with the exception of the final term.*

*Terms Offered: WI, SP, SU, FL*

**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.

*Co-requisite/Prerequisite: Satisfactory completion of all coursework required for the associate degree with the exception of the final term.*

*Terms Offered: WI, SP, SU, FL*

**IDS315 Global Cultural Study****9 Credits**

This course combines and in-depth study of cultural and gendered responses to economic globalization. Topics include culture and security, identity politics, clashes of and accommodations among civilizations, modernity, and post-modernity. A sociological and cultural analysis of the background and contemporary customs of the people of the country is studied on location with special attention paid to the problems of modernization and culture change.

*Prerequisite: 21 earned credits*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**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.

*Terms Offered: To be determined*

**IDS400 Topics in Multiculturalism****3 Credits**

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

*Prerequisite: HUM105, SOC100, or PSY100*

*Terms Offered: To be determined*

**IDS401 Topics in Service-Learning****3 Credits**

This course will provide an opportunity to work with other students, community members, and community agencies in organizing and carrying out a service-learning project that addresses an existing community issue or need.

*Terms Offered: To be determined*

**IDS402 Topics in Student Leadership****3 Credits**

Student leaders meet with campus leaders to discuss principles of leadership, evaluate their own leadership, and develop and implement a campus project. The project should embody the core values of the college while permitting students to develop as servant-leaders.

*Terms Offered: To be determined*

**IDS403 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 interest, conduct extensive research, prepare a final project, and present the findings to the community. Students have an option of furthering a faculty member's research or developing their own project.

*Terms Offered: To be determined*

**IDS490 Bachelor's Degree Capstone****3 Credits**

The capstone course for the bachelor's degree integrates coursework, knowledge, skills, and experiential learning to enable the student to demonstrate their level of achievement for entry into a new field or advancement in the current field. This is self-directed, integrated learning opportunity that is the summation of the student's academic and hands-on learning experiences at the bachelor's degree level.

Co-requisite/Prerequisite: Satisfactory completion of all coursework required for the bachelor's degree with the exception of the final term.

*Terms Offered: WI, SP, SU, FL*

**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, learning opportunity that is the summation of the student's academic and hands-on learning experiences at the bachelor's degree level.

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

*Terms Offered: To be determined*

**IDS499 CE Capstone Course for the Bachelor's Degree****4 Credits**

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

*Co-requisite/Prerequisite: Satisfactory completion of all coursework required for the bachelor's degree with the exception of the final term.*

*Terms Offered: WI, SP, SU, FL*

## Internships

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**INT299 Associate Degree Internship****3 Credits**

The internship experience at Central Penn includes an on-the-job educational experience. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment.

*Prerequisite: Successful completion of 45 credits for the associate degree.*

**INT498 Washington Institute Internship****11 Credits**

The Washington Institute Internship experience is offered through an articulation agreement between the Washington Institute and Central Penn College. The program is performed in Washington, D.C. where students complete an internship in a professional setting such as federal agencies, congressional offices, embassies, businesses and a variety of nonprofit and advocacy organizations. This highly competitive structured program includes an on-the-job educational experience coupled with two academic courses and seminars in theory and practice. This hands-on opportunity allows students to apply, analyze, synthesize, and evaluate the knowledge and skills learned in the classroom to the working environment of our national government.

Credits can be distributed amongst Internship (3), Job Pursuit Seminar (1) and/or a 200-300-level social and behavioral science (3), or open elective (3). Students must preplan their academic schedule and course load to complete this program.

**INT499 Bachelor's Degree Internship****3 Credits**

The internship experience at Central Penn includes an on-the-job educational experience. This hands-on opportunity allows students to apply, analyze, synthesize, and evaluate the knowledge and skills learned in the classroom to the working environment.

*Prerequisite: Successful completion of 90 credits for the bachelor's degree.*

## Language

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

**LNG100 Conversational Spanish****3 Credits**

This course teaches students how to understand others and to make themselves understood using the Spanish language. Practical exercises and activities specifically geared toward "real life" scenarios are used.

*Terms Offered: To be determined*

## Leadership

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

**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

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

**LGS110 Foundations in Law****3 Credits**

This introductory course for the paralegal and legal studies programs introduces students to the American legal and court systems, professionalism and other essential skills, law office processes and organization, legal ethics, basic legal analysis, and print and online legal resources. Students receive experiential learning through the preparation of a simple legal memo and a one-on-one meeting with the instructor to defend and explain the student's legal conclusions.

**LGS130 Principles of Legal Research****3 Credits**

This course teaches students to use the Harvard System of Legal Citations (the "Bluebook") to create accurate legal citations for a wide variety of primary and secondary legal resources. Students receive experiential learning through citation drills that simulate tasks they may encounter while working as paralegals.

*Terms Offered: SP, FL*



**LGS135 Legal Research and Writing I****3 Credits**

This course teaches students to use critical thinking and legal analysis to formulate answers to legal questions based on primary and secondary resources. Student receive experiential learning through research drills that simulate research tasks they may encounter while working as paralegals.

*Prerequisite: LGS130*

*Terms Offered: WI, SU*

**LGS140 Civil Litigation I****3 Credits**

This course involves the study of civil procedure in the state and federal courts, with a particular emphasis on state court procedures and the function of the legal professional within the litigation process. The students learn to apply rules of procedure to fact situations by drafting pleadings and motions relating to pleadings.

*Terms Offered: WI, SU*

**LGS160 Wills and Probate****3 Credits**

This course teaches students the concepts and processes of testate and intestate inheritance and estate administration. Student receive experiential learning by drafting a will, inventory, application for letters, and first and final accounting based on a simulated estate fact pattern.

*Terms Offered: WI, SU*

**LGS170 Criminal Procedure****3 Credits**

This course explores the constitutional and practical limitations placed on criminal law enforcement and prosecutors related to arrests, stops, searches, seizures, interrogations, identification, and punishment. The course also instructs the student in the constitutional relationship between investigatory methods and the admissibility of evidence in a criminal trial.

*Terms Offered: WI, SP*

**LGS180 Historical Perspectives of the Constitution****3 Credits**

This course teaches students the history and meaning of the United States Constitution, the structure of federal government including separation of powers and checks and balances, and fundamental rights including due process, equal protection, and freedoms of speech, religion, association, and the press. Students receive experiential learning by viewing videos of United States Supreme Court Justices explaining the inner workings of the Court, and listening to oral arguments and reading opinions issued in key constitutional cases.

*Terms Offered: SP, FL*

**LGS190 Family Law****3 Credits**

This course teaches students the principles and processes relating to the spousal and parent-child relationship, including marriage and divorce, paternity and adoption, support and alimony, division of marital property, and child custody. Student receive experiential learning by preparing court documents relating to divorce, support, and custody, and a marriage settlement agreement, based on a simulated domestic fact pattern.

*Terms Offered: WI*

**LGS200 Contracts****3 Credits**

This course teaches student the legal principles relating to the creation, termination and enforcement of contracts, and the processes and standards for interpreting and drafting contracts. Students receive experiential learning by interpreting a residential lease and drafting a contract based on a simulated contract fact pattern.

*Prerequisite: LGS110 Terms Offered: SP, FL*

**LGS210 Evidence****3 Credits**

*This course teaches students the principles governing the admissibility of evidence in court, including relevance, competence, authenticity, hearsay, and privilege, and the factors affecting the credibility of evidence before a jury. Students receive experiential learning through a detailed analysis of evidentiary issues presented in a simulated trial transcript, and participation in a mock trial.*

*Prerequisite: CRI100 or LGS110*

*Terms Offered: SP, FL*

**LGS217 Employment Law****3 Credits**

*This course teaches students the legal principles governing the employment relationship, focusing on the statutes that protect employees against discrimination and invasion of privacy and that govern compensation and benefits, workplace safety, worker's and unemployment compensation, and the employment of non-citizens. Students receive experiential learning by completing weekly projects analyzing various employment scenarios in light of federal statutory requirements.*

*Terms Offered: WI, SU*

**LGS220 Torts****3 Credits**

*This course teaches students the law of torts, including intentional torts, negligence, strict liability, product liability, mass torts and class actions, and the calculation of damages in a tort case. Students receive experiential learning by reading court opinions on tort law and applying the holdings to real-life factual scenarios.*

*Prerequisite: LGS110*

*Terms Offered: WI, SP, FL*

**LGS230 Civil Litigation II****3 Credits**

*This course provides students with an overview of the litigation process with an emphasis on the discovery, trial, and post-trial phases of state and federal civil litigation. Students will use the resources of a law library and/or online information sources to locate the rules of procedure, analyze and solve research problems, and draft legal documents. Students will also explore the use of technology within law firms and the civil litigation practice.*

*Prerequisite: LGS140*

*Terms Offered: FL*

**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.*

*Terms Offered: WI, SP, SU, FL*

**LGS260 Administrative Law****3 Credits**

*This course teaches students about the principles and processes governing the operation, functions, and powers of administrative agencies, and the creation, revision, and repeal of administrative regulations. Students will receive experiential learning through guest lecturers experienced in administrative processes, and by researching and presenting on specific state agencies.*

*Prerequisite: LGS110*

**LGS265 Criminal Law****3 Credits**

*This course teaches students the law governing criminal liability, the basic elements of crimes, criminal defense, and the elements of specific crimes including homicide, assaults, sexual offenses, and property crimes. Students receive experiential learning by analyzing*

provisions of the Pennsylvania crimes code and attending and reporting on an actual criminal trial in a Pennsylvania court.

*Prerequisite: CRI100 or LGS110*

*Terms Offered: WI, SP*

### **LGS270 Business Organizations**

**3 Credits**

This course teaches students the law governing the creation, operation, and dissolution of corporations, partnership, and other forms of business, and the means by which government regulates business organizations. Students receive experiential learning through the preparation of articles of incorporation and by-laws and a partnership agreement based on a business formation fact pattern.

*Terms Offered: SU*

### **LGS275 Bankruptcy Law**

**3 Credits**

This course teaches students the federal law governing bankruptcy, including the rights and obligations of debtors and creditors, and the preparation and filing of bankruptcy petitions and related documents. Students receive experiential learning through the preparation of bankruptcy documents based on a simulated bankruptcy fact pattern.

*Terms Offered: WI*

### **LGS280 Legal Research and Writing II**

**3 Credits**

This course builds on the skills learned in LGS135 Legal Research and Writing II by teaching students to use legal research, critical thinking, and legal analysis to answer legal questions, and to write legal memos supporting their conclusions. Students received experiential learning by preparing legal memoranda that meet the exacting standards of the legal profession for form, content, and organization.

*Prerequisite: LGS135*

*Terms Offered: SP, FL*

### **LGS285 Legal Seminar**

**3 Credits**

This course prepares students for internships and jobs in the paralegal field by providing an in-depth understanding of professionalism, legal ethics, legislative research, and legal analysis. Students receive experiential learning by completing a detailed analysis of a legal issue using legislative materials and other primary and secondary resources.

*Prerequisite: 48 credits earned*

*Terms Offered: WI, FL*

### **LGS290 Fundamentals of Real Estate Law**

**3 Credits**

This course teaches students the law governing property rights and real estate transactions, including the preparation of deeds, mortgages, and closing documents such as settlement sheets and disclosure statements. Students gain experiential learning by preparing a deed and mortgage based on a simulated real estate fact pattern.

*Terms Offered: SP*

### **LGS310 Legal Communications**

**3 Credits**

*This course involves a comprehensive study of legal writing with an emphasis on skills in writing clear and concise legal correspondence, documents, and memoranda. Students gain experiential learning by preparing a detailed legal memorandum based on a simulated fact pattern.*

*Prerequisite: LGS130*

*Terms Offered: WI, SU*

**LGS340 Advanced Legal Research and Writing****3 Credits**

This course provides intensive hands-on instruction in the preparation of complex, research-based legal documents. Emphasis is placed on formulating research strategies using multiple resources and the synthesis of case and statutory law to resolve legal issues and on presenting legal issues, principles, and conclusions in a coherent, clear, and professional manner.

*Prerequisite:* LGS280

*Terms Offered:* WI, SU

**LGS370 Alternative Dispute Resolution****3 Credits**

The course teaches students basic conflict principles and the various types of dispute resolution methods that are used in a wide variety of professions and industries to avoid litigation in court. The course covers the basic principles underlying conflicts, the strengths and weaknesses of various Alternative Dispute Resolution (ADR) methods, how ADR methods operate and interact, and what types of results can realistically be expected from ADR.

*Prerequisite:* LGS140 or LGS190 or BUS365 or PSY100 or SOC100 or SOC105 or SOC200 or IDS330 or POL210

*Terms Offered:* SP, SU

**LGS400 Advanced Criminal Procedure****3 Credits**

Students will analyze advanced Constitutional concepts affecting the criminal investigation and trial process, including interrogation, arrest, and trial procedures. Emphasis will be placed on recent legislation that affects practical due process concerns in the 21st century.

*Prerequisite:* LGS170

*Terms Offered:* WI

**LGS410 Advanced Constitutional Law****3 Credits**

This course builds on the learnings of LGS180 Historical Perspectives of the Constitution by providing an in-depth study of selected topics in constitutional law, including the origins of the Constitution, selection of the Supreme Court Justices, issues of inequality under the law, and privacy interests. Students receive experiential learning by reading court opinions on constitutional law and applying the holdings to real-life factual scenarios.

*Prerequisite:* LGS180

*Terms Offered:* SP, FL

**LGS415 Advanced Alternative Dispute Resolution****3 Credits**

This course builds upon the learning and skills developed in LGS370 Alternative Dispute Resolutions by providing focused and intensive hands-on training in the areas of mediation and adjudicative dispute resolution. Competing mediation philosophies and techniques are explored, along with various procedural options for the conduct and outcome of arbitration.

*Prerequisite:* LGS370

*Terms Offered:* FL

**LGS420 Advanced Criminal Law****3 Credits**

This course builds on legal concepts learned in LGS265 Criminal Law and offers students the chance to engage in the in-depth study of various criminal issues. Topics of study include terrorism, international law, and corporate criminality.

*Prerequisite:* LGS265

*Terms Offered:* SU

## Mathematics

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

### **MTH010 Basic Algebra\***

**3 Credits**

This is a remedial course in algebra using basic algebraic operations and problem solving. It is offered to students who did not place into a 100-level math class by taking the placement test. It does not earn any credits and is a "C" to progress class (a grade of "C" or higher is needed to register for a 100-level class). Topics such as algebraic operations, exponents, expressions, linear equations and graphing are covered.

*Terms Offered: WI, SP, SU, FL*

### **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*

*Terms Offered: To be determined*

### **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*

*Terms Offered: WI, SP, SU, FL*

### **MTH125 Quantitative Literacy**

**3 Credits**

This course is designed to help students develop basic quantitative literacy skills that will be helpful in future college classes and in life as an informed citizen and consumer. Students will learn to critically evaluate quantitative claims and arguments using fundamental arithmetic and algebraic methods.

*Prerequisite: Either MTH010 completion with a grade of "C" or higher or score on the placement test of 75 or higher or Chair's approval.*

*Terms Offered: WI, SP, SU, FL*

### **MTH135 Selected Topics in Math I**

**3 Credits**

This course provides students an opportunity to develop an individualized study plan on a specific theme, topic, or innovative area of their interest within the content area of math. With guidance from a faculty sponsor, the student will develop a course outline and completion plan.

*Prerequisite: Chair approval*

*Terms Offered: To be determined*

### **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, MTH105, MTH125 or MTH150*

*Terms Offered: WI, SP, SU, FL*

### **MTH235 Selected Topics in Math II**

**3 Credits**

This course provides students an opportunity to develop an individualized study plan on a specific theme, topic, or innovative area of their interest within the content area of math at a more advanced level than MTH135. With guidance from a faculty sponsor, the student will develop a course outline and completion plan.

*Prerequisite: Chair approval*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**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*

*Terms Offered: To be determined*

**MTH330 Statistics II****3 Credits**

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

*Prerequisites: MTH200*

*Terms Offered: To be determined*

## Nursing

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*An asterisk (\*) denotes a credit allocated to the course practice experience.*

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

**NUR330 Philosophy of Professional Nursing+****3 Credits**

This course focuses on the transition of the registered nurse to baccalaureate degree education and professional nursing practice. Role transition is explored within the context of nursing history, nursing theory, the healthcare environment and ethical standards in professional nursing practice.

*Prerequisite: Student must meet admission criteria and possess a current Registered Nursing License in the state in which they practice.*

*Terms Offered: To be determined*

**NUR335 Introduction to Nursing Research+****3 credits**

Introduction to principles and methods of nursing research and the utilization of research in evidence-based practice.

*Terms Offered: To be determined*

**NUR350 Health Assessment+****3 Credits (2,1\*)**

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. Documentation of subjective and objective assessment findings is included.

*\*Includes Practice Experience.*

*Prerequisite: NUR330*

*Terms Offered: To be determined*

**NUR355 Holistic Nursing+****3 Credits**

This course explores the role of selected complementary and alternative healthcare practices. Emphasis is placed on ways to promote optimum health by exploring historical and cultural perspectives; complementary and alternative therapy interventions; and evaluating the ethical and evidence-based implications of traditional versus non-traditional approaches to healthcare.

*Prerequisite: NUR330*

*Terms Offered: To be determined*

**NUR360 Palliative Care Strategies for the Professional Nurse+ 3 Credits**

This course will provide a focus on improving the quality of life, end-of-life care of individuals and support of families experiencing life-threatening illness. Application of the nursing process and utilization of established palliative care standards to evaluate the outcomes of care are emphasized. 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: NUR330*

*Terms Offered: To be determined*

**NUR410 Community Health Promotion and Education+ 3 Credits (2,1\*)**

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, 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. *\*Includes Practice Experience.*

*Prerequisites: NUR330, NUR335, NUR340, NUR350, NUR375*

*Terms Offered: To be determined*

**NUR420 Leadership, Management and Role Transition+ 3 Credits (2,1\*)**

This course is focused on the role of the professional nurse manager and the assumption of leadership in a variety of settings. Principles and theories of leadership and management applied to support effective direct and indirect care interventions are emphasized. *\*Includes Practice Experience.*

*Prerequisites: NUR330, NUR335, NUR340, NUR350, NUR375*

*Terms Offered: To be determined*

**NUR430 Evidence-Based Practice in Complex Care+ 3 Credits**

This course is focused on the critical appraisal of evidence and its application to nursing care of adult(s) with complex health problems. Patient(s) may be in acute care, transitional care and/or a community setting.

*Prerequisites: NUR330, NUR335, NUR340, NUR350, NUR375*

*Terms Offered: To be determined*

**NUR498 Capstone for Nursing+ 4 Credits (2,2\*)**

This is a synthesis course that requires the RN to 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 *\*Practice Experience* 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 all other course requirements in the Bachelor of Science Degree Program in Nursing (RN to BSN).*

*Terms Offered: To be determined*

## Optometric Technician

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

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

### **OPT100 Basic Optometric Science**

**3 Credits**

Basic Optometric Science is a course that will cover a basic overview of the anatomy and physiology of the eye including the components and normal processes of the integumentary, skeletal, muscular, nervous, endocrine, and lymphatic systems. The course will review ocular pathophysiology and focus on the structures and functions of the human visual system related to common systemic conditions disease processes, disorders, and aging. Students will identify the specific structures involved with common systemic and ocular diseases, disorders, and age-related problems. The course will also review the history of optometry, relationships between optometry and ophthalmology and various paraprofessional careers in vision care. The course will also familiarize students with basic understanding of ocular pharmacology. It will also provide the student an introduction to office procedures relating to the diagnosis of ocular disorders, treatment with lenses and installation of ocular pharmaceuticals, as well as how to properly document in medical records. as well as the study of and practical experience in patient pre-testing such as case history, visual acuity, color vision, pupil evaluation and depth perception, as well as the specialized testing procedures such as keratometry and blood pressure. A review of vocabulary including but not limited to common medical terms concerning ocular and systemic conditions. will also be incorporated throughout the course as well as prescription interpretation.

*Terms Offered: To be determined*

### **OPT115 Basic Optometric Clinical Skills I**

**3 Credits**

Students will utilize techniques to obtain medical and ophthalmic history, transcribe information into the medical chart, and demonstrate appropriate use of common terms/ abbreviations used for patient intake. This course also provides students with an understanding of basic optics test principles and techniques including visual acuity testing, applanation tonometry, pupillary assessment, confrontation visual fields, tear function, color plates, ocular motility testing, stereo acuity testing, keratometry, and blood pressure. Included is a review of basic math needed in vision care and the physiological aspects of vision such as subjective refraction, visual field testing, slit lamp, Goldmann and non-contact tonometry. Basic concepts of orthoptics and the treatment of eye diseases including instillation of eye medications and eye patching is discussed and demonstrated.

*Terms Offered: To be determined*

### **OPT150 Basic Optometric Clinical Skills II**

**3 Credits**

This course provides students with an understanding of theory and practical application of basic optical principles, with a focus on the human eye. It provides the student experience and knowledge in areas of special vision care and covers basic optical concepts such as the properties of light and the function of a lens in vision correction. Included is a review of basic math needed in vision care and the physiological aspects of vision such as subjective refraction, visual field testing, slit lamp, Goldmann and non-contact tonometry. Basic dispensing, lens measuring techniques, use of lens clock, interpupillary distance measurement, lensometry to verify prescriptions, frame definition, parts and types of frames, measurement of frames and lenses, alignment of frames and other optics, and dispensing topics are covered. Students will also demonstrate the ability to perform and evaluate contact lens fitting, contact lens care and education. Maintenance and use of ophthalmic equipment are also addressed.

*Prerequisite: OPT140*

*Terms Offered: To be determined*



**OPT160 Optometric Technology and Procedures****3 Credits**

This course begins the study of the neutralization and verification of spectacle lens powers, to include spherical, cylindrical, and prism lenses. Fundamentals of diagnostic testing, visual field testing, clinical optics, refractometry and retinoscopy and refinement are discussed. The use of general ophthalmic equipment including instrument preparation, refractive surgery, and intraocular injections, imaging, ultrasound biometry and videography applications are also covered. It also discusses ocular manifestations of various diseases and the use of common ophthalmic surgical instruments used to treat the conditions. This course provides students with an understanding of how to assist in clinical surgical procedures, aseptic techniques. Various special procedures are covered like meibography, ancillary testing, macular piment optical density, aberrometry, and contrast sensitivity tests.

*Prerequisite: OPT150*

*Terms Offered: To be determined*

**OPT170 Ethical Practice in Optometry****3 Credits**

This course provides students with an understanding of their vocational responsibilities as and Optometric Technician. Rights and responsibilities of patients, healthcare providers, and professional liability as it relates to negligence and malpractice are covered. Confidentiality, HIPAA, and public duties of healthcare providers, regulatory, legal issues, and scope of practice are discussed. Patient education on testing procedures, prescriptions, and supplements is also discussed. This course provides students with a more in depth look into the study of front office management techniques including telephone and appointment book management, filing, recall systems, bookkeeping, and insurance claim processing.

*Terms Offered: To be determined*

**OPT210 Optometric Clinical Experience****3 Credits**

This is an 8-week internship. (320 hours)

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 Optometric classes and will prepare students to take the Certified Paraoptometric Technician (CPOA) Exam through the Commission on Paraoptometric Certification (CPC). Through this experience, students will deliver 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. Students will participate 40 hours per week for eight weeks of assigned clinical experience in an optometric or clinic setting. The student is expected to achieve specific educational objectives determined for this experience.

*Prerequisite: OPT160 - Concurrent with OPT170*

*Terms Offered: To be determined*

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**Occupational Therapy Assistant**

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

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

**OTA100 Fundamentals of Occupational Therapy+****3 Credits**

This course provides an introduction to the occupational therapy profession and the guiding principles, history, theories, philosophy, and general safety considerations of occupational therapy. Fundamental concepts will be introduced including occupation, values, goals, ethics, frames of reference and models of practice. With a new understanding of occupational therapy, the different service delivery models and practice settings will be examined. Through lecture, discussion, group work and assignments, students will explore the *Occupational Therapy Practice Framework: Domain and Process and the Standards of Practice* to learn fundamental concepts including the collaborative occupational therapy process (assessment

to discontinuation of services), role delineations of occupational therapy practitioners, and therapeutic use of self.

*Terms Offered: SP, FL*

### **OTA108 Therapeutic Techniques I+**

**4 Credits**

This course is the first of two courses that will provide foundational skills for the applied occupational therapy treatment courses. Therapeutic Techniques I will provide an in-depth analysis of human occupation in all aspects of daily living from birth through death, guided by the Occupational Therapy Practice Framework. Through lecture, lab activities, discussion and assignments students will learn the essential skills for activity analysis, observation and activity modification. The teaching and learning process will also be addressed in detail with an opportunity to demonstrate competency by the end of the term. Within the course, students will acquire the knowledge and skills to access and appraise all levels of professional literature as well as goal writing and modification techniques.

*Prerequisites: ALH120 and OTA100*

*Terms Offered: WI, SU*

### **OTA110 Therapeutic Techniques II+**

**4 Credits**

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

*Prerequisites: OTA108 and ALH130*

*Terms Offered: SP, FL*

### **OTA200 Developmental Occupational Therapy+**

**4 Credits**

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

*Prerequisites: BIO105 and OTA108*

*Terms Offered: SP, FL*

### **OTA205 Occupational Therapy in Mental Health+**

**4 Credits**

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

therapy services with individuals who have psychosocial dysfunction. Students practice skills for conduction various therapeutic groups and use a variety of therapeutic media.

*Prerequisites: OTA110, OTA200 and PSY220*

*Terms Offered: WI, SU*

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

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

*Prerequisites: OTA200 and OTA205 and OTA230*

*Terms Offered: SP, FL*

**OTA215 Developing Professional Behaviors in Occupational Therapy+ 2 Credits**

course provides a basis for developing essential professional skills needed to practice as an Occupational Therapy Assistant in a variety of service delivery systems. Emphasis will be placed on ethics, practice standards, and related legislation. Healthcare reimbursement systems, quality improvement, and its impact on Occupational Therapy services delivery will be studied. Regulatory board requirements for certification, licensure, and on-going professional development are addressed. Students will understand the importance of promotion of health literacy and occupational therapy services for all populations.

*Prerequisite: OTA200 and OTA110*

*Terms Offered: WI, SU*

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

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

*Prerequisite: OTA205 and OTA230*

*Terms Offered: SP, FL*

**OTA230 Pathology and Function+ 3 Credits**

This course is the study of the pathology of diagnoses, diseases, and conditions commonly encountered by occupational therapy practitioners. Fundamental characteristics of the diagnoses including diagnostic techniques and medical interventions will be explored as well as the impact of the conditions on occupational performance. Through lecture, discussion, group work and assignments, students will apply the learned concepts in this course to common occupational therapy models of practice and the occupational therapy practice framework to understand the holistic impact of the diagnosis. Emphasis is placed on the patient's illness experience as it relates to quality of life and degree they are able to engage in desired occupations. The role of OT in health promotion, health literacy, and risk factor reduction will be addressed. By the end of the course, students will also understand the global impact of diseases.

*Prerequisites: OTA108, ALH120, ALH130, OTA110*

*Terms Offered: WI, SU*

**OTA299 Level II Fieldwork Experience+****10 Credits**

Upon successful completion of all required coursework, students will complete 16 weeks of Fieldwork in traditional and emerging occupational therapy practice settings to apply knowledge to practice. This experience is the capstone for all OTA classes and will enable the student to further develop clinical reasoning and hands-on skills for assessment and implementation of occupational therapy services under the supervision of a registered occupational therapist or certified occupational therapy assistant. The goal of Fieldwork is to develop professionalism and competence in career responsibilities as a generalist entry-level occupational therapy assistant and to achieve client-centered, meaningful, occupation-based outcomes. Level II Fieldwork may be completed in a minimum of one setting if it is reflective of more than one practice area, or in a maximum of 3 different settings as scheduling and availability of Fieldwork sites allow.

*Prerequisites: Successful completion of all previous OTA Core Courses and general education courses. All necessary background clearances and immunizations required by Fieldwork sites must be obtained in advance. Proof of current CPR Certification and student liability insurance is required.*

*To be determined To be determined*

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**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.

*Terms Offered: WI, SP, SU, FL*

**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.

*Terms Offered: To be determined*

**PHI210 Death and Dying****3 Credits**

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

*Prerequisite: ALH255 or ALH280 or PHI105 or NUR330*

*Terms Offered: SP, FL*

**PHI300 Critical Thinking****3 Credits**

Students learn to think clearly by examining the principles of proper reasoning. Practice in spotting fallacious arguments and misleading ploys increases the student's powers of writing, speaking, and critical thinking.

*Prerequisite: ENG102*

*Terms Offered: To be determined*

**PHI305 Problems of Philosophy****3 Credits**

Building on the foundation understanding of the philosophical study of ethics, students are introduced to the key problems of philosophy through the works of prominent philosophers such as Plato, Aristotle, Descartes, and Kant. Emphasis is placed on philosophical discussions of the nature of reality, the meaning of life, and the problem of certainty in a world of change.

*Prerequisites: ENG102 and PHI105*

*Terms Offered: To be determined*

**PHI405 The Meaning of Life****3 Credits**

This course is an exploration, on a personal level, of the quest to find meaning, significance, and purpose in life. Through selected readings from philosophy, mythology, literature, and science, students will examine the views of others and then discuss how these may be interpreted and incorporated into their own lives. Students will evaluate their beliefs and values with the goal of working towards discovering how to lead a meaningful life.

*Prerequisites: ENG102*

*Terms Offered: To be determined*

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**Physical Therapist Assistant**

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

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

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

*Terms Offered: WI, SU*

**PTA155 Physical Therapist Assistant Procedures+****4 Credits**

This course covers many of the basic duties of the physical therapist assistant. HIPAA regulations and confidentiality in the workplace will be presented. Students will also learn about finance as related to healthcare, documentation, transfers, gait sequence, assistive devices, gait training, prosthetic devices and training, introduction to goniometry, and massage. Emphasis will be placed on practical application, skill development and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective manner is required for the course. Through the competency examinations, students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Prerequisite: PTA100*

*Terms Offered: SP, FL*

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

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

*Prerequisite: ALH120*

*Terms Offered: SP, FL*

**PTA235 Modalities+****4 Credits**

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

*Prerequisites: ALH130 and PTA155*

*Terms Offered: WI, SU*

**PTA245 Applied Kinesiology+****4 Credits**

This course provides the student with an in-depth study of the structure and function of the musculoskeletal system. The student will learn normal joint structure and function, muscle function specific to each joint, and abnormal joint function. The laboratory portion of this course concentrates on the principles of physical joint assessment including surface anatomy palpation, a review of goniometry, and instruction in manual muscle testing. Emphasis will be placed on practical application, skill development, and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective manner is required for this course. Through the competency examinations students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Prerequisites: ALH130 and PTA155*

*Terms Offered: WI, SU*

**PTA255 Therapeutic Exercise+****4 Credits**

This course provides to the physical therapist assistant student an understanding of the basic principles of therapeutic exercise including the use of exercise equipment, development of skill in the application and instruction of exercise, and the indications, contraindications, and precautions for exercise prescription. This course also covers exercise and manual techniques for pulmonary physical therapy, the obstetric patient, and treatment of lymphedema. Emphasis will be placed on practical application, skill development, and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective manner is required for this course. Through the competency examinations students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Prerequisites: PTA235 and PTA245*

*Terms Offered: SP, FL*

**PTA260 Pathophysiology for Physical Therapist Assistant II+****3 Credits**

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

*Prerequisites: ALH130 and PTA160*

*Terms Offered: WI, SU*

**PTA265 Neurological Rehabilitation+****4 Credits**

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

*Prerequisites: PTA260, and/or concurrent with PTA255*

*Terms Offered: SP, FL*

**PTA298 Physical Therapist Assistant Clinical Practice****1 Credit**

Clinical Practice is the initial field experience for physical therapist assistant students. This course affords students the opportunity to participate in the daily workings of a physical therapy clinic and better understand the roles and duties of physical therapists and physical therapist assistants. Students will be involved in patient care, which is performed under the direct supervision of a physical therapist, and requires that students have a sound understanding of the principles of physical therapy and a basic skill level for the procedures performed by a physical therapist assistant. Students will perform appropriate measurements and assessments, communicate effectively and display a professional attitude while on Clinical Practice.

*Prerequisites: PTA235 and PTA245*

*Terms Offered: WI, SU*

**PTA299 Internship for Physical Therapist Assistant****8 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.*

*Terms Offered: WI, SU*

## Physics

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

**PHY200 General Physics I\*****3 Credits**

This course is the first of a two-term sequence. It is intended to provide a general knowledge of the basic concepts of physics relating to mechanics, energy, rotational motion, fluids, thermodynamics, and waves. Physics is based on problem-solving that this class involves both solving work problems and performing laboratory exercises. Students will attain a conceptual understanding and problem-solving ability that they can readily apply to their knowledge to novel problems and situations. It shows to students how useful physics is in their own lives and will be in their future professions.

*Co-requisite: PHY200L*

*Prerequisite: MTH105*

*Terms Offered: WI*

**PHY200L General Physics I Lab\*****1 Credit**

This course is the practical laboratory application of the concepts learned in PHY200. It is intended to provide a general knowledge of the basic concepts of physics relating to mechanics, energy, rotational motion, fluids, thermodynamics, and waves. Physics is based on problem solving that this class involves both solving work problems and performing laboratory exercises. Students will attain a conceptual understanding and problem-solving ability that they can readily apply to their knowledge to novel problems and situations. It shows to students how useful physics is in their own lives and will be in their future professions.

*Co-requisite: PHY200*

*Prerequisite: MTH105*

*Terms Offered: WI*

**PHY300 General Physics II\*****3 Credits**

This course is the second term of a two-term sequence. It is intended to provide a general knowledge of the basic concepts of physics relating to electricity, magnetism, electromagnetism, and optics. Physics is based on problems solving and this class involves both solving word problems and performing laboratory exercises. Students will attain a conceptual understanding and problem-solving ability such that they can readily apply their knowledge to novel problems and situations. It shows students how useful physics is in their own lives and will be in their future professions.

*Co-requisite: PHY300L*

*Prerequisite: PHY200 and PHY200L*

*Terms Offered: SP*

**PHY300L General Physics II Lab\*****1 Credit**

This course is the practical laboratory application of the concepts learned in PHY300. It is intended to provide a general knowledge of the basic concepts of physics relating to electricity, magnetism, electromagnetism and optics. Physics is based on problem solving and this class involves both solving work problems and performing laboratory exercises. Students will attain a conceptual understanding and problem-solving ability such that they can readily apply their knowledge to novel problems and situations. It shows students how useful physics is in their own lives and will be in their future professions.

*Co-requisite: PHY300*

*Prerequisites: PHY200 and PHY200L*

*Terms Offered: SP*

## Political Science

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

**POL200 The Origins of Modern Civil Liberties****3 Credits**

This course will trace the development of civil liberties in America. The course will consider several major topics including the Constitution and Bill of Rights, the Civil War, Reconstruction and key court opinions. Other topics include race and gender discrimination and sexual harassment. Emphasis will be on the historical context, which gave rise to modern civil liberties and civil rights.

*Term Offered: To be determined*

**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.

*Term Offered: To be determined*

**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.

*Term Offered: To be determined*

**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*

*Term Offered: To be determined*



**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*

*Term Offered: To be determined*

**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*

*Term Offered: To be determined*

## Psychology

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**PSY100 Psychology****3 Credits**

This course is designed to be a broad survey to expose students to the major areas of psychology and to foster a basic understanding of the concepts and vocabulary of the study. Topics will include the history of psychology, the ethics of psychology study, the biological basis of behavior, the nature of perception, and the states of consciousness, learning, memory, cognition, and mental abilities, motivation and emotion, personalities, disorders, among others.

*Terms Offered: FL, SP*

**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.

*Terms Offered: As needed*

**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.

*Terms Offered: As needed*

**PSY220 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*

*Terms Offered: SP, FL*

**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*

*Term Offered: To be determined*

**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*

*Term Offered: To be determined*

## Science

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

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

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

*Terms Offered: SP (on ground) and WI, FL (online)*

**SCI220 Holistic Health****3 Credits**

This course studies the attitudes and behaviors, which affect each individual's health and wellness. The physical, mental, social, and spiritual dimensions of health will be discussed in detail using a holistic approach to wellness. This course emphasizes each individual's responsibility for his or her own health through developing a healthy lifestyle.

*Terms Offered: WI, SU (on ground) and SP, FL (online)*

**SCI230 Environmental Geology****3 Credits**

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

*Terms Offered: SP, SU (online)*

**SCI240 Ecology Principles and Trends****3 Credits**

This course is designed to introduce fundamental concepts in the field of ecology. Topics include evolution, populations, communities, and ecosystems. At the end of this course, student will be able to understand ecological patterns and effecting factors.

*Terms Offered: FL (online)*

**SCI300 Genetics\*****3 Credits**

In this course, students will expand the basic knowledge of genetics they attained in introductory biology courses. This will involve learning new terminology and new core concepts. Students will also explore how the biology of cells involves the interconnectedness of genetics and biochemistry, and how a genotype manifests itself into a phenotype.

*Prerequisites: BIO230, BIO230L, MTH105)*

*Terms Offered: WI (online)*

**SCI320      Advanced Nutrition for Healthcare Providers\*      3 Credits**

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

*Prerequisite: SCI100*

*Terms Offered: WI (online)*

**SCI330      Advanced Pharmacology\*      3 Credits**

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

*Prerequisites: ALH130, ALH130L or ALH165, ALH165L*

*Terms Offered: FL (online)*

**SCI350      Research Methods      3 Credits**

The course introduces research methods and teaches basic research skills required to perform a research project. Foundational skills including performing a literature review, hypotheses development, sampling, data analysis and interpretation, and ethics will be covered during this course. The final project will involve developing a research proposal.

*Prerequisite: MTH200*

*Terms Offered: SP*

## **Sociology**

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**SOC100      Sociology      3 Credits**

This course will examine the organization through the lenses of an introduction to sociological theory. It gives students of the course a perspective on a sound understanding of key sociological concepts as well as insight into how sociologists view society and human beings. Students will be introduced to sociological theories through review of foundational studies and experiments.

*Terms Offered: WI, SU*

**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.

*Term Offered: To be determined*

**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*

*Term Offered: To be determined*

**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*

*Term Offered: To be determined*

**SOC305 Social Movements****3 Credits**

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

*Prerequisite: SOC100 or HUM105*

*Term Offered: To be determined*

**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*

*Term Offered: To be determined*

**SOC400 Leadership in Society****3 Credits**

This course is designed to expose students to leadership theories and influential social leaders throughout history. Student will be familiarized with leaders that have inspired social change and to modern leadership theorists.

*Prerequisite: ENG102*

*Term Offered: To be determined*

**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*

*Term Offered: To be determined*

**Surgical Technician**

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**SUR110 Foundations of Surgical Technology\*****3 Credits**

This course will introduce students to the science of microbiology. A variety of microorganisms are studied including bacteria, viral agents, prions, and fungi. Common infectious agents presented in a systems approach, will provide understanding of the principles of immunology and the processes of infection.

*Term Offered: To be determined*

**SUR115 Preoperative Techniques and Procedures\*****4 Credits**

In this course students will learn the techniques and procedures common in the pre-operative surgical environment. Students will learn pre-operative preparation of a patient, identification, transportation, chart review, consent, transferring, positioning, urinary catheterization, skin preparation, equipment and instrumentation required for OR case set-up. This course includes lab and simulation activities, and the completion of observation hours in the perioperative environment. This course requires students to complete competency exams.

*Prerequisite: SUR110*

*Term Offered: To be determined*

**SUR120 Intraoperative Techniques and Procedures\*****4 Credits**

In this course students will learn the techniques and procedures common in the intraoperative surgical environment. This includes asepsis and sterile technique, hand hygiene and surgical scrub, gowning and gloving, surgical counts, draping, specimen care, abdominal incisions,

hemostasis, exposure, catheters and drains, wound closure, surgical dressings and the role of the assistant circulator. This course includes lab and simulation activities, and the completion of observation hours in the perioperative environment. This course requires students to complete competency exams.

*Prerequisite: SUR115*

*Term Offered: To be determined*

### **SUR125 Surgical Pharmacology\***

**4 Credits**

This course introduces the student to basic types of anesthesia, anesthesia agents, indications and contraindications of medications, and the calculations of maximum dosages of various drugs. The student will become familiar with a wide array of pharmacological agents specifically related to the pre-operative, intra-operative, and post-operative care provided for the surgical patient.

*Prerequisite: SUR110*

*Term Offered: To be determined*

### **SUR130 Postoperative Techniques and Procedures\***

**4 Credits**

In this course students will learn the post-operative procedures and techniques utilized in a surgical environment. This includes wound healing, tissue replacement materials, emergency patient situation, PACU, disinfection and sterilization, sterile storage and distribution, environmental disinfection, and perioperative case management. This course includes lab and simulation activities, and the completion of observation hours in the perioperative environment. This course requires students to complete competency exams.

*Prerequisite: SUR120*

*Term Offered: To be determined*

### **SUR135 Surgical Specialties and Pathophysiology**

**3 Credits**

In this course, students will learn common procedures in a variety of surgical specialties including general surgery, obstetric and gynecological surgery, genitourinary surgery, Otorhinolaryngological surgery, orthopedic surgery, oral and maxillofacial surgery, plastic and reconstructive surgery, ophthalmic surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgery. Student will learn the pathophysiology associated with the need for different surgical procedures, as well as the body's response to surgical interventions.

*Prerequisite: SUR130*

*Term Offered: To be determined*

### **SUR140 Surgical Tech Certification Exam Review\***

**3 Credits**

This course is designed for student who have completed the didactic coursework and are currently completing internship, to prepare for the NHA Surgical Technician Certification Examination. This course will be offered in an asynchronous, on-line format. Upon completion of the review students will complete a practice examination. Students are required to complete this course and pass the practice exam prior to graduation.

*Prerequisite: SUR290*

*Term Offered: To be determined*

### **SUR290 Surgical Technician Internship**

**3 Credits**

This course is a 120-case internship required to complete the Surgical Technician diploma. This internship will be completed at a hospital or surgical center. Each student will work with a preceptor who will evaluate student performance in a total of 120 surgical cases. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment.

*Prerequisite: Successful completion of all coursework and a corequisite of SUR140*

*Term Offered: To be determined*

## Technology

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### **TEC103 Survey of Windows**

**3 Credits**

This is an introductory course designed to have students work with five major Windows software application packages used in business. Students will use a hands-on approach in creating projects using word processing, spreadsheet, presentation, desktop publishing, and database software in addition to exploring options in how to integrate between the packages to achieve business related goals. This course will also present information on navigating through a Windows environment and how to manage files and programs from a business perspective.

### **TEC105 Information Technology**

**3 Credits**

This course provides an overview of essential computer and digital technologies impacting society today. A variety of readings, presentations, and discussions may be used to examine the historical, political, social, and ethical issues surrounding computer technology. Key discussion points for this course will include an introduction to computer concepts, wireless technologies, security issues, and other current trends. Students will also work hands-on with the Internet, communication software, and typical productivity applications available in a modern Windows environment.

### **TEC120 Structured Programming**

**3 Credits**

This course introduces students to the formal syntax and semantics of the C++ programming language through the examples of programming games. Students will learn to interpret program requirements in terms of input, output, and processes. Hands on programming exercises will introduce programming concepts that include data types, variables, selection control structures, repetition control structures, and user defined functions.

### **TEC125 Microsoft Access**

**3 Credits**

This course is an introduction to relational databases and database design. Coverage includes a quick review of database modeling, data types, establishing relationships, creating updating tables, and entity-relationship diagrams. Students learn Microsoft Access as an implementation of a relational database to input data, create forms, create queries, and create reports.

### **TEC135 Networking I**

**3 Credits**

Networking I introduces the theoretical concepts that are the underpinnings of modern network functions. Beginning with the OSI and TCP/IP models, students will learn how network protocols function at each level of the network. Students will learn how logical and physical addresses are used to identify hosts on the network, how networks are segmented into manageable sizes with switches and routers, and how different networks communicate with each other through a router.

### **TEC140 Microcomputer Systems**

**3 Credits**

This course includes the basic elements of computer science that are necessary to understand how all computers work, the relationship between hardware and software, hardware components of personal computers and related peripherals, and an introduction to networking and programming. The course also includes the binary and hexadecimal numbering systems, input and output processes, software installation and configuration, the OSI model, algorithm concepts, and basic data structures.

### **TEC200 Data Modeling Foundations**

**3 Credits**

This introductory course presents the theoretical aspects of database design and methodologies for designing relational databases such as Microsoft Access, Oracle, and SQL Server. Coverage includes methods of gathering, documenting, and communicating the elements and structure of business information. Different types of modeling include entity relationship models, hierarchical models, and principles for converting from logical models into physical models.

**TEC210 Discrete Logic****3 Credits**

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

*Prerequisite: MTH105*

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

Network II introduces wireless and mobile networking, multimedia, and security, with a specific focus on network security. Encryption, message integrity, authentication, network layer, and transport layer security are key topics. A range of potential network security risks arising from email, remote access, and file transfers are discussed.

*Prerequisite: TEC135*

**TEC225 Visual Programming****3 Credits**

This is an introductory class for the .NET Framework which will demonstrate a development and execution environment that allows different programming languages & libraries to work together seamlessly to create Windows-based applications that are easier to build, manage, deploy, and integrate with other networked systems. This course provides the student programming experience in a .NET language such as VB.NET or C#. It covers the design, development, and execution of user-generated design requirements. Topics covered include components of main windows, dialog boxes, menus, controls, color, and animation. Programs are oriented toward solving common business problems.

*Prerequisite: TEC120*

**TEC230 Introduction to Data Analysis****3 Credits**

Many professionals, including those involved with data analytics use Microsoft Excel in their daily work as a tool to manage and analyze data. This course uses Microsoft Excel to generate analytical models through data summarization, data reporting, and the analysis of data. Those taking this course will learn Excel functions including, but not limited to, Solver, Pivot Tables, Charting, Power View, and Monte Carlo simulations.

*Prerequisite: BUS120 or TEC103 or Chair approval for students in the IT program*

**TEC235 Object-Oriented Programming I****3 Credits**

This course introduces students to the field through object-oriented design and programming, using C++. Reinforces concepts with practical exercises in weekly lab sessions and with challenging and engaging programming assignments. Students in this course have some programming experience in C++ prior to enrolling.

*Prerequisite: TEC120*

**TEC238 Python****3 Credits**

Python is an extensible scripted language commonly used in artificial intelligence and for processing large data sets. As an extensible language Python makes extensive use of third-party Python libraries. This course introduces students to Python structure and syntax conventions. This course teaches students how to solve computable problems in the Python language. Students will be exposed to Python data, modules, Turtle graphics, functions, strings, lists, Python GUIs, event driven programming, and other Python topics.

*Prerequisite: TEC120 Structured Programming*

**TEC240 Visual Basic for Applications****3 Credits**

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

**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.

**TEC248 Routing and Switching****3 Credits**

The abstract concept of networking is implemented with routers and switches. Routers function at Layer 3, the Network Layer and distribute TCP/IP packets to networks throughout the Internet. Switches are Layer 2 devices that connect hosts to routers providing access to the Internet, and distribution to individual hosts from routers connected to the Internet. The course examines how TCP/IP packets are managed by these two devices that make up the physical network. Students will learn how to physically connect a network by setting up and configuring routers and switches.

*Prerequisite: TEC135 Networking I*

**TEC252 SQL Fundamentals****3 Credits**

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

*Prerequisite: TEC200*

**TEC305 COBOL****3 Credits**

COBOL has been the most widely used programming language since its development. Billions of lines of COBOL are used in combination with CICS to process billions of transactions each day. This course introduces students to the essentials of COBOL programming and how to test programs that prepare reports. Students will learn file organization and how to work with intrinsic functions, dates, characters, tables, copy members, and subprograms.

*Prerequisite: TEC120 Structured Programming*

**TEC310 Virtualization****3 Credits**

This course investigates virtualization along with related architectures and security concepts. Students will learn about the benefits of virtualization, cloud computing and solutions with related deployment methods. Students will also gain an understanding of virtualization hardware, storage, and thin clients. Labs will explore a variety of scenarios and help reinforce theoretical concepts discussed in this collaborative class.

**TEC320 Systems Analysis and Design****3 Credits**

This course is a comprehensive study of tools and techniques used in the analysis of computer systems and the design of software to support that system. Topics covered include corporate goals and objectives, input/output files, forms, processing, documentation techniques, backup, project management, and the responsibilities of a systems analyst.

*Prerequisites: TEC140 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: TEC140 and TEC310*



**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: TEC135*

**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.

*Prerequisite: TEC245*

**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*

**TEC366 Visualization****3 Credits**

Visualization is a technique for creating charts, diagrams, images, or animations that communicate the meaning derived from large amounts of complex data reported in spreadsheets and databases. This course focuses on designing the right visualization for the data depending on what message is to be communicated. Topics covered in this course include which types of visualizations are best for communicating a single number, a comparison of numbers, and the comparison of some number to a benchmark. Visualizations for representing qualitative data and how data changes over time are also covered.

*Prerequisite: TEC230*

**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.

**TEC376 Selected Topics in Technology****3 Credits**

The specific topic of this course will be determined before the academic term that it is offered. This topic will relate to a specific area of technology related to computer science, programming, networking, data analytics, or systems analysis.

*Prerequisites: TEC120 and TEC320*

**TEC385 Social Media****3 Credits**

As interactive social networking sites have proliferated the Internet, many disciplines have recognized the power of these communities. The question that arises, how and why does social media, such as Facebook, Twitter, and LinkedIn, work? The goal of this course is to merge communication, information technology, and marketing approaches to explore the social and technological forces driving the design and use of social media services. Students will learn about setting objectives, measuring program results, new media technologies and macro-environmental issues affecting new media. This class will use a hands-on approach to experience social media including work on an interdisciplinary, team-based project involving the conceptualization, design, and implementation of a social media application.

*Prerequisites: ENG102 and 3rd or 4th year status*

**TEC388 Data Analysis with Python****3 Credits**

Python is an extensible scripted language extensively used in processing large data sets for data analysis. This course focuses on those parts of the Python programming language along with its data-oriented libraries and tools that are integral to processing large data sets in preparation for data analysis. NumPY, pandas, matplotlib, SciPy, scikit-learn, and Jupyter notebooks are several of the more popular libraries and toolkits that will be presented in this course.

*Prerequisites: TEC230 and TEC238*

**TEC390 IT Project Management****3 Credits**

This advanced course is a comprehensive study of information technology project management. Participants explore the tools and techniques used in the analysis of computer system projects and the design and project management that support system planning and implementation. Topics covered include integration management, scope and time management, cost management, and risk management. Other topics covered include project initiating, planning, executing, controlling, and estimating the cost of a project. This course builds an unparalleled foundation for tomorrow's creators and managers by providing a meaningful study of projects and building a framework of sound IT project management.

*Prerequisite: TEC320*

**TEC410 Advanced Data Structures and Algorithm Analysis****3 Credits**

This course is a survey of elementary data types and static and dynamic data structures, with a study of alternative representations and the algorithms used to manipulate each. The Java language will be used in the implementation of various projects.

*Prerequisites: TEC210*

**TEC411 Cyber Ethics****3 Credits**

Cyber ethics refers to the study of moral, legal, and social issues involving computer and network technology. This course addresses the ethical roles and responsibilities of computer professionals. Privacy, security, intellectual property rights, and cyber-related crimes will be discussed, along with the problems of regulating commerce and speech in cyberspace.

*Prerequisite: ENG102*

**TEC412 Pen Testing****3 Credits**

Network security professionals need to understand the types of attacks that may be directed against their system in order to assess risks and prioritize defense measures. This course examines how hackers gather information about systems and networks and the vulnerabilities of various operating systems. This course explores entry points to the network, how hackers

exploit vulnerabilities in firewalls and network devices. This course also looks at reporting results and preparing for the next penetration test.

*Prerequisite: TEC135*

### **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: TEC330*

### **TEC420 Advanced Routing**

**3 Credits**

This course continues with advanced routing concepts introduced in previous networking courses. Course content includes scaling IP networks using VLSM, private IP addressing, NAT, and IPv6; optimizing IP address utilization; intermediate level configuration of routing protocols including RIPv2, EIGRP, OSPF, IS-IS, and BGP routing protocols; techniques used for route filtering and route redistribution.

*Prerequisite: TEC222*

### **TEC425 Advanced Switching**

**3 Credits**

This course continues with advanced switching concepts introduced in previous networking courses. Course content pertains to the deployment of state-of-the-art campus LANs and selection and implementation of appropriate Cisco IOS services to build reliable scalable multilayer-switched LANs. Additional topics covered include VLANs, VTP, STP, inter-VLAN routing, and multilayer switching: redundancy, Cisco AVVID solutions, QoS issues, campus LAN security, and emerging transparent LAN services.

*Prerequisite: TEC222*

### **TEC445 Software Engineering**

**3 Credits**

This course introduces and discusses topics such as software life cycle models, estimation of size and effort of software development projects, risk management of software projects, how to conduct formal technical reviews, formal methods for software architecture and design, verification and validation methods, configuration management, the Capability Maturity Model Integration (CMMI), how to start, implement, and sustain a software process improvement program, how to manage resistance to change in an organization, and Agile software development techniques. The practical side of the course includes discussion on practical examples provided by the instructor and a final research project developed by the students.

*Prerequisites: TEC320*

### **TEC455 Machine Learning**

**3 Credits**

Machine learning is an extension of data analytics and Artificial Intelligence. Raw data is the input and a computer-generated model is the resulting output of the machine's processing of the data as the machine learns to identify patterns in the data and make decisions based on what it has learned. This course will focus on identifying the types of data that need to be collected and input into the machine and the mathematical models that are appropriate for processing that data. This course will make extensive use of the Python programming language and its extensions.

*Prerequisite: TEC338*

### **TEC460 Data Mining and Analysis**

**3 Credits**

Data mining is the process of discovering novel patterns and use those discoveries to create descriptive and understandable models from large datasets. This course examines the basic properties of data modeled as a data matrix and stress the geometric, algebraic and probabilistic interpretation of data. This course examines the practices of pattern mining, clustering, and classification along with the practice of summarizing data so that it can be understood.

*Prerequisites: TEC455*

# GRADUATE DEGREE PROGRAMS

In the absence of a written policy in this section, students should follow the policies outlined in previous sections of the College catalog.

## Graduate Admissions

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Central Penn College offers a Master of Professional Studies (MPS) in Organizational Leadership with three career-focused concentrations of study: Organizational Development, Financial Analysis, and Healthcare Management. The Organizational Development concentration and the Financial Analysis concentrations are offered during the fall and spring terms. Core courses and the Organizational Development and Financial Analysis concentrations are delivered in a blended (on ground/ online) or fully online format. The Healthcare Management concentration is offered during the fall and spring terms and is delivered in an online format only.

### Graduate Admissions Requirements

To be considered for admission into a graduate degree program, students must hold at least a bachelor's degree from an accredited higher education institution. We welcome applications from students seeking to prepare for a career or a promotion. Students seeking work-related skills, who are not completing classes with the goal of obtaining a degree from the institution, will be classified as non-degree, non-program students (NDNP). Students applying with an overall GPA of 2.75 or higher may be considered for regular admission. Students applying with a GPA below a 2.75 from another college or university, if accepted, will be admitted conditionally. The following are the criteria and documentation required for the admissions application and process:

- Submission of graduate studies application.
- Three or more years of professional work experience (waivers may be granted, GRE/MAT score may also be considered).
- A bachelor's degree with a minimum undergraduate GPA of 2.75 from an accredited higher education institution. Applicants with under a 2.75, if accepted, will be admitted conditionally.
- Submission of two graduate recommendation forms, one should be from a current or former supervisor.
- Submission of a two- to three-page goal statement articulating career aspirations, continued education, community service and professional goals as they relate to organizational leadership. This essay should also address how the student will balance the time commitment required of the program with their other demands.
- Submission of a professional resume.

### Graduate Admissions Procedures

- Complete an application at [www.centralpenn.edu/apply](http://www.centralpenn.edu/apply).
- Schedule an interview with an admissions counselor to discuss the program and qualifications.
- Provide all admission requirements to the counselor to be considered for acceptance.
- Official post-secondary education transcripts must be mailed and received by the admissions office prior to matriculation.

## Lifelong Learning

Central Penn College offers credit for approved work/life experience through the Lifelong Learning (LLL) program for graduate students. Master's degree seeking students can earn a maximum of 9 credits through this process. Lifelong Learning cannot apply for the mandatory capstone course, which is a pre-requisite for graduation. Therefore, these credits are only applicable to courses within the specified discipline to those who successfully submit proof of or demonstrate that their lifelong experience matches the learning objectives of the courses considered for work/life experience.

Applicable graduate transfer credits and/or work/lifelong learning can apply to a maximum of 9 combined credits. For more information, please visit the website at: [www.centralpenn.edu/prospective-students/continuing-ed-students/lifelong-learningcredits/](http://www.centralpenn.edu/prospective-students/continuing-ed-students/lifelong-learningcredits/).

### **Transfer Credits**

Students interested in transferring graduate credits from another institution should speak with their admission counselor and must be received prior to the acceptance review. A maximum of six graduate credits with grades of "B" or higher will be considered for transfer credits, provided they are equivalent to Central Penn College coursework.

## **Financial Aid**

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### **Graduate Student Loans**

A graduate student may borrow up to \$20,500 per academic year via the Federal Direct Unsubsidized Loan Program. Loans may not exceed educational costs or the maximum loan limits, whichever is less. All students must be degree seeking and remain enrolled in a minimum of six credits to be eligible for Federal Direct Loans. The applicant is required to complete the FAFSA in order to apply for the loan, which is available online at [fafsa.ed.gov](http://fafsa.ed.gov). Students must begin repayment of their Federal Direct Loans six months after they graduate, withdraw or drop below half-time status. Minimum repayment of a Federal Direct 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 servicer for the various options.

### **Satisfactory Academic Progress (SAP) Policy for the Graduate Program**

The Higher Education Act requires that a student maintains satisfactory academic progress in order to receive financial aid under the student financial assistance programs authorized by Title IV of the Act. The aid program include in this policy is the Federal Direct Loan programs.

This policy for financial aid recipients is implemented in order to be in compliance with current federal regulations. **The SAP policy, which has three components that must be met, reads as follows:**

**Students must maintain a 3.0 cumulative (CUM) grade point average (GPA) each term.**

**AND**

**Students must pass 66% of their courses each term.**

**AND**

**Students must complete their degree within a 150% maximum time frame. (49 attempted credits)**

A student's permanent academic record will be reviewed at the end of each term in order to determine their academic progress. The entire record will be reviewed, even if the student was not a financial aid recipient during part or all of the time of his/her prior enrollment. Financial aid will be awarded to students who fulfill their course requirements within a standard time frame for program completion and achieve the minimum 3.0 cumulative grade point average (GPA). All students will adhere to the same quantitative and qualitative measures for SAP requirements.

### **QUANTITATIVE MEASURES**

<b>Cumulative GPA requirement:</b>	<b>Full time (9 credits attempted):</b>	<b>Half Time (6 credits attempted):</b>
3.0 at the end of each term	Must successfully complete 6 credits	Must successfully complete 4 credits

### **Qualitative Measures**

For financial aid purposes, a normal time frame for program completion is as follows:

Students pursuing a **master's degree cannot attempt** more than 49 credits attempted. Half-time students are expected to earn at least four new credits each term. Incompletes are not counted toward credits completed until after the course work is successfully completed and posted by the Records Office. If you repeat a course that you have already successfully completed, the credits will not count toward credits completed for SAP, since the credits were already counted toward the quantitative standards the first time the course was completed.

### **Evaluation of Aid Eligibility**

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

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

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

If the appeal is “approved” by the committee, the student will be placed on **Financial Aid Probation** for one term. If the student does not earn a 3.0 CUM GPA and pass 66% of their coursework at the end of that term, the student will lose all subsequent financial aid. If the appeal is “denied” by the committee, the student would not receive financial aid until they are able to bring their CUM GPA above 3.0 or make up classes to get them above a 66% passing rate at Central Penn.

Financial Aid will not pay for courses that are retaken if previously passed.

### **The SAP Appeal Process**

If unusual circumstances, such as injury to the student, illness to the student, a change in educational objective or death of an immediate family member occurs, the school may waive the SAP requirement for the student. The school may choose to waive the SAP requirement if the student has experienced undue hardship due to special circumstances. Waivers will be reviewed on a case-by-case basis. For special consideration, a student must complete a Financial Aid Appeal Request Form and submit it to the Financial Aid Director. The appeal will then be reviewed by the Financial Aid Advisory Committee. The student will be notified in writing as to the status of their appeal.

### **Financial Aid Reinstatement**

To be reinstated for financial aid once a student has been denied aid, due to lack of progress during their **Financial Aid Warning** term and no appeal has been filed or an appeal has been denied, a student must successfully complete the remaining credits needed to make SAP progress with a minimum 3.0 CUM GPA (C) and/or make up classes to get them above a 66% passing rate at Central Penn. No aid will be given until these requirements are accomplished and the student’s permanent academic record has been reviewed by the Financial Aid Advisory Committee. Students who have an appeal granted **must complete their next term with a CUM GPA of 3 .00 or better and complete and pass 66% of their coursework.**

### **Returning Students**

Students who have taken a break in their academic record will have their last term reviewed. A student must have a 3.0 CUM GPA along with a 66% passing rate to be eligible for financial aid. A student that fails to meet one of these requirements may appeal. If no appeal is received or the appeal is denied, then a student would need to pay for their courses on their own. Students that violate the SAP policy must take the classes at Central Penn to re-establish eligibility for their financial aid. Transfer credits will not be considered. No SAP appeals will be considered during week 1 of each term.

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

## Tuition and Expenses (Graduate)

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### Tuition and Fees (per term):

Tuition (per credit) . . . . .	\$672
Student/Technology Fee . . . . .	\$310

### Variable Expenses Per Term:

Textbooks (estimated) . . . . .	\$50 – \$250
Personal (estimated) . . . . .	\$150 – \$250
Transportation (estimated) . . . . .	\$150 – \$300

### Total First Term Estimated Cost

Estimated first term (tuition + fees + books) . . . . .	\$4,612
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### Graduation Fee

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

## Academic Policies

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### Capstone Experience

The college requires graduate students to complete a culminating learning experience in the form of an applied research capstone project, which involves the submission an action research project through a written paper and oral presentation.

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

### Cumulative Grade Point Average (GPA)

Graduate students are expected to maintain a satisfactory academic record (3.0 GPA or higher) at Central Penn and must have a cumulative 3.0 GPA or higher to be eligible to graduate. Grades will be rounded to the hundredth point.



## Academic Standing

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### Good Academic Standing

When a student's cumulative graduate grade point average is 3.0 or better, that student is in good academic standing.

### Academic Probation

When a student's cumulative graduate grade point average falls below a 3.0, that student is on academic probation. A student on academic probation will have one term to achieve good academic standing.

### Academic Dismissal

When a student's cumulative graduate grade point average falls below a 3.0 for two consecutive terms, that student is moved from academic probation to academic dismissal.

### Readmission after Dismissal

A student who fails to achieve good academic standing for two consecutive terms is academically dismissed and suspended from the college for two terms. After the two-term suspension, a student may reapply through the graduate admissions process. Readmission to the College is not guaranteed. Students who are reaccepted will be accepted under a new college catalog and subject to any College, School, or Program changes. Students who are accepted under a 3.0 will be placed on academic probation and given one term to achieve good academic standing.

### Right to Appeal

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

## Master of Professional Studies Degree Program in Organizational Leadership

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### *Master of Professional Studies*

The Master of Professional Studies (MPS) degree in Organizational Leadership program helps students to advance in their careers by utilizing a collaborative, applied-concepts approach to leadership studies, which is offered in-person and/or fully online. Each course emphasizes ethics, application, and professional relevance by addressing various leadership components commonly found in businesses and organizations. The program offers three concentrations: a) Organizational Development, b) Financial Analysis, and c) Healthcare Management. Courses are offered in a blended format or fully online. Program learning outcomes are facilitated by an accelerated 33 credit-program of study and are assessed using a final examination and a capstone research project.

### Mission Statement

The MPS program provides students with the knowledge and understanding necessary to become effective and ethical leaders in a complex and dynamic work environment. Through interdisciplinary methods, students develop an understanding of the

organization and apply practical approaches to problem solving based upon leadership paradigms, through coursework, experiential learning, and personal development.

### **Program Learning Objectives**

- Demonstrate knowledge of leadership theories by linking educational and professional experiences to accomplish organizational goals.
- Examine the components of ethical leadership and its influence on values and decision making.
- Critically analyze the interrelationships, both historical and current, between the leadership and the organization to strategically address the needs of the global organizational community.
- Analyze the different methodologies of research, including the preliminary considerations in selecting a quantitative, qualitative, or mixed methods research design.
- Apply effective communication by utilizing appropriate resources and technology in order to plan and deliver prepared presentations confidently and persuasively to diverse audiences.
- Design, execute, and present a field-specific research project that synthesizes elements of organizational leadership and applies selected knowledge, skills and experiences.

### **Program Requirements**

In order to graduate with a MPS in Organizational Leadership, students are required to complete 33 credits distributed as follows: five core courses (15 credits), 4 courses in their chosen concentration (12 credits), one supplemental course (3 credits) and an Applied Research Capstone in Professional Studies (3 credits).

### **Capstone**

Students are expected to finalize their capstone project during the term following their last program coursework and will be given one term to complete this project. If for any reason, students are not able to finalize their capstone within this time frame, there is a one-term grace period to fulfill this obligation. To obtain this extension, students must submit a written request to their mentor explaining the reasons to include any and all support documents.

If students have not completed their capstone research project after two terms (six months), the student's mentors will be automatically released from their responsibility. If students re-enroll for ORG699 Applied Research Project in Professional Studies following policy and procedures, a new mentor will be identified to support the student. Students who have not finalized and passed their capstone project after two terms will receive a grade of "F". In order to fulfill the requirements of the program, students will need to submit a request to reenroll in ORG699 Applied Research Project in Professional Studies to the Director of Graduate Studies explaining the causes of the previous failure and the student's commitment to finish the requirements of the degree. Approval of this request is not guaranteed.

From the time students have completed their 30 credits until the finalization of the Capstone, student will receive an "I" (incomplete) until their written capstone project and defense have been approved and graded or their two-term limit has ended.

### **Progression through the Organizational Leadership program**

Graduation requires a minimum of 3.0 GPA and the completion of all courses, including the final approval of the capstone project, which is mandatory to achieve the MPS in

Organizational Leadership. Students must also maintain a cumulative GPA of 3.0 for all graduate courses taken at Central Penn College. If a student's graduate GPA falls below a 3.0, they will be given an Academic Probation status and will have the following term to increase their GPA to a 3.0 or higher.

### **Failing a Course**

If a student fails a course other than ORG699 Applied Research Project in Professional Studies, they will not be permitted to retake the course and will be dismissed from the MPS in Organizational Leadership program. However, if mitigating circumstances may have occurred, a student may get a one-time exception to this rule by submitting an essay to the Director of Graduate Studies that requests this concession, explains the reasons for the course failure, and outlines the steps the student will take to ensure success if granted approval to retake the failed course. Financial aid may not be available to students who repeat a course.

### **Re-Acceptance**

Students seeking re-acceptance into the Organizational Leadership MPS program must re-apply and work with an admissions counselor. Students seeking re-acceptance may be asked to submit a writing sample from a provided list of topics related to leadership. Earned graduate credits will be recognized up to seven years after those credits were granted. After seven years, a competency panel can be created to consider if these credits earned are still relevant. In any case, the maximum time frame for accepting credits earned towards the MPS in Organizational Leadership will be 10 years.

The MPS in Organizational Leadership program follows a specific course rotation based on a cohort model. Although students may elect to interrupt continuous enrollment by following the College's Schedule Gap policy, the College does not guarantee the availability of particular courses outside of the specific course rotation. As a result, students in the MPS in Organizational Leadership program who take time off during the program may need to wait until the courses are offered again. This may result in the need for students to complete an application for reentry.

## **Course Descriptions**

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

### **ORG500 Perspectives of Ethics and Leadership**

**3 Credits**

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

*Terms Offered: SP, FL*

### **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.

*Terms Offered: SP, FL*

### **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.

*Terms Offered: WI, SU*

### **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.

*Terms Offered: WI, SU*

### **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.

*Terms Offered: WI, SU*

## **Financial Analysis Concentration Course Descriptions**

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### **12 credits**

Students choosing the Financial Analysis Concentration take the following courses:

### **FNA600 Organizational Financial Management**

**3 Credits**

This opening course in the concentration will expose students to a broad application of financial theory and practice. The content will survey the principles of organizational finance related to financial analysis, capital budgeting, cost of capital, and long-term financial structure of the contemporary firm. Students will employ modern financial thought in a variety of organizational venues.

*Terms Offered: FL*

### **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*

*Terms Offered: FL*

**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*

*Terms Offered: SP*

**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*

*Terms Offered: SP*

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## Healthcare Management Concentration Course Descriptions

### 12 Credits

Students choosing the Healthcare Management Concentration take the following courses:

**HCM500 Healthcare Quality and Risk Management\* 3 Credits**

This course explores how to manage healthcare performance by examining quality initiatives, process management, and risk management.

*Terms Offered: To be determined*

**HCM510 Care Delivery and Reimbursement\* 3 Credits**

This course provides an overview of emerging models of care deliver and reimbursement strategies. The impact of these strategies on providers, patient, costs, quality, and outcomes are examined.

*Prerequisite: ORG500*

*Terms Offered: To be determined*

**HCM515 Change Leadership in Healthcare\* 3 Credits**

Healthcare is a dynamic and fluid environment in which payment models, delivery models, and organizations change rapidly. Leadership theory and techniques for leading healthcare organizations through transformation to meet the challenges of the healthcare industry.

*Prerequisite: ORG500*

*Terms Offered: To be determined*

**HCM515 Change Leadership in Healthcare\* 3 Credits**

Healthcare is a dynamic and fluid environment in which payment models, delivery models, and organizations change rapidly. Leadership theory and techniques for leading healthcare organizations through transformation to meet the challenges of the healthcare industry.

*Prerequisite: ORG500*

*Terms Offered: To be determined*

**HCM520 Critical Thinking and Healthcare Innovation\*****3 Credits**

Examine strategies that deal with cognitive biases, unrecognized assumptions, determining causality, critical reasoning pathways, and reasoning effectiveness. Apply innovation principles for implementing innovative designs, processes, and leadership in healthcare.

*Prerequisite: ORG500*

*Terms Offered: To be determined*

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**Organizational Development Concentration Course Descriptions**

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**12 Credits**

Students choosing the Organizational Development Concentration take the following courses:

**DEV600 Organizational Psychology****3 Credits**

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

*Terms Offered: SP, FL*

**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.

*Terms Offered: SP, FL*

**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.

*Terms Offered: SP, FL*

**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.

*Terms Offered: WI, SU*

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**Supplemental Course Descriptions**

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

**HSM505    Epidemiology and Population Health for  
Healthcare Managers\***

**3 Credits**

Review the epidemiological principles that influence decision-making in healthcare organizations. Define strategies for applying population health principles to community forecasting, cost effectiveness, and utilization of services.

*Prerequisite: ORG500*

*Terms Offered: To be determined*

**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 decision 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.

*Terms Offered: To be determined*

**LDS500    Leadership Power and Service**

**3 Credits**

What is the formula for a great leader? It depends who you ask; who you are; and the circumstances in which you find yourself. This class is designed to enable students to examine their own leadership style and behaviors, while allowing them to consider various contingencies and situational factors present in most organizations. It will provide guidance in helping students evaluate the capabilities and motivations of followers and other leaders. Since leadership is not practiced in a vacuum, it presents these matters in the context of culture, diversity, and global issues. Topics covered in this class are: differences between leadership and management, tasks and relationship orientation, strategic and tactical approaches. This course also critiques the interconnection between ethics, power, and service as well as the relationship between leaders and followers and the environment where the leadership process takes place.

**LDS510    Decision Making**

**3 Credits**

Leaders spend the entirety of their days making decisions. Many decisions are routine in nature; others are unique and/or critical. Solutions to problems may require consideration of past experiences, deeper mental engagement with the present, and/or predictions of the future. This class takes a dual approach to decision making and risk aversion. This course will teach you how to make sound decisions, through evidence-based solutions, logic, best practices. It will also examine the cognitive processes involved in decision making, including intuition, association, and judgement. Other topics include information overload, biases, group decision making, ethical decision making, decision framing, and System 1/System 2 thinking.

**LDS520    Leadership Communications**

**3 Credits**

By recognizing the importance of words, actions, and message delivery, students will learn and practice how to increase their impact, performance, and effectiveness. This course introduces key elements of professional, technical and persuasive written/oral communication and will help to build tools, improve techniques, and enhance the leader's skills to communicate persuasively and lead effectively. It includes the concepts of purpose and audience, tone and style, persuasion and influence. It also involves formal/informal communication, crisis management, information literacy, ethical communication, and oral/writing styles. Through these topics, students will get insights to communicate positively with different audiences, enhance intercultural communication, and be aware of biases, interferences, and miscommunication.

**LDS530    The Psychology of Leadership**

**3 Credits**

Who are you? This is not a trite question with a simple answer. Really, who are you? In order to practice effective leadership, an individual must truly understand his/her habits, beliefs, attitudes and expectations. In addition, great leaders not only understand themselves, but

they also understand the goals, aspirations, and motivations of followers and peers. This class will guide you through a journey of self-awareness and self-regulation. It borrows from the latest findings in cognitive and social science research and applies it to leadership studies. This class derives from the fields of psychological, sociological, and cultural anthropology and delves into topics such as personality, motivation, team development, perceptions, and goal setting.

**LDS540 Strategic Leadership and Planning**

**3 Credits**

Leaders must view a company differently than others in the organization. Leaders are responsible for developing the direction of the company and then communicating that vision in a way that inspires and motivates. Many leaders have trouble separating themselves from “the weeds” and maintaining their big picture view of the organization. This class will teach you how to plan and visualize at the appropriate level, while staying true to the values and purpose of the organization. Topics covered will be strategic planning, business/organizational models, vision model framework, one-page strategic plan, competitive assessment, disruptive innovation, and internal / external assessment.

**LDS550 Operations Leadership**

**3 Credits**

The course explores the world of business operations throughout the company from the perspective of a leader. An effective sales leader, for example, must comprehend the manufacturing intricacies and delivery logistics for the solutions they sell. An operations leader, on the other hand, must understand LEAN principles and the latest methodologies for Total Quality Control. Demands for business process re-engineering, superior quality, better customer service, time-based competition and procurement improvements demonstrate that effective and efficient leadership of the operations function is vital. Topics include business process analysis, and improvement, TQM, LEAN principles, AGILE, Six-Sigma, the Baldrige excellence framework, sustainable change, and supply-chain management.

**LDS560 Human Resource Leadership**

**3 Credits**

Human Resource Management is a delicate, yet an essential connection between teams, the organizational strategy, and business success. The responsibilities of the HR department are diverse and demanding, with the immense task of attracting and retaining top talent, while juggling budgetary constraints. A leader should elevate the Human Resource activities to its relevant place of importance in the organization to meet these challenges, enhance engagement, and gauging employee potential. This course will cover such topics as talent acquisition, organizational development, and employee performance to create institutions that promote organizational learning, knowledge management, and a culture of innovation.

**LDS570 Information Technology Leadership**

**3 Credits**

Leaders must understand and be prepared to lead and/or work alongside IT professionals. All strategy is affected by technology; therefore, it is imperative that any successful and promotable business leader can relate to the technology strategy and functionality in their company. This program is not meant to make an IT specialist out of every leader, but to make him/her confident in resolving IT issues and working with IT staff to make better decisions and deliver better process change. This IT management course will help you to optimize your role in the use of essential technology, cybersecurity strategy, IT investments, and human technology sustainability for competitive advantage.

**LDS580 Financial Leadership**

**3 Credits**

Business leaders need to understand and speak the language of finance in order to assess their company's health, interact with financial managers, and communicate financial strategy to the masses. No matter what area of the company you lead, you must be capable of digesting, assessing, and making intelligent decisions based on financial data. This course will help leaders identify the requisite data required for decision-making, utilize methods for analyzing usable financial figures, and create information to make effective financial determinations. Topics covered in this course include financial success formulas/key



performance indicators (KPI's), the interactions between finance and functional areas, the interpretation of financial statements, capital decision formulas, ratio analysis, and budgeting activities.

**LDS590 Business Development Leadership**

**3 Credits**

Business development is generating sustainable increases in profitable revenue. Growing a business is no longer just about understanding the fundamentals of marketing or using aggressive sales. Instead, successful businesses focus on sustainable, predictable, and profitable systems through the coordinated efforts of product line managers, the marketing department, and the sales force, each contributing their own unique talents to business growth. As a leader, you must understand the complex inner workings of these diverse activities. Business Development starts with a high-level strategy created by the strategic planning of the company. Then it breaks down into three primary areas: product management, marketing, and sales. Great leaders know the difference between business growth and scaling their companies.

**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.

*Terms Offered: WI, SU*

**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.

*Terms Offered: WI, SU*

**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.

*Terms Offered: WI, SU*

## **Capstone in Professional Studies**

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**ORG699 Applied Research Capstone in Professional Studies**

**3 credits**

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

*Terms Offered: WI, SU, SP, FL*

## Healthcare Informatics Post-Baccalaureate Course Descriptions

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

### **HCI500 Healthcare Information Systems\***

**3 Credits**

The introduction of the Health Information Technology for Economic and Clinical Health (HITECH) Act in 2009 commenced the advancement of health information technology. As such, it is important that a health information professional demonstrates a working knowledge of healthcare delivery systems. This course is designed to allow students to explore the steps involved in systems analysis and design. You will also explore the adoption and use of Electronic Health Records (EHR) in improving healthcare delivery. Furthermore, we will examine the importance of interoperability of various systems.

*Offered: To be determined*

### **HCI505 Healthcare Information Privacy and Security\***

**3 Credits**

The adoption of Health information technology (HIT) has led to issues such as increased data and security breaches, and unauthorized access to personal health information. To this effect, it is important that healthcare providers understand the privacy and security risks, and issues associated with HIT. This course will introduce students to the various state and federal regulations, policies, and law that ensures the privacy, confidentiality, and security of patient health information. We will also discuss emerging technologies how they might affect privacy and security.

*Offered: To be determined*

### **HCI510 Healthcare Data Analytics\***

**3 Credits**

Today's healthcare delivery necessitates the use of data in making informed decisions. This course will provide students with the data analytics techniques used in mining healthcare data. Students will become familiar with processes associated with data collection and visualization. In addition, students will be exposed to analytical tools utilized in generating analytical models through data summarization, data reporting, and data analysis. Microsoft Access, My SQL, and various open source statistical analytic software will be used for this purpose.

*Offered: To be determined*

### **HCI515 Introduction to Healthcare Informatics\***

**3 Credits**

This course examines the basics of Health Informatics. Students will be introduced to the applications of information technologies and tools such as Electronic Health Records (EHRs), health nomenclature Telemedicine, clinical guidelines, and Web-based research informatics in healthcare. We will examine how these technologies are deployed in various healthcare settings and they help in improving patient care, advance scientific research, and meet government regulations.

*Offered: To be determined*

### **HCI520 Healthcare Project Management\***

**3 Credits**

Information systems are heavily depended on for healthcare delivery. For implementation and operation of information systems, project teams are relied on in making sure that projects are completed on time, and objectives are met. In this course, students will be introduced to the impact of information systems on workflow within a healthcare organization. Students will also become familiar with project management methodologies and tools, and how they are applied to projects in a healthcare setting.

*Offered: To be determined*

**HCI525 Population Health Informatics\*****3 Credits**

This course examines the foundations of population health information. Students will become familiar with bio-surveillance systems, environmental monitoring systems, electronic health records, epidemiological databases, and health promotion initiatives. Utilization of population health data to gain actionable insights will be a critical component of this course. Emphasis will be placed on how the challenges of “Big Data” and management of population health data.

*Offered: To be determined*

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**Healthcare Management Post-Baccalaureate Course Descriptions**

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**HCM500 Healthcare Quality and Risk Management\*****3 Credits**

This course explores how to manage healthcare performance by examining quality initiatives, process management and risk management.

*Offered: To be determined*

**HCM505 Epidemiology and Population Health for Healthcare Managers\*****3 Credits**

Review the epidemiological Principles that influence decision-making in healthcare organizations. Define strategies for applying population health principles to community forecasting, cost effectiveness, and utilization of services. (Prerequisite: ORG500 Perspectives of Ethics and Leadership).

*Offered: To be determined*

**HCM510 Care Delivery and Reimbursement\*****3 Credits**

This course provides an overview of emerging models of care deliver and reimbursement strategies. The impact of these strategies on providers, patient, costs, quality and outcomes are examined. (Pre-requisite ORG500)

*Offered: To be determined*

**HCM515 Change Leadership in Healthcare\*****3 Credits**

Healthcare is a dynamic and fluid environment in which payment models, delivery models, and organizations change rapidly. Leadership theory and techniques for leading healthcare organizations through transformation to meet the challenges of the healthcare industry. (Prerequisite: ORG500)

*Offered: To be determined*

**HCM520 Critical Thinking and Healthcare Innovation\*****3 Credits**

Examine strategies that deal with cognitive biases, unrecognized assumptions, determining causality, critical reasoning pathways and reasoning effectiveness. Apply innovation principles for implementing innovative designs, processes, and leadership in healthcare. (Prerequisite: ORG500)

*Offered: To be determined*

# ACADEMIC CALENDAR 2021-2022

## **Summer Term 2021**

Monday, July 5, 2021 – summer term begins

Monday, September 6, 2021 – college closed – affected classes see Blackboard\*

Saturday, September 18, 2021 – summer term ends

## **Fall Term 2021**

Monday, October 4, 2021 – fall term begins

Thursday, November 25, 2021 – college closed – affected classes see Blackboard\*

Friday, November 26, 2021 – college closed – affected classes see Blackboard\*

Saturday, November 27, 2021 – college closed – affected classes see Blackboard\*

Monday, November 29, 2021 – college closed – affected classes see Blackboard\*

Saturday, December 18, 2021 – fall term ends

## **Winter Term 2022**

Monday, January 3, 2022 – winter term begins

Monday, January 17, 2022 – college closed – affected classes see Blackboard\*

Monday, February 21, 2022 – college closed – affected classes see Blackboard\*

Saturday, March 19, 2022 – winter term ends

## **Spring Term 2022**

Monday, April 4, 2022 – spring term begins

Monday, April 18, 2022 – college closed – term break – no classes affected

Monday, May 30, 2022 – college closed – affected classes see Blackboard\*

Saturday, June 18, 2022 – 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 they understand the expectations of the faculty.*

# DIRECTORIES

## Full-Time Faculty

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**Matthew Ademola**, Associate Professor, Business Administration, DBA, Argosy University; MS, State University of New York (Maritime College); BS, City University of New York (Medgar Evers College)

**Flora Armetta**, Associate Professor, English, PhD, Columbia University; MA, Columbia University; BAS, Tufts University

**Jack Babinchak**, Associate Professor, Management and Organizations, PhD, Capella University; MBA and BS in Management, Bloomsburg University

**Stephen Campbell**, ACCE for Lancaster and Instructor, Physical Therapist Assistant, BS, Lock Haven University; AAS, Central Penn College; AS, Dean College

**Matthew Casale**, Assistant Professor, Health Sciences, DPT, Saint Francis University; BS, Saint Francis University, AAS, Central Penn College

**John Contino**, Associate Professor, Criminal Justice Administration, JD, University of Miami School of Law; BA, Villanova University; AA, Brandywine College, Widener University

**Thomas Davis, Jr.**, Associate Professor, English and Communication, ABD, Keiser University; MA, Bowling Green State University; M.Ed., Bloomsburg University; BA, Bloomsburg University

**Hope Devore**, MOT OTR/L, Instructor, Occupational Therapy Assistant, MOT, St. Francis University; BS, St. Francis University

**Robert M. Donley**, Professor, Program Director of Legal Studies and Paralegal, JD, Temple University School of Law; BA, Messiah College

**Lori Eberly**, PT, DPT, Med. ATC, Professor, Physical Therapist Assistant, DPT, Neumann University; MEd, The Pennsylvania State University; BS, Indiana University of Pennsylvania

**Brant W. Ellsworth**, Program Director of Humanities, Associate Professor, Humanities; PhD, Penn State University; MA, Penn State University; BA, Brigham Young University

**Douglas Fisher**, Instructor, Business Department, MS, Troy University; BA, Penn State University

**Tondelaya George**, D.M., Associate Professor, Program Director of Business Studies, DM-Management, University of Maryland Global Campus; MS-Communication (minor in Training & Development), Clarion University; BS-Communications, Clarion University

**C. Jeffrey Goble**, Assistant Professor, Criminal Justice Administration, JD, University of New Hampshire School of Law; BS, Bates College

**Cassandra Hillegass**, Assistant Professor, Business, BS, Central Penn College; MBA, Strayer University; EdD, Argosy University

**William Hummel**, Instructor, Mathematics, MA, Kutztown University; BS, Albright College

**Michael Lear-Olimpi**, Assistant Professor, Communication, MJ, Temple University; BA, The Pennsylvania State University

**Taylor Lentz**, LAT, ATC, PTA, Instructor, Physical Therapy Assistant, BS, Bridgewater College; AS, Central Penn College

**Kelly M. Little**, BS, CCMA (NHA), Instructor, Medical Assisting, BS, Pennsylvania State University; NHA, Suburban Technical School

**Nikki A. Marhefka**, EdM, MT(ASCP), CMA(AAMA), Program Director of Medical Assisting, Phlebotomy Technician, and Medical Coding and Billing, Associate Professor, EdM, Temple University; BS, University of Pittsburgh

**Paul Miller**, Assistant Professor, English and Communication, MS, Shippensburg University; BA, Slippery Rock University

**Joseph Oberto**, Instructor, Information Technology, MSIS, Penn State University; BS, Penn State University

**Kevin Otto**, Assistant Professor, Allied Health, MS and BS, University of St. Francis; AS, Central Pennsylvania Business School

**Nicole D. Patterson**, DPT, Program Director of Physical Therapist Assistant, Professor, DPT, Slippery Rock University; BS, Mount Saint Mary's University

**Brooklyn Reiff**, COTA/L, Occupational Therapy Assistant Academic Fieldwork Coordinator, Central Penn College

**Susan B. Snyder**, Assistant Professor, Accounting, MS, Strayer University; BS, Bloomsburg University

**John Springer**, Assistant Professor, Accounting, PhD, Indiana University of Pennsylvania

**Amanda Stuckey**, Assistant Professor, English, PhD, College of William and Mary; MA, University of Virginia; BA, College of William and Mary

**Margaret Stuski**, Assistant Professor, JD, Temple University School of Law; MBA, University of Phoenix; BA, University of Pennsylvania

**Kimberly Tanish**, OTD, OTR/L, Program Director of Occupational Therapy Assistant, OTD Rocky Mountain University of Health Professions; MOT, Saint Francis University; BS, Mount Aloysius College

**Maggie Wagner**, Physical Therapy Assistant, ACCE and Instructor Physical Therapist Assistant Program, BS and AAS Central Penn College

**Johnna T. Whitcraft**, Program Director of Criminal Justice and Homeland Security, MS, Saint Joseph's University; BA, Elizabethtown College

## Academic Administrators

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**Krista Wolfe**, PT, ATC, Vice President of Academic Affairs and Provost, Doctorate in Physical Therapy and BS in Health Science, Slippery Rock University.

**Anne Bizup**, PhD, RN, Dean of School of Health Sciences, MS, South University; BS, Villanova University; PhD(c) Nursing Education, Nova Southeastern University

**Benjamin Lipschutz**, Dean of School of Business and Professional Studies, Temple University (ABD); MBA, MEd and BS, Shippensburg University of Pennsylvania; BS, Central Penn College.

**Jared Rife**, Dean of School of Humanities, Pennsylvania State University, ABD; MA, Trinity College; BA, Brigham Young University

**Karen Hurst**, Dean of Continuing Education, MEd, Edinboro University; BGS, Brigham Young University

## Board of Directors

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### **Robert E. Kelly, Board Chair**

Robert E. Kelly, Jr. serves as counsel in the law firm of Kelly, Parker & Cohen LLP and practices in the areas of administrative and civil litigation. He specializes in insurance industry litigation, appellate practice, personal injury defense, commercial litigation, dealership and franchise litigation, employment law and professional liability. A former Deputy Attorney General, he is a 1975 graduate of Georgetown University Law Center and a summa cum laude graduate of Siena

### **Duane R. Greenly, Vice Chair**

President of the Greenly Family Trust, Greenly is a retired senior business executive who specialized in business turnarounds, profits and shareholder value. In retirement, he founded a private equity company, a real estate L.P. and serves on several boards. He established the Greenly Family Trust to support areas of interest in the local community. He resides in Mechanicsburg, Pa.

### **Dwight Utz, Vice Chair**

Dwight Utz who is a Central Penn College graduate and most recently served as President/CEO/Director of two community banks in Pennsylvania and North Carolina. He is currently a member of an organizational investment group seeking to acquire small community banks. His areas of expertise include Strategic Planning, Organizational and Leadership Development, Balance Sheet Management and Corporate Governance. Utz is also a graduate of the Stonier Graduate School of Banking at the University of Delaware and serves on various other boards.

### **Peter Garland**

Dr. Peter H. Garland served as executive vice chancellor of the Pennsylvania State System of Higher Education before retiring in June 2019. In addition, he held positions as assistant chancellor for policy and planning and vice chancellor for academic and student affairs during his tenure at the state agency. He teaches at the University of Pennsylvania in the higher education master's and executive doctoral programs.

### **Brian Gibson**

Brian Gibson is a successful owner of a Chick-fil-A franchise in Mechanicsburg. He's experienced in all facets of restaurant management, including leadership, catering, food & beverage, customer service, cooking and food preparation. He graduated with a bachelor's degree focused in business administration from Salisbury University.

### **Eugene Kostelac**

Eugene Kostelac recently served as chief financial officer for the RG Group. He has extensive experience in public accounting, manufacturing and various distribution industries. Previously, he served as controller for several companies in the capital region. A certified public accountant, he earned his bachelor's and MBA at Pennsylvania State University.

**Veronica Morrison**

Veronica Morrison is a lawyer and shareholder in Mette, Evans & Woodside, a Harrisburg-based law firm that specializes in real estate, litigation, business, banking and estate planning. Morrison’s practice focuses on construction law and litigation as well as commercial, real estate and general civil litigation. She earned her law degree at Washington University in St. Louis.

**Leland Nelson**

Leland J. Nelson is the president and co-founder of Dirty Dog Hauling, a professional junk removal company. He began his career as an auditor and has over 10 years of accounting and auditing experience. He is the president of the African American Chamber of Commerce of Central PA and a graduate of the inaugural class of the Martin Luther King, Jr. Leadership Development Institute.

**Mike Schmid**

Mike Schmid serves as managing partner for Cre8tive Logic, a full-service marketing, communications and advertising firm based in York, Pa. He is a high-energy professional with an 18+ year track record of identifying and bringing to market new technologies and products, resulting in multi-million dollar revenue growth. He is an accomplished public speaker and corporate ambassador.

**Carol W. Spigner**

[Carol W. Spigner, D.S.W., retired from the University of Pennsylvania School of Social Policy and Practice after having served as associate professor/clinician educator for a decade. Throughout her distinguished career in higher education, she has received numerous awards, including honors from the University of Pennsylvania and the University of Southern California.](#)

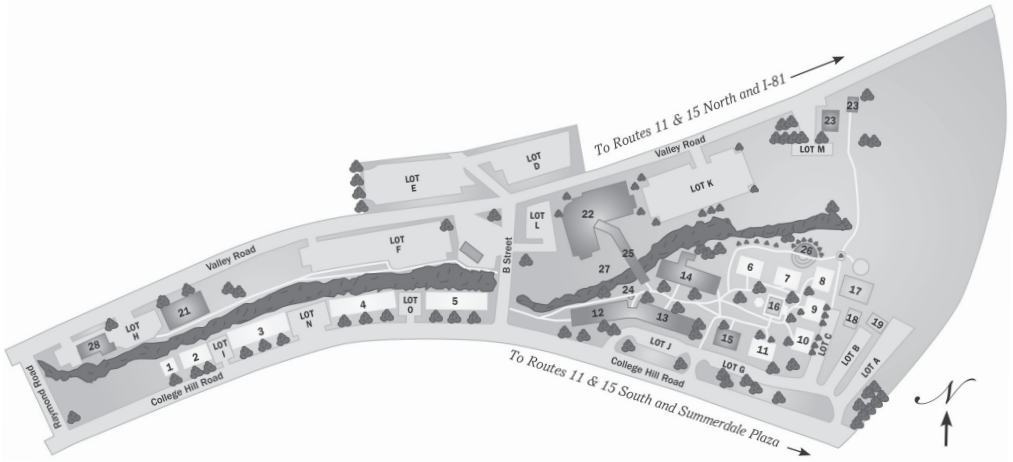
## President’s Cabinet

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<b>Linda Fedrizzi-Williams</b>	President
<b>Romeo Azondekon</b>	Vice President of Student Services
<b>Shawn Farr</b>	Vice President of Administration and Finance
<b>Michael Fedor</b>	Vice President of Advancement and Strategic Initiatives
<b>Margaret Lebo</b>	Vice President of People and Culture
<b>Susan Lynch</b>	Director of Lancaster Center
<b>Thomas Parker</b>	Chief Information Officer
<b>Krista Wolfe</b>	Vice President of Academic Affairs/Provost



# Summerdale Campus



### ■ Campus Structures

- 12. West Wing
- 13. Bart A. Milano Hall
- 14. Bollinger Hall
- 15. Charles "T" Jones Leadership Library
- 21. Stabler Health Sciences Building
- 22. ATEC (Advanced Technology Education Center)
- 23. The Boyer House & Barn
- 24. Craiger C. Parker Amphitheatre
- 25. Henszey's Bridge
- 26. Student Fellowship Area
- 28. Storage

### ■ Recreation

- 12. The Underground & Capital BlueCross Theatre (Lower Level)
- 16. Swimming Pool
- 17. Basketball Court
- 18. Sand Volleyball Court
- 19. Multi-Sport Court
- 22. Knight & Day Café
- 27. George J. Miller Jr. Arboretum

### ■ Parking

- Lot A, B, C, D, E, F, I, N, O - Available Parking\*
- Lot H, K, M - Faculty & Staff Parking\*
- Lot J, L - Visitor Parking\*
- Lot D, E, F, K, & L - Event Parking
- Lot M - Boyer House Parking
- Lot G - Reserved Parking\*
- \*24 hour enforcement, Monday through Friday

# Lancaster Center

### ■ Center Layout

- A. Reception
- B. Classroom
- C. Office
- D. Bathroom
- F. Faculty Room
- E. Copy Room

