Central Pennsylvania

C O L L E G E

Since 1881

Your Bridge to Success

2011 | Catalog | Volume 88

2010-2011 Academic Calendar

Summer Term

JULY 2010

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2010

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29	30	31				

SEPTEMBER 2010

S	M	T	W	T	F	S
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Fall Term

OCTOBER 2010

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31						

NOVEMBER 2010

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DECEMBER 2010

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Winter Term

JANUARY 2011

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30	31					

FEBRUARY 2011

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27	28					

MARCH 2011

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Spring Term

APRIL 2011

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MAY 2011

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JUNE 2011

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26	27	28	29	30		

Summer Term:

Evening Students	**Begin: Monday, July 5, 2010**	**End: Saturday, September 18, 2010**
Day Students	**Begin: Wednesday, July 7, 2010**	**End: Saturday, September 18, 2010**

Monday, July 12, 2010 - Day classes follow Tuesday schedule
Monday, September 6, 2010 - Labor Day - College Closed - affected classes see Blackboard

Fall Term: **Begin: Monday, October 4, 2010** **End: Saturday, December 18, 2010**
Thursday - Sunday, November 25 - November 28, 2010 -
Thanksgiving Holiday - College Closed - affected classes see Blackboard

Winter Term: **Begin: Monday, January 3, 2011** **End: Saturday, March 19, 2011**

Spring Term: **Begin: Monday, April 4, 2011** **End: Saturday, June 18, 2011**
Monday, April 25, 2011 – College Closed – affected classes see Blackboard
Monday, May 30, 2011 - Memorial Day - College Closed - affected classes see Blackboard

Central Pennsylvania College
Campus on College Hill & Valley Roads
P.O. Box 309
Summerdale, PA 17093-0309
1-800-759-2727
www.centralpenn.edu
admissions@centralpenn.edu

Central Pennsylvania

C O L L E G E

Your Bridge to Success

Since 1881

Table of Contents

Big Eight Philosophies

Appearance

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

Attendance

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

Conduct

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

Drug and Alcohol Use

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

Grades

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

Hands-on Education

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

Service/Community Service

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

Technology

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

A Message from the President

Your Bridge to Success

Serving as "Your Bridge to Success" is the motto with which Central Pennsylvania College is identified. For the last 34 years I have devoted my professional career to keep this as our focus. Fortunately, I am blessed with a wonderful faculty and staff who do just that. As you may imagine, I have witnessed many graduates make their professional mark over time. I, along with my fellow colleagues, delight in the accomplishments of our graduates. Their successful careers cover a wide variety of fields from corporate executives and business owners to legal, medical, travel, and sales professionals. Regardless of your career choice, a Central Penn education can truly serve as your bridge to success.

While diversity is evident at Central Penn, it is also what makes us unique. Students of all ages can continue their education in a variety of formats — as traditional students living at Central Penn's suburban Harrisburg campus, as commuters attending day or evening classes at Central Penn Lancaster or at the College's newest location, Central Penn Lehigh Valley in Bethlehem, Pennsylvania, or through the College's partnership with McCann School of Business and Technology in Sunbury, Hazelton or Pottsville as well as through fully online programs. The common thread that ties together a recent Baltimore high school graduate taking classes in suburban Harrisburg, with a 30-year-old working, single mother taking classes at Central Penn Lancaster, is unwavering determination. Both possess high values and a willingness to work hard and embrace change as they master the skills, knowledge, and attitudes today's employers demand and deserve.

All of us working at Central Penn seek to serve students by guiding them toward the shared goal of achieving career dreams. This student-centered culture runs deep in our veins. Faculty are here to teach, to share their expertise using hands-on techniques, and to light a fire that helps students embrace learning by focusing on education that is useful. That fire shines bright in the eyes of eager students and successful graduates alike.

One visit should be all it takes to feel the caring commitment we embrace when it comes to student success. Expectations are high, and we model those expectations as we lead by example.

You don't need an appointment to visit Central Penn's website or campus. Naturally, we hope those seeking higher education and advancement will, like thousands of students over the last 129 years, join the Central Penn family. Allow Central Pennsylvania College to serve as "Your Bridge to Success."

Keep smiling,

Todd A. Milano
President

A SHORT HISTORY
OF THE COLLEGE

Central Pennsylvania College traces its history to 1881, when Joseph N. Currey founded the Pennsylvania Business College at 307 Market Street in Harrisburg, Pennsylvania. For the next 89 years, a continuous series of career-oriented business colleges existed on Market Street in the heart of the business district of Harrisburg. Their main focus was always clear – to provide career-oriented education.

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

In 1970, Central Pennsylvania Business School moved across the Susquehanna River to Summerdale, Pennsylvania. Bart and Jean Milano began the creation of the School's current suburban Harrisburg campus, featuring all new structures that included academic buildings, apartment-style housing, and recreation facilities. The transition from business school to college began in 1977 when the Commission on Higher Education of the Middle States Association of Colleges and Schools accredited Central Penn. In 1999 the Commonwealth of Pennsylvania recognized Central Penn as a two-year college with degree granting privileges. In December of 2000, Pennsylvania's Secretary of Education approved Central Pennsylvania College to operate as a four-year degree granting college.

In 2002, the College doubled the size of its academic buildings with the opening of the Advanced Technology Education Center, which also houses a conference center and restaurant. Later that year, Henszey's Bridge, an 1869 wrought iron structure listed in the National Historic Register, was restored and placed in the center of the campus. It serves both practical and symbolic purposes. The Charles "T" Jones Leadership Library opened its doors in October 2002. In addition to serving Central Penn's academic needs, it houses a collection of personal development and leadership materials from many of the country's top motivational speakers and authors. Constructed in the spring of 2003, the Craiger C. Parker Amphitheatre showcases the College's core values and provides a scenic setting where outdoor classes and other activities can be held.

In 2004, Central Pennsylvania College began offering online as well as blended courses and opened its first additional location – Central Penn Lancaster. Since that time the College has expanded to the Lehigh Valley area, developed a partnership with McCann School of Business and Technology in Sunbury and Hazleton, and has plans to open other locations.

Educational offerings at Central Penn include a wide variety of practical, high-quality, career-focused programs. The College offers traditional and continuing education programs as well as fully online courses, bachelor degree completion programs, and blended courses to meet the needs of adult learners. Since 2005 when the College was granted permission from the Middle States Commission and the Pennsylvania Department of Education to offer two fully online degree programs, online offerings have grown to include 12 fully online degree programs and two online certificate programs. Additional bachelor degree programs continue to be submitted for review by the Pennsylvania Department of Education. The College currently serves approximately 1150 traditional-age residential and non-residential students and working adults across central Pennsylvania.

Central Pennsylvania College is Harrisburg's four-year, private, residential co-educational college. In addition to academic buildings, conference center, library, historic bridge, and Parker Amphitheatre, the 35-acre campus includes furnished apartments, townhouses, recreational facilities, and a child development center. In 2006 the College completed a $1,000,000 learning facility featuring a crime lab, a physical therapist assistant clinic, and a medical assisting lab.

Financial struggles face many students; Central Penn is no exception. The Central

Pennsylvania College Education Foundation exists to help worthy students; and in June 2007, the Foundation announced completion of its $1,000,000 Campaign for Scholarships.

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

Academic Philosophy and Programs

Central Penn's hallmark is high-quality, career-oriented, college-level education, which is provided by a qualified, caring, and dedicated faculty and staff. The College's focus is on students and their educational development, thus enhancing their ability to think critically and succeed professionally. The College's educational goal is to provide its students with the knowledge, attitude, professional demeanor, and skills necessary to secure meaningful employment in their chosen career field.

Students prepare for professional success by demonstrating academic excellence in the classroom and through application of their newly-learned skills in experiential educational activities. Central Penn students not only learn theory, they also learn by doing and by participating in activities related to their major.

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

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

Vision

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

Mission

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

Core Values

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

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

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

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

Educational Focus. Preparing Students for Success. Central Penn measures its success by the success of its graduates. Our mission statement says that we "provide an education that prepares graduates to obtain employment or advancement in their chosen field." We seek

to impart a love of learning, but the desired end result of learning is the practical application of knowledge and skill so that the Central Penn graduate is able to succeed in the field of his or her choice and be a contributing member of society.

ACCREDITATIONS AND APPROVALS

Accredited by: Central Pennsylvania College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267.284.5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Approved by: Secretary of Education, Commonwealth of Pennsylvania, to award the Bachelor of Science degree, the Associate in Science degree, and the Associate in Applied Science degree.

Program Accreditations and Approvals:

Criminal Justice Program approved by the Association of Former Intelligence Officers (AFIO).

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

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

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

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

ADMISSION INFORMATION

General Requirements

Central Penn offers programs leading to the Bachelor of Science, Associate in Science, and Associate in Applied Science degrees. To be considered for admission into a degree program, you must be a high school graduate, have received your General Equivalency Diploma (GED), or Pennsylvania Home School Diploma. We welcome applications from students seeking to prepare for a career or a promotion. Students seeking work-related skills enhancement are classified as non-degree, non-program students (NDNP). Students applying with a grade point average (GPA) of 2.0 or below in high school or another college or university, if accepted, will be placed on academic probation. Please submit an application for admission, an official copy of your high school and/or college transcript(s), and attend a personal interview with the Admissions office. Consider this your invitation to call the Admissions office at 800.759.2727 and set up a campus visit for you and your family or friends.

Proof of Eligibility

All applicants to Central Pennsylvania College are required to provide proof of eligibility through the provision of an official high school diploma, transcripts, a GED or a home schooling certificate, or in some cases an attestation of one of the aforementioned items.

Student Definitions

Continuing Education Student

Students who primarily enroll part time in the evening, online, blended, off campus, or weekend courses are considered non-traditional students and will be assigned to Continuing Education services. Non-degree and part-time students who take courses for professional development will also be assigned to Continuing Education for advising and Continuing Education services.

Traditional Student

A traditional student is defined as a student entering Central Penn primarily out of high school or directly from an associate program as a full-time, degree-seeking student. These students will be assigned to full-time faculty for advising and preregistration.

Admission Requirements for Online Degree Programs

Continuing Education students are permitted to enroll in completely online degree programs at any time. Traditional students may enroll in fully online programs provided that they are in good academic standing. Traditional students on probation are not permitted to enroll in fully online programs until they have either completed a minimum of 10 credits and are successfully removed from probation or take one college-level course and earn a 3.0 or higher. Students should discuss how being a fully online student will impact their financial aid with the Financial Aid office, and online students may only live in campus housing with the approval of the Student Services Dean or designee.

Admission Requirements for Bachelor Degree Programs

Traditional students are required to have a 2.0 or higher GPA in high school, demonstrated success in college-level work, or permission of the Academic Dean. Students not meeting these criteria should first enroll in a comparable associate degree program. Upon successful completion of two terms with a 2.0 or higher cumulative GPA, associate degree students may transfer into a bachelor degree program.

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

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.

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

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

Admissions Requirements for Accounting Programs

All applicants must successfully complete, with a "C" or better, two units of secondary math, to include algebra. This adequately prepares students for learning the upper-level college math required in the programs and within specific courses. Completion of at least one accounting course in high school is strongly recommended.

Admission Requirements for Medical Assisting

All applicants must have at least a 2.0 GPA ("C" average).

Admissions Requirements for Physical Therapist Assistant (PTA)

The Physical Therapist Assistant Program must limit enrollment due to classroom space and available clinical facilities. Minimum academic standards may be set. Students

will be ranked according to the following admissions criteria:

1. To enter the Physical Therapist Assistant Program, you must have completed the following secondary school courses: one unit of biology, one unit of chemistry or physics, and two units of math (one of which is algebra). A grade point average of 2.5 or better is required overall in the above mentioned secondary school courses for traditional students and an overall grade point average of 2.5 or better is required with a minimum of 12 college credits for transfer students. Due to the academic rigor of the program, a GPA of 3.0 and SAT or ACT scores are preferred, but not required.

2. Due to the specificity of the PTA Program, PTA core courses must be taken at Central Pennsylvania College. There will be no transfer credits accepted for PTA core courses.

3. *Observation Hours*: Prior to an application being considered to the College, you must complete 20 observation hours in at least two different physical therapy facilities. A PT or PTA working in each facility must validate all observation hours. Observation hours must be submitted with your admission packet to Central Pennsylvania College.

4. *Reference Forms*: Two reference forms must be completed and mailed separately. Please provide those completing your letters of reference a pre-addressed envelope to Central Pennsylvania College's Admissions Department.

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

Students who do not meet the minimum requirements of 75% of the total evaluative requirement points **may** be admitted to the PTA program on a **contingency basis**. If a student is admitted on a contingency basis, the student MUST complete ALH120 and ALH120L with a minimum GPA of a 2.0 (C) and maintain an overall GPA of 2.88 (B-) for their first term. If a student does not meet the above GPA requirements, the student will automatically be dismissed from the PTA program and encouraged to change their major.

PTA Application Deadline: 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 November 1. Up to 30 students will be accepted during the summer and winter terms.

All applicants must complete a campus interview with an admissions counselor in order to receive additional information and forms to complete the application process for consideration into the program. Only complete applications will be considered for admission to the program.

If a student is not granted admission to the PTA program, the student will have the option to roll over their application for the next admission deadline. The application will be kept on file for one full year from the time of the original application date. After the year, the file will be invalid; and the applicant must begin the entire admissions process again.

Application Deadline

Although the deadline for submitting an application for admission is ten working days prior to the first day of each term, we urge you to apply early, particularly if you wish to live on campus and plan on using financial aid. Campus housing facilities are limited, so timing is important.

Application Procedures

1. For an application, please call the Admissions office at 800.759.2727 between 8:00 a.m. and 5:00 p.m. Monday through Friday. The application is also available on the internet at www.centralpenn.edu.

2. Ask your high school guidance office to mail your official transcript directly to the Admissions office. A Graduate Equivalent Diploma (GED) or Pennsylvania Home School Diploma is also acceptable. Continuing Education students order transcripts at the time of their interview.

3. Admission consideration is based upon a written 50-word essay, high school grade performance, and requires a personal interview at the College campus. Admission for students over 21 years of age is based upon a written goal statement, high school and/or college performance, and a required interview.

4. In some cases, the Admissions Committee may request three letters of recommendation and you may be accepted as a freshman under a probationary status. This means that you must achieve no less than a "C" average (2.0 GPA) during your first term at Central Penn in order to be retained as a student.

5. Your application and official transcript(s) will be reviewed as soon as we receive them. You will be notified of your acceptance or next step in the admissions process within one week of our receiving all materials.

Housing Procedures

You should indicate on the admission application whether you wish to commute from your home, live off campus, or live on campus. If you wish to live on campus, you must pay the $100 enrollment deposit to facilitate the mailing of a housing packet, which will include a housing application, medical history form, meningitis vaccination waiver, and lease. Applicants younger than 17 or older than the age of 22 will be reviewed on a case-by-case basis and may require an interview before a housing decision is made.

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

International Student/Non-U.S. Citizen Application

Central Penn is authorized under federal law to enroll nonimmigrant alien students. If you are not a native English-speaking student,

you are required to take the TOEFL exam. The score will become a part of your student file and will be used during the admission process. A TOEFL score of 550 or higher is required for admission. In some cases, the SAT II English Language Proficiency Test (ELPT) may be substituted for the TOEFL or required of U.S. citizens whose primary language is other than English. You are required to submit copies of your Permanent Resident Card or Temporary Resident Card along with your application. Please contact the Central Penn Admissions office for specifics.

Lifelong Learning

Consideration will be given to extending credit through Lifelong Learning based on work/life experience. If you are interested and possess five or more years of experience, contact the Continuing Education Dean for further information. The cost of courses waived via Lifelong Learning is equal to one-third the tuition of the course being waived. Associate degree-seeking students can earn a maximum of nine credits. Bachelor degree-seeking students can earn a maximum of 18 credits.

Standardized Testing After Admission

Placement Tests

Central Penn administers the COMPASS test offered through ACT, Incorporated. The COMPASS test is a self-adaptive test used to determine placement in English and/or algebra. Students may be required to take a remedial course based on placement examination results.

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

All new students are required to take the placement exam, which includes English, algebra, and a writing sample. Transfer students may be exempt from certain aspects of testing, based on transfer courses. Transfer students need to communicate with test proctors regarding transfer courses and testing

needs. In the event that a student wishes to be placed in all remedial classes, the student may sign a waiver form with the admissions counselor.

Transfer

Though the primary purpose of Central Penn's programs is to prepare you for a career, many courses may be applied toward a bachelor degree, should you continue your education at Central Penn or another bachelor degree-granting institution. The college to which you intend to transfer determines acceptance of transfer credits. If you plan to transfer to another institution after graduation, you are urged to consult that institution's catalog as early as possible and confer with the appropriate office regarding transfer.

If you are interested in transferring credits from another institution, you should notify the Admissions office or the Continuing Education office. Only grades of "C" or higher (through articulation agreements or from outside institutions) will be considered for transfer credits and each situation is dealt with on a case-by-case basis. English Composition courses can be transferred provided they are from a regionally accredited college or university. Otherwise, English Composition courses will be considered for potential transfer credits once the student has taken and passed the College placement examination. The majority of your total credits must be taken at Central Penn.

In addition, a student that has already received an associate degree from Central Pennsylvania College and wishes to enroll in the bachelor program must complete a change of major form to initiate a transfer evaluation. Many credits transfer within the College; however, it is wise to consult with your Advisor prior to the change.

You may appeal a credit transfer decision by forwarding a written request to the Academic Dean 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 Academic Dean is final.

Students seeking an Associate in Science degree and transferring into the Paralegal program must take 12 credits of the Specialty courses required by the American Bar Association (ABA) at Central Pennsylvania College.

Transfer Student Application Procedures

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

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

2. Ask your high school and each college/ university attended to mail an official transcript directly to our Admissions office.

3. After your application and all official college transcripts have been received, a transcript evaluation will be conducted.

4. Courses which are parallel to courses offered at Central Penn will be counted as transfer credits if a grade of "C" or better was earned in at least a 100-level course. Advanced placement, college in high school, articulated courses, CLEP, and Dantes testing may also transfer.

5. You will receive a listing of the credits accepted and courses remaining for degree completion. The transfer credits will be made a part of your permanent record.

6. We reserve the right to administer an appropriate examination for transfer credits.

   You will also be asked to verify if any of your transferable credits from your former institution were earned online.

7. Transfer students must complete at least one-half of their degree-program credits at Central Pennsylvania College.

Should you have any questions about this process, contact the Academic Dean.

Additionally, while attending Central Penn, if you wish to take a course off campus and transfer those credits, you should make an appointment with the Academic Dean, who

will help you to determine if that course credit may be transferred to Central Penn.

Foreign Transcripts

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

Acceptable Credential Evaluation Services:

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

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

3. Academic Credentials Evaluation Institute, P.O. Box 6908, Beverly Hills, California 90212. Tel: 310.275.3530. Fax: 310.275.3528. e-mail: acei@acei1.com.

FINANCIAL INFORMATION

Registration Fee

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

Housing Security Deposit

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

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

Tuition and Expenses

Note: These 2010-2011 rates are subject to change July 2011.

Fixed Expenses per Term

Tuition (per credit) all majors	$380
Student/Technology Fee (5 or more credits)	$240
Student/Technology Fee (4 or less credits*)	$148
*some zero credit classes may have a student fee	
Individual Townhouse Bedroom	$1,860
Standard Townhouse Bedroom	$1,530
Standard Apartment Bedroom	$1,325
Security Deposit	$250
Board (option 1)	$355
Board (option 2)	$445
Board (option 3)	$540
Utilities/CATV/Internet	$295

Variable Expenses per Term

Textbooks - (estimated) - amount will vary if able to buy used books)	$350 - $450
Personal (estimated)	$150 - $250
Transportation (estimated)	$150 - $300

One-time Expenses

Graduation Fee	$125
Uniform	$50 - $150

Billing and Payment Dates

Summer 2010
Bills Mailed - May 21, 2010
Payment Due - June 11, 2010

Fall 2010
Bills Mailed - August 20, 2010
Payment Due - September 10, 2010

Winter 2011
Bills Mailed - November 19, 2010
Payment Due - December 10, 2010

Spring 2011
Bills Mailed - February 18, 2011
Payment Due - March 11, 2011

Summer 2011
Bills Mailed - May 20, 2011
Payment Due - June 10, 2011

Fall 2011
Bills Mailed - August 26, 2011
Payment Due - September 16, 2011

Winter 2012
Bills Mailed - November 25, 2011
Payment Due - December 16, 2011

Payment

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

Student / Technology Fee

A student fee of $148 (four or less credits) or $240 (five or more credits) per term is required. It covers all the services listed below as long as you are enrolled at Central Penn. The student fee is nonrefundable.

The student/technology fee includes, in part, the following: local phone service; postal services; campus security; parking; student ID; online Library services; EBSCO; computer labs; internet; all other technology usage; full- and part-time employment assistance; insurance (details in your Student Handbook); a copy of your first transcript; swimming pool; basketball, volleyball, and game courts; picnic areas; activities such as dances and sporting events; campus clubs and organizations; and the orientation weekend.

Graduation Fee

Graduating students pay a $125 fee. It covers the processing and framing of your degree, the graduation ceremony, and lifetime employment service.

Uniforms

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

Textbooks

All Central Penn students order new and/or used textbooks directly from our textbook vendor via internet or telephone. The cost of textbooks varies with the courses you are taking each term. If you purchase all new textbooks, the cost may be as much as $450 per term. Students must have their textbooks prior to the first day of class.

Refund and Distribution Policy

Pursuant to federal and state regulations, Central Pennsylvania College has developed, and applies on a consistent basis, the following policy:

When a student completely withdraws from the College or drops a course, tuition will be calculated in accordance with the following guidelines, and any refund is made within 30 days. The last day of class attendance will be considered the withdrawal or drop date. Your withdrawal or drop date will be your last date of class attendance. If the last date of attendance cannot be determined, the institution shall use the date the College had knowledge of the student's withdrawal.

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

Withdrawal Date	Tuition Reduction
During 1st week	75%
During 2nd week	55%
After 2nd week	0%

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

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

- Percentage of payment period or term completed equals the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

- Aid to be returned equals 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution.

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

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

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans (other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans

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

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

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

FINANCIAL AID

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

The initial source of funds used in meeting college costs is the amount that the student and the student's family can contribute. We will then attempt to supplement the family's contribution with the financial aid resources that we administer. In fact, over 89% of Central Penn students received some form of financial assistance during the fall 2008 term.

The Financial Aid office at Central Penn is here to help you! Please contact the office if you have any questions about the financial aid process, the application forms, the types of aid that we administer, or if you would like to set up a personal interview to discuss your individual circumstances.

General Eligibility Requirements

To receive financial aid from Central Pennsylvania 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), Parent Loan for Undergraduate Students (PLUS), or Supplemental Loan for Students (SLS).

- Students cannot take more than 50% of their courses online or blended without affecting your PHEAA State Grant eligibility.

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

Financial Aid Application Process

In order to apply for all federal and state financial aid programs, students must complete the Free Application for Federal Student Aid (FAFSA) form and Financial Aid form. These forms are 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 and the Central Penn Financial Aid Application by March 15 of each new filing year. By filing the forms by March 15, the Financial Aid office will have the ability to notify students of their financial aid eligibility prior to the summer term billing. Students who file the financial aid forms after March 15, may not know their status until after the term begins.

The Financial Aid office may request additional documentation to support your request for financial assistance. Parents and the student may be required to submit signed copies of their Federal Income Tax returns, including their W-2s and all schedules. Your financial aid package cannot be finalized until all requested documentation has been received and reviewed by the Financial Aid office.

Financial Aid Programs

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

Federal Pell Grant - The Federal Pell Grant is a federally-funded entitlement program to assist needy undergraduate students. Eligibility for Pell Grants is determined by the U.S. Department of Education based on the FAFSA. Pell-eligible students may receive the grant even if enrolled less than half time. Students who have earned a bachelor's degree are not eligible for a Federal Pell Grant.

Academic Competitiveness Grant (ACG) – The ACG is a federally-funded program to assist needy undergraduate students. To qualify, a student must be a U.S. citizen, Pell Grant recipient, considered a first- or second-year student, and a full-time student. The student also must have passed a rigorous high school program and graduated high school after January 1, 2005.

National Science and Mathematics Access to Retain Talent Grant (SMART) – The SMART Grant is a federally-funded program to assist needy undergraduate students. To qualify, a student must be a U.S. citizen, Pell Grant recipient, considered a third- or fourth-year student, a full-time student enrolled as an Information Technology major, and have a cumulative GPA of 3.0 or higher.

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. Students not enrolled in a fully online-degree program may take up to 50% of their degree requirements online or blended per term without financial aid implications. Students who exceed 50% will not be PHEAA State Grant eligible. Please contact the Financial Aid office for more information.

PHEAA also administers a grant program with the Pennsylvania National Guard, as well as a program for students in high tech programs. Contact the Financial Aid office for more information about these programs.

Federal Supplemental Educational Opportunity Grant (SEOG) – This federally-funded program provides financial assistance to students who demonstrate exceptional financial need and are Pell Grant eligible. The amount of the award is based on need and the availability of funds. Students with a bachelor's degree are not eligible to receive a Federal Supplemental Educational Opportunity Grant.

Federal Work-Study Program – The Federal Work-Study Program is a federally-funded program that provides part-time employment to students who demonstrate financial need. Positions are available throughout the institution and at selected off-campus sites. Federal Work-Study students are paid an hourly wage for actual hours worked. Federal Work-Study earnings are paid directly to the student on a bi-weekly basis. Awards are made to students on a fund-availability basis.

Federal Stafford Loan – This loan program provides low-interest loans to students who demonstrate financial need. The interest on these loans is variable, not to exceed 8.25%. Applications for a Stafford Loan are available in the Financial Aid office.

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

Federal Unsubsidized Stafford Loan – This loan program provides low-interest loans to students who demonstrate little or no "need" for a Federal Stafford Loan. The terms, conditions, and loan limits are the same as a Federal Stafford Loan except that the federal government does not pay the interest on behalf of the student. The student is responsible for the interest and can either pay the interest on the loan monthly or quarterly, or choose to have the interest capitalized. Interest capitalization means that the lender adds the unpaid interest to the principal balance of a loan. Your repayment options are the same as the Federal Stafford Loan.

PLUS Loan – The PLUS program provides educational loans to parents who borrow on behalf of the dependent student. PLUS borrowers do not have to demonstrate need, but they are required to have a credit check performed to confirm their ability to repay the loan. The maximum amount that a parent can borrow is the student's cost of education less any financial aid that the student receives during the loan period. The interest on the loan is variable but is capped at 9%. Repayment of the loan begins 60 days after the final disbursement, unless the borrower meets the criteria for a deferment. Contact your lender for more details.

Private Loans – Central Penn has agreements with several lending institutions to provide students and their parents with affordable alternative loans that can be used to supplement your financial-aid award package. These loans differ in the amounts that can be borrowed, the interest rate used, and repayment terms. In most cases, the student is the borrower and the parents are the co-

signer. Contact the Financial Aid office or go to www.centralpenn.edu to find how these loans can help you finance your education at Central Penn.

Agencies

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

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

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

Scholarships

Central Pennsylvania College offers numerous scholarships, totaling over $600,000 each year. All 2010 U.S. high school graduates may apply. Scholarship criteria vary, but may include: academic record, activities, essays, financial need, and a personal interview. Some scholarship students are required to maintain a 2.8 minimum cumulative grade point average and live on campus to retain the scholarship. Information and application forms are available from high school guidance counselors or from the Central Penn Admissions office. Additional scholarships may be available from other sources than those listed. Please contact the Financial Aid or Admissions office or visit the financial aid tab on the College website.

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

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

Financial Aid Academic Progress Policy

The Higher Education Act requires that a student be maintaining satisfactory progress in the course of study he/she is pursuing 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, ACG, SMART, Federal Work-Study Program, and Federal Loan programs.

This policy for financial aid recipients is implemented in order to be in compliance with current federal regulations. The policy reads as follows:

A student's permanent academic record will be reviewed after each spring term to determine academic progress. The entire record will be reviewed even if the student was not a financial aid recipient during part or all of the time of his/her prior enrollment.

Financial aid will be awarded to full-time students who fulfill their course requirements within a normal time frame for program completion and achieve a minimum grade point average (GPA). Students who enroll less than full time will have their financial aid calculated based on the appropriate enrollment status. All students will adhere to the same quantitative and qualitative measures for satisfactory progress requirements.

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

Qualitative Measures:

Full-time students pursuing an associate degree cannot exceed the equivalent of nine quarters or 116 credits to complete their degree requirements. Full-time students pursuing a bachelor's degree cannot exceed the equivalent of 15 quarters or 188 credits to complete their degree requirements. All students must obtain a cumulative GPA once they have attempted a certain amount of credits. A review of their GPA will be performed after each spring term is completed. Below is a chart of the GPA requirements of credits earned.

SAP Appeal Process:

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

Credits Earned	GPA requirement	12 Credits Per Term	9 Credits Per Term	6 Credits Per Term
First Year	1.50	Pass 8 credits	Pass 6 credits	Pass 4 credits
Second year and beyond	2.0	Pass 8 credits	Pass 6 credits	Pass 4 credits

Quantitative Measures:

All full-time students must successfully complete at least eight new credits each term to maintain academic progress. Part-time students are expected to earn at least four new credits each term. Our definition of "new credits" excludes failures and withdrawals, which are courses attempted, not completed. Incompletes are not counted toward credits completed until after the course work is successfully completed and posted by the Records and Registration office. Repeat courses will not count toward credits completed for satisfactory academic progress since the credits were already counted toward the quantitative standards the first time the course was completed.

Evaluation Of Aid Eligibility

- The academic progress of financial aid recipients will be monitored each spring.

- Students failing to meet the standards set forth will be denied Federal Financial Aid. Students will be notified of their status and the requirements they need to reinstate their aid.

- At the end of the probationary term, the student's academic record will be reviewed. If progress has not been made the student's financial aid will remain denied.

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 and no appeal has been filed or an appeal has been denied, a student must successfully complete the remaining credits needed to make progress with a minimum 2.0 term grade point average (C). No aid will be given until this requirement is 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 GPA of 2.0 or better and complete all courses they register for successfully.

Status Notifications:

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

poorly, they may violate the academic progress policy.

Grade Level Advancement Policy:

First-time freshman students are considered Grade Level One students. Once the student has successfully completed 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 and Registration office posts their applicable credits onto their permanent academic record will be permitted to have these credits applied towards determining their grade level status. Students who transfer between majors at Central Penn will only have those credits which apply to their new major count towards academic grade level. This policy is established for determining Grade Level Status for Stafford Loans.

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

CAMPUS LIFE

Student Services Philosophy

At Central Penn, Student Services embodies all the educational and developmental aspects of a student's life that are not directly related to the classroom experience. Central Penn takes these responsibilities as seriously as its commitment to academic excellence and its long-standing success in preparing students for the workforce.

Just as an appearance policy challenges students' "seriousness of purpose" for entering a career field, so do the high standards of Central Penn's living and learning environment challenge students' commitment to developing their potential as responsible adults. Students are challenged through a campus environment free of alcohol and drugs. These values and high standards of both living and learning are at the heart of Central Penn's Student Services program. A caring, well-trained, professional staff serves students through programs that cultivate a sense of responsibility both for oneself and for one another as future leaders in our society.

Student Services at Central Penn is committed to the belief that an educational environment with a mission centered on responsibility and respect will significantly contribute to a healthier and better society. Central Penn strives to attain these goals through providing students with:

- Dedicated involvement of faculty and staff.

- Leadership experiences that directly enhance marketability for employment and promote the development of human potential.

- Part-time job opportunities that support and complement chosen career directions.

- Involvement in clubs and organizations that expand exposure to professional career fields and involvement in volunteer programs that instill and cultivate a sense of community service.

- An intercollegiate athletic program — Central Penn belongs to the Eastern Pennsylvania Collegiate Conference (EPCC).

- A program of intramural campus sports and activities that accents the importance of mental, emotional, and physical well-being.

Housing

Unlike most colleges, Central Penn provides apartments and townhouses. They are considered some of the nicest living accommodations on any college campus. Freshman housing provides students with a furnished apartment-style residence and is available to students who have completed less than 35 credits.

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

Furnished units include complete kitchens, air conditioning, basic and standard cable

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

Roommates

Countless lifetime friendships begin at Central Penn. We work with you to get the best match of roommates possible. You will be asked to provide information about your personal traits and interests on the housing application. You may also request to live with someone whom you already know on the housing application form. Student Services will be happy to provide you with more details or answer questions you may have regarding roommates.

Physically Challenged Accommodations

We try to make our campus accessible to the needs of physically challenged students. Students requiring further accommodations should contact the Student Services Dean.

Student Activities

A quality education includes more than just academics. That is why you are encouraged to become involved in campus life by participating in one or more of the many clubs, organizations, or athletic activities. Central Penn's small size makes it possible for everyone to participate in activities and assume leadership roles. Whether it's basketball, golf, baseball, flag football, bowling, or one of many excellent clubs or professional organizations, the Student Services staff can assist you in finding an activity that is right for you.

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

Beyond Campus

Our 35-acre campus is located in Summerdale, a picturesque community of less than 1,000 people. Harrisburg, the state capital, is just across the Susquehanna River from campus. The city offers you many social, cultural, and educational activities. Other attractions are soccer, volleyball, and minor league baseball games on Harrisburg's City Island, trade shows and professional soccer at the Pennsylvania Farm Show Complex, plus concerts, museums, movie theaters, and malls all within a short distance from campus. In nearby Hershey, PA, you will find HERSHEY PARK, Hershey stadium and arena (site of many sport events and concerts) and many other local attractions.

CAMPUS SERVICES

Central Penn is your College. In an effort to make Central Penn a positive living and learning environment, there are many facilities and services available to you. There is postal service for pick up and delivery of your mail. Stamps can be purchased in the Student Services office in Bollinger Hall. The Scoozi Café is open during the week for breakfast, lunch, and dinner. The Student Union, in the Advanced Technology Education Center (ATEC), offers snack machines, games, and a place to study or just relax between classes. An ATM machine and a credit union branch are located in the lower level of the ATEC. Coin-operated laundry facilities are available in Gale, Anne, and Mindy Halls.

Computer Classrooms and Labs

Food and/or beverages (including those with lids) are strictly prohibited in any computer classroom or lab. Please use the student lounge, Scoozi's, or any common area if you would like to eat or drink.

Computer Services

An open computer lab and computer classrooms are located on the third floor of the ATEC. For your convenience, the ATEC is open Monday through Friday from 6:00 a.m. to 1:00 a.m. You will receive a student login account when you arrive. Campus computers may be used to gain access to the Internet for research and other academic activities. Guests are permitted to use campus computers as long as they are accompanied by a student host.

Employment After Graduation

Central Penn believes in graduate success. We make every effort to help you in your job search. The Career Services staff works with you in the preparation of your resume and cover letter, assists you with interviewing techniques, and points out career opportunities. Central Penn annually hosts a career expo and a summer part-time job fair. In addition, Central Penn students are encouraged to attend the CPEC Job and Internship Fair each February. The online career center, a web-based job matching system, is available to assist you in your job search. Employers prefer Central Penn graduates because of their in-depth career education, hands-on training, and professional demeanor.

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

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

Library

The Charles "T" Jones Leadership Library, located in the academic quad beside Milano Hall, provides a variety of educational resources to enhance your college experience. By using a Central Penn ID, students have access to electronic, book, periodical, and audio-visual resources, as well as interlibrary loan materials. Students also have online access to Library catalogs and resources. Students will be required to use the Library to complete research assignments. Students have the ability to chat "live" with a librarian. Students are responsible for all Library materials signed out in their name and may be subject to fines, damage charges, or replacement costs. Students' transcripts will not be released if Library materials or charges are outstanding.

The Law Library, located in Bollinger Hall, houses the legal reference collection to facilitate a legal learning environment.

Part-time Employment

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

STUDENT ASSISTANCE

Central Penn is committed to student success. Students are required to take placement exams to determine proficiency in areas of English and math. Correct placement allows for students to begin their academic requirements at a level where they can be successful. If Central Penn cannot offer the level of remediation necessary, developmental coursework may be required elsewhere, prior to becoming a fully matriculated student. Central Penn provides outlets for support or guidance for the academic programs and requirements in general education. These outlets include student tutors and an online assistance center — SMARTHINKING. Students seeking assistance beyond these means should seek guidance from their Academic Advisor or the Academic Dean.

Student Tutors

Students interested in tutoring should contact the Student Services Dean. Students must have successfully completed (with an "A" or "A-") the course they want to tutor. Students must also make a day/time commitment for the entire term. Students can receive credit

for community service hours through student tutoring. An active student tutoring list is disseminated each term.

Smarthinking

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

Student Services

Counseling

Student Services provides a part-time, on-site counselor. Students may confidentially seek counseling by contacting the Student Services office in Bollinger Hall. Additional local contacts are also available for students experiencing difficulties.

PHILOSOPHIES AND POLICIES

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

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

Academic Degree Requirements

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

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

It is the responsibility of the student to ensure that all courses and credits are completed. Academic Advisors can assist students in this process. The student should keep accurate records of his/her degree progress on the degree audit pages in the back of this catalog.

Academic Dishonesty

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

Academic Dismissal

The primary reason that you enter Central Penn is to earn a degree. If your academic performance indicates that you are not going to achieve that goal, you will be academically dismissed. Once this happens, you may be in a better position to reassess your future plans; and, if Central Penn is still a part of them, you may desire to apply for readmission. We believe it is unfair for you to remain a Central Penn student if you are not making progress toward satisfying the degree requirements. If you are academically dismissed, your notification letter will outline specific requirements to meet in order to be considered for readmittance.

Academic Probation

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

Academic Progress/Incomplete Grades

Satisfactory academic progress is defined as a minimum of a 2.0 GPA at the end of a term. An incomplete grade of "I" is given at the discretion of a faculty member and must be satisfied within the time specified by that professor (not to exceed six weeks after the end of the term); otherwise, it becomes an "F." Any change in grade (except an "I") must be made by Friday of the second week of classes in a new term. Satisfactory academic progress ensures career success.

Academic Year / Day

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

Alcohol-free and Drug-free Campus

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

American Disabilities Act Compliance

Learning Disabilities

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

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

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

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

Physical Disabilities

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

Appearance

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

Articulation Agreements

Central Penn has established articulation agreements with various high schools and colleges. A student can articulate those courses or credits stated on the articulation agreement. The required paperwork for articulation must be completed prior to starting a program at Central Penn in order to receive credit. Ask your high school guidance counselor, college transfer office, or any admissions counselor for information about articulation.

Attendance

In the business world, too many absences result in loss of pay or your job. At Central Penn, excessive absences will result in a lower grade or failure. In preparing you for the business world, Central Penn reflects the generally accepted business practice on attendance. Attendance policies also apply to online coursework.

Auditing

You may attend or audit classes not included in your particular program. If auditing, you do not take exams and do not earn a grade or credit. Permission to audit a class may be obtained from the professor and approval of the Academic Dean.

Blended Courses

Blended courses are a combination of classroom and online education. Students have required classroom time and required online coursework. Attendance in blended courses is based on participation in the class and completion of weekly online coursework.

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

The Central Penn Experience

All students are required to take STS005 The Central Penn Experience. This one-credit, blended course is an introduction to the College and its academic/social requirements. The course must be passed and is necessary for graduation. If a student fails The Central Penn Experience, he or she is placed on academic probation. If a student fails The Central Penn Experience two times he or she will be dismissed. Students admitted on probation must pass this course the first time.

Car on Campus

You may have your car on campus. Cars must be registered and display parking permits for security reasons. Students must park in lots designated for student parking.

Changing Your Major

A change-of-major fee of $50 will be assessed for any student changing major more than two times. In certain cases, students in academic violation with a GPA below 2.0 will be charged the fee as well. Students transferring from an associate degree to a bachelor degree within their field will have the fee waived. Forms are located in the Records and Registration office. Note, such requests may not guarantee immediate transfer approval. Some cases may require approvals from the Chair, Program Directors, and/or Academic Dean.

Classroom Disruption

Central Penn is a learning environment. Compliance with the College's policies and philosophies is essential to promote an atmosphere of student and graduate success. Students exhibiting poor or disruptive behavior or who repeatedly do not follow the appearance policy will be dismissed from the class and, potentially, the course. Once dismissed from class, the student may only return after receiving written permission from the Academic Dean or designee.

Class Scheduling

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

Class Size

The average class size is approximately 16 students to 1 faculty. Classes range in size from 7-55 students.

College in High School / Dual Enrollment

The College offers, through special arrangements with high schools, the opportunity for high school students to take college-level courses for credit while still attending high school. Students are able to take any course for which they meet the prerequisites. Students will appreciate a significantly reduced tuition rate. Placement testing may be required. Interested high school students should contact their guidance counselors to determine whether a signed agreement exists and to obtain the dual-enrollment application. Questions should be directed to Central Penn's Admissions office.

Conduct

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

Course Load

A typical full-time student carries 12 credits per term. Students taking fewer than 12 credits per term may be classified as part-time students. Students desiring to take more than 15 credits per term need permission from the Academic Dean. Student accounts are billed on a per credit basis. For further information, contact the Financial Aid office.

Credit-by-examination Policies

Advanced Placement (AP)

The Advanced Placement (AP) Program offered through the College Board offers high school students the opportunity to challenge themselves to gain college credit. Students participating in AP courses can work on gaining the skills and attitudes needed to be successful in college.

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

College-Level Examination Program (CLEP) Exams

Central Penn does accept CLEP examinations for credit in identified areas. However, at this time the College is not a testing center. The closest testing center to the College is: Harrisburg Area Community College, One HACC Drive, Harrisburg, PA 17110. The College follows the published ACE Recommended Credit-Granting scores. The course equivalency listing identifies the credit Central Penn will grant for each examination and is available from the Registrar or on the College website.

A student can obtain a total of 9 credits toward an associate degree and 18 credits toward a bachelor degree through CLEP examinations. This is also applicable to CLEP examinations administered through the Defense Activity for Nontraditional Education Support (DANTES) program. The total number of credits transferred into a program may not exceed one-half of the degree program.

CLEP for Military Personnel (DANTES)

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

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

Credit Hour Definition

Fifteen hours of classroom lecture equal one credit; 40 hours of laboratory work or practicum equal one credit; a minimum of 60 hours of internship equal one credit depending upon the program.

Cumulative Grade Point Average (GPA)

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

Customer Satisfaction

Improving customer satisfaction is a goal of Central Pennsylvania College. Students are our customers. We want them to be satisfied with their Central Penn experience. One way that the administration demonstrates our commitment to serve students better is by reading and reacting to their perceptions. Each term students are asked to honestly assess faculty, staff, and the services they receive at Central Penn. Positive comments as well as suggestions for improvement are shared with students, faculty, and staff. The College genuinely appreciates students' candid assessment of administrative services. Central Penn continues to strive to improve our services to the student customer. Working together, our campus will see many improvements, resulting in higher student satisfaction culminating in graduate career success. The caring faculty and staff at Central Penn want to help students succeed in the career of their dreams.

Dean's List — Recognition of Achievement

Students carrying six or more credits and earning a grade point average of 3.5 or better during a term, have earned a place on the Dean's List. Students will receive an "Incomplete" during their internship and will not appear on the Dean's List until their final grade is submitted to the Registrar.

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

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

In addition, a student successfully completing the Central Penn Honors Program will graduate with distinguished honors. Students participating in the Leadership Development Program may also graduate with leadership designation.

Dropping or Adding Courses

The Registrar or Assistant Registrar will help you change your schedule. Pay close attention to appropriate timing within which

to add or drop courses so as not to affect your grades. Students may only add classes during the first week of the term. Changing from one section of a course to another section of the same course is considered dropping and adding a course. In order to withdraw from a course with a grade of "W," a student must do so prior to the close of week seven. A student withdrawing after week seven will receive an "F." It is also important that you contact the Financial Aid office and Business office prior to making your decision. The student is responsible for obtaining financial aid clearance from the Business office (signature on the form). Adding and/or dropping courses has financial implications, which are explained in the Refund and Distribution Policy.

Early Warning

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

Grades

- Students are expected to maintain a satisfactory academic record (2.0 GPA or higher) at Central Penn.

- Students must have a 2.0 GPA or higher to be eligible to graduate.

Definition of grades and other marks found on grade reports:

A   Exceptional interest and mastery of subject matter

B+ Above average interest and mastery of subject

C   Average mastery of subject matter with no measurable deficiency

C- Below average mastery of subject with minor measurable deficiency

D   Marginal mastery of subject matter with indicated areas of deficiency

F   Impaired understanding of subject with a deficiency in most areas

Grade		Grade Point	Description
A	95–100	4.0	Exceptional
A-	90–94	3.88	
B+	88–89	3.25	Above average
B	85–87	3.0	
B-	80–84	2.88	
C+	78–79	2.25	
C	75–77	2.0	Average
C-	70–74	1.88	Below average
D+	68–69	1.25	
D	65–67	1.00	Marginal
D-	60–64	0.88	
F	0–59	0	Failing
AU	0		Audit
I	0		Incomplete
L	0		Lifelong Learning
P	0		Pass
T	0		Transfer
W	0		Withdraw
Y			Passed waiver test

Grievance Policies

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

1. A student wishing to appeal a grade or academic decision or with an academic concern must first meet with the faculty member to discuss the issue.

2. If the student and the faculty member do not come to a satisfactory agreement, the student should submit a brief written summary of the grievance or concern to the appropriate Chair. The appropriate Chair will review the concern and may meet with the student. If the student's issue cannot be resolved at the chair level,

it will be forwarded to the Academic Dean.

3. The Academic Dean will render a decision and inform, in writing, all parties involved in the complaint within three working days.

4. The decision of the Academic Dean is final.

Other Complaints:

When other complaints arise, whether they are student originated or from other parties, the following procedure applies:

1. Any complaints that are not directly a matter of academic grading should be brought to the attention of the Academic Advisor via a scheduled meeting, phone call, or in writing.

2. If the Academic Advisor and the other party cannot come to a resolution regarding the complaint, the party should appeal to the Student Services Dean.

3. The Student Services Dean must be provided with a written complaint and a meeting with the other party will be scheduled. The meeting may be in person or via phone conversation.

4. The Student Services Dean will render a decision and inform, in writing, all parties involved in the complaint within three working days.

5. The decision of the Student Services Dean is final.

Internship/Capstone Experience

As a career-oriented college, Central Penn requires all students to complete an internship. Internships range in hours from 180 to 560 hours. Traditional students are eligible for internship upon completion of all coursework and should register for internship during their final term of classes.

Continuing Education and online students complete a capstone course in place of the traditional internship. This can be done at both the associate and bachelor degree level. This course requires an extensive research project and paper related to the student's chosen career path. For further information on this process, see the Continuing Education Dean, Online Education Coordinator, the Lancaster Dean, or the Lehigh Valley Dean.

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

Lifelong Learning and Credits

Credits that a student transfers from another institution or earns through Lifelong Learning are not included in the cumulative GPA, but are used in determining the student's satisfactory progress. Contact the Academic Dean regarding transfer credits and the Continuing Education Dean for Lifelong Learning.

Midterm Warning

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

Off-site Courses

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

Online Courses

The College offers a variety of online courses taught in an asynchronous fashion using the Blackboard internet platform. Students not enrolled in a fully online degree program may take up to 50% of their degree requirements per term in an online or blended format without financial aid implications.

Traditional students need written approval from the Academic Dean to take more than 50% of their term credits online. Attendance in online courses is based on participation in online discussions and completion of weekly coursework. Thus, any student who fails to complete an assigned task will be counted as absent, and failure to complete any work within a one-week period will be reported as though the student had stopped attending class for a week. The last date of attendance will be determined by using the last date of the academic week in which the student actually completed work.

Reacceptance

If a student is academically dismissed he/she may reapply to Central Penn. Students that have been academically dismissed will be required to take off two terms. In order to return as a full-time student, he/she will be required to take an approved course (at Central Penn or elsewhere) and earn a "B" (3.0) or higher. Reacceptance conditions will be outlined in your dismissal letter, and reacceptance is not guaranteed.

Readmission

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

Courses in which you receive a "D" or "F" must be retaken upon your return. Students who have been formally withdrawn may apply for readmission, subject to the curriculum and other academic requirements and regulations in effect at the time of readmission.

Refresher Training

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

Registration

It is important for students to register for courses during the registration periods due to availability of courses. Late registrants will be assessed a late fee. Traditional students who fail to register by the close of the first week of classes will be withdrawn from the College. First-time students are registered by the Records office and returning students may register for classes online, through the College website.

Repeating Courses

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

Special Academic Opportunities

Students seeking specific academic opportunities, including Independent Studies, Honor Studies, or The Craiger C. Parker Leadership Development Program, should contact their Advisor and the Academic Dean.

Undeclared Major

If you wish to attend Central Penn to assess career choices, to fulfill admissions requirements, to enhance job skills, or to pursue educational enrichment, you may be accepted without declaring a specific major. Such students may take up to 13 credits before declaring a major, at which time an application for admission into a degree program must be submitted to the Admissions office. You will be required to take a FOCUS evaluation that will assist you in determining your career path. You must declare a major prior to receiving financial aid.

Withdrawal

Traditional students must pursue their education at Central Pennsylvania College through uninterrupted attendance of at least nine credits per term, from matriculation through graduation. However, in the event of special circumstances, a traditional student may request to take a Leave of Absence (LOA) from the College. The student is required to complete an LOA form in the Academics Affairs Office. Residential students granted an LOA are bound by the conditions of their original lease agreement.

Traditional students who fail to register for the next term will be withdrawn. Any student who withdraws or is withdrawn must reapply and will return under the new degree requirements.

Continuing Education students can sit out up to one year and return simply by registering for classes. If they return within a year, they will return under their original degree requirements. After one year, they must reapply and will come back under new requirements.

Any student who misses eight consecutive hours of class in each course the student has been enrolled in will be automatically withdrawn.

Prior to considering any withdrawal, all students should meet with their Advisor, the Business office, and the Financial Aid office. In particular, all students must be aware that a withdrawal or a lengthy period of nonattendance may trigger repayment of student loans.

For additional information on these policies, please refer to the Student Handbook or the College website.

The Drug-free Schools and Communities Act Amendments

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

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

1. Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on Central Penn's property or as part of any of its activities;

2. A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

4. A description of available drug and alcohol counseling, treatment, or rehabilitation programs; and

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

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

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

The Family Education Rights and Privacy Act (FERPA)

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

Generally, this federal law gives students, former students, and alumni the right to review in the presence of Central Penn personnel

their own records maintained by Central Penn, including academic and financial records.

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

Inspection

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

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

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

Challenge

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

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

Hearing

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

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

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

Disclosure

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

Information contained in such records may be shared within the school. Records originating at another institution will be subject to these policies.

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

1. Name

2. Address (Local and Permanent)

3. Telephone Number

4. Date and Place of Birth

5. Major

6. Student Activities, including Athletics

7. Dates of Enrollment

8. Date of Graduation

9. Degrees and Awards Received

10. Honors

11. Most Recent Educational Institution Attended Prior to Admission

12. Name and Address of Parents, Guardian, Spouse

13. Photos

14. Classification

15. Current Course Schedule

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

Failure to Comply

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

LEADERSHIP ACROSS THE CURRICULUM

Recognizing that you are the leaders of tomorrow, Central Penn has designed an educational experience that affords you opportunities to become the very best you can become. I encourage you to take advantage of those opportunities and fully embrace your education at Central Pennsylvania College.

As you have certainly come to know, Central Penn has a unique approach to education and the educational environment. As educators, it is our responsibility to provide you with the tools you need to be successful in your chosen profession. Providing you with a well-rounded, experiential education and maintaining policies that mirror the career world help to get you off to a strong start. The infusion of leadership across the curriculum is another golden opportunity to add to your success. Throughout the course of an academic year, you will be presented with the opportunity to listen to and to meet successful leaders from many aspects of life. Their thoughts, ideas, and experiences can offer you insight to some of the secrets of life. Central Penn takes great pride in the quality of graduate that passes over our bridge. Your success is our success. I hope we serve you well.

Regards,

Melissa Vayda

Melissa Vayda, Ed D
Vice President and Chief Academic Officer

The Craiger C. Parker Leadership Development Program

The Central Pennsylvania College Craiger C. Parker Leadership Development Program is open to degree-level students from every major. The program aims to enhance the student's major field of study. The courses are a compilation of interdisciplinary topics helping students to understand the connection between the leadership process and organizations. The program, and courses, constantly challenges students to strengthen their values, ethics, and integrity that are vital components of leadership skills. The Leadership Development Program contains coursework designed to provide students a solid base in sculpting their leadership knowledge, skills, and abilities. It aids in preparing them for leadership roles both here on campus and within the chosen career field. Students will sharpen their analytical and problem-solving skills through real world application of researched based theory. Since this is interdisciplinary program, students will gain an understanding of the role leadership development plays in the private, public, non-profit and community arenas. The overall goal of the program is to produce future leaders that our workforce is seeking.

Common Hour

Central Penn provides the unique opportunity for college students to develop leadership skills and to gain perspective on the various spiritual and cultural aspects of life through Common Hour events. Every Wednesday a special presentation is available for the campus community. These events may range from well-known speakers and leaders, to successful graduates, musicians, artists, and community leaders.

All students are encouraged to attend, but those taking Oral Communications are required to attend the Common Hour events. The Common Hour schedule is published each term. Events include leadership and cultural presentations, and club and advising activities. Each weekly event is publicized.

Leadership Toolkit

This is a dynamic three-session workshop that enables students to develop their skills in creating agendas, taking and distributing meeting minutes, setting goals, running effective meetings, and building membership. The Leadership Toolkit is held during the fall term.

Student Leadership Training Institute

The Student Leadership Training Institute (SLTI) is a training program for student leaders and those students who are interested in leadership. The program is designed to enhance their development as effective leaders. The students will gain knowledge and skills that will help them in all spheres of their lives, in college as well as in their careers and home lives. The SLTI runs during the spring term.

Academic Programs and Degree Requirements

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

Every degree program at Central Penn stresses this "learn-by-doing" philosophy, whether it's an online project, a classroom project, or a lab experience. Our high-quality degrees focus on career preparation. Each program has its own advisory board of professionals who work in the field. These men and women review the program and provide recommendations that allow us to stay current with technology and other trends in the field. In addition, Central Penn's highly qualified faculty ensure that you receive a quality education.

Students pursuing a degree at Central Penn must complete one-third of their degree requirements in general education.

The following is a list of programs and the degree that each awards:

Bachelor of Science Degree Programs

Accounting

Business Administration
Students may choose a general approach to the degree or may choose a minor in one of the following areas:

- Finance
- Healthcare Administration
- Management
- Marketing

Corporate Communications

Criminal Justice Administration

Homeland Security Management

Information Technology
Students may choose a general approach to the degree or may choose a minor in one of the following areas:

- Applications Development
- Cyber Security
- Database Management
- Network Management

Legal Studies

Associate in Science Degree Programs

Accounting

Communications

Computer Information Systems with a concentration in one of the following:

- Applications Development
- Database Management
- Network Management

Criminal Justice

Entrepreneurship and Small Business

Marketing

Paralegal

Associate in Applied Science Degree Programs

Digital Arts

Medical Assisting

Office Administration

Physical Therapist Assistant

Travel and Tourism Operations

Certificate Programs

Accounting and Advanced Accounting

Death Investigation

Human Resources

Intelligence Analysis

Continuing Education Offerings

Summerdale / Harrisburg

The following programs are available to take part time in the evening, on Saturdays, online, or a combination thereof:

Bachelor of Science Degree Programs

Accounting

Business Administration
Students may choose a general approach to the degree or may choose a minor in one of the following areas:

- Finance

- Healthcare Administration

- Management

- Marketing

Criminal Justice Administration (general)

Information Technology
Students may choose a general approach to the degree or may choose a minor in one of the following areas:

- Cyber Security

- Network Management

Associate in Science Degree Programs

Accounting

Computer Information Systems with a concentration in Network Management

Criminal Justice

Entrepreneurship and Small Business

Online Degree Programs

Students may choose to take one of the following Bachelor of Science degree programs in a fully online format:

Accounting

Business Administration (general)

Corporate Communications

Criminal Justice Administration (general)

Homeland Security Management

Information Technology (general)

Students may choose to take one of the following Associate degree programs in a fully online format:

Accounting

Computer Information Systems (general)

Criminal Justice

Entrepreneurship and Small Business

Marketing

Travel and Tourism Operations

Certificate Programs
(Available online)

Accounting

Human Resources

Intelligence Analysis

Central Penn Lancaster

Bachelor of Science Degree Programs

Accounting

Business Administration (general)

Criminal Justice Administration (general)

Information Technology (general)

Associate in Science Degree Programs

Accounting

Entrepreneurship and Small Business

Certificate Program

Human Resources

Lehigh Valley Center

Bachelor of Science Degree Programs

Accounting

Business Administration (general)

Criminal Justice Administration (general)

Hazelton, Pottsville, and Sunbury Centers

Degree Completion Locations

DEGREE REQUIREMENTS

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

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

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

2. Freshman Seminar (3 credits) or College Success Seminar (3 credits): Degree-seeking students are required to complete either the Freshman Seminar or College Success Seminar. These courses introduce students to the social, political, and historical issues that shape their major field of study and how to conduct academic research in that field. Traditional students are required to complete the Freshman Seminar. Continuing education students who are transferring in fewer than 24 credits are required to complete the College Success Seminar that also incorporates the discussion of issues specific to students returning to their education.

3. General Education:

   a. Humanities

   b. Math, Science, and Technology

   c. Social and Behavioral Sciences

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

5. Minors: Students have the option of choosing a minor within several programs of study. Minors consist of specially focused courses. Within the bachelor of science degree programs in Business Administration and Information Technology, students who elect to not have a minor must fulfill specific level (300/400) requirements in coursework.

6. Internship/Capstone Experience: Internships are a vital aspect of the Central Pennsylvania College experience. Central Penn measures its success by the extent of career success experienced by its students. All students, continuing education and traditional, must fulfill the internship or job-related capstone requirement for their program. Requirements vary by program. However, all internships contain a job pursuit element, which requires students to complete a resume and participate in a mock interview. Continuing Education students are required to complete a capstone course. For more information, contact the Continuing Education Dean.

7. Service/Community Service: Traditional students are required to fulfill a service

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

Continuing Education students must fulfill an alternate requirement through the Continuing Education Dean.

8. Students can earn certificates or associate or bachelor degrees. Certificates are comprised of 18 or 24 preselected credits. Associate degree programs require a minimum of 62 credits. Bachelor degree programs require a minimum of 125 credits.

It is the responsibility of the student, with guidance from his/her Advisor, to fulfill all degree and program requirements. Students should keep an accurate record of courses taken. Audit pages are made available in this catalog for students to track their progress.

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

Educational Objectives:

Upon graduation from Central Penn, students will be expected to:

- Integrate effective written and oral communication into daily business practices.

- Use critical thinking, problem solving, and various research methods to support decisions.

- Judge the value of a process or product through critical reading, discussion, and analysis.

- Correlate business practices and decisions that are reflections of societal beliefs, attitudes, and market trends.

- Generate results by utilizing science or mathematical skills and apply those results to problem solving.

- Expand their knowledge base, understanding, and appreciation for varied social, cultural, ethical, and aesthetic values.

- Demonstrate competence and confidence in chosen career field.

Bachelor Degree Programs

Requirements for the Bachelor of Science Degree

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

Humanities – 18 credits

Students must fulfill 18 credits within the humanities. These requirements are comprised of ENG100*, ENG110**, and ENG200 and 9 additional credits; 6 credits must be taken at the 300 level or higher. Students may choose from courses labeled ART, ENG, HUM, or PHI, as well as from the list below:

ALH255	Medical Law and Ethics
COM200	Technical Writing
COM215	Communications Ethics
DGA100	Principles of Visual Communication
DGA110	Digital Photography
DGA125	History of Animation
IDS210	Global Humanitarian Studies
IDS300	Text and Film
IDS305	Selected Topics in Film
IDS330	Global Conflict
IDS410	"Gumshoes": The Detective Stories
LGS310	Legal Communications
LNG100	Conversational Spanish
LNG200	Coversational Spanish II

English placement determined by test results

**Students enrolled in a fully online program may substitute ENG220 Business Communications for ENG110.*

Math, Science, and Technology – 15 credits

Students must fulfill 15 credits within math, science, and technology. These requirements include 3 credits in math and 3 credits in science taken at the 200 level or higher. Students may choose from courses labeled BIO, CHM, MTH, or SCI, as well as from the list below:

ACC105	Concepts of Accounting
ALH120	Anatomy and Physiology I
ALH130	Anatomy and Physiology II
DGA120	Vector Graphics
DGA245	Web Design
GEO200	Geography of the Eastern Hemisphere
GEO205	Geography of the Western Hemisphere
TEC103	Survey of Windows
TEC105	Information Technology
TEC120	Structured Programming
TEC125	Microsoft Access
TEC135	Networking Fundamentals
TEC140	Microcomputer Systems

Students enrolled in the Accounting bachelor degree program are required to take MTH200 Statistics.

Social and Behavioral Science – 12 credits

Students must fulfill 12 credits within the social and behavioral sciences. These requirements include either IDS100 Freshman Seminar or IDS105 College Success Seminar and 9 additional credits, at least 6 of which must be at the 200 level or higher. Students may choose from courses labeled HIS, POL, PSY, or SOC, as well as from the list below:

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

Open Electives – 15 credits

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

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

Minors and Certificates:

Students may select a minor or certificate program from among several of the major programs of study offered. Minors require the completion of credits beyond the core requirements with a specified number at the 300 level or higher in a specific area within the major program. Certificates require the completion of 18 or 24 credits in a specific area and may be completed as part of the major and minor program requirements or in addition to those requirements. Students choosing a more generalized approach to their education may opt not to take a minor. They do, however, have to complete the same number and level of requirements choosing from a wider spectrum of courses.

Bachelor of Science Degree Program in Accounting

The Bachelor of Science degree program in Accounting prepares students to be successful in the accounting profession. Central Penn accounting students will adapt easily to a constantly changing business community, while at the same time providing a much-needed moral compass in the profession for use in the decision-making process. Students majoring in accounting have the opportunity to obtain knowledge in a wide variety of topics, including intermediate accounting, auditing, cost accounting, individual income tax and various accounting and taxation courses. The objective of the Accounting program is to provide students with a baccalaureate education to facilitate and enhance their professional employability within their respective field of study, as well as preparation for professional licensure or graduate study.

On January 1, 2012, a 150-college hour requirement will become mandatory in Pennsylvania for CPA certificate applicants. In a traditional college, students usually will not meet the state requirement within four years. With our accelerated class schedule, Central Penn accounting majors can complete the 150-college hour requirement within four years or less. Our accounting majors can obtain the additional 25 credit hours by concentrating on courses that match their interests and complements 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 academic advisor and review the state CPA requirements so they can qualify to sit for the exam and become a CPA in their home state.

Program Objectives:

- A thorough comprehension of and the ability to interpret generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS) and apply them to the business environment.

- Problem-solving and research ability relative to accounting and financial data issues and procedures.

- Understand the various accounting needs of manufacturing, service, nonprofit, and governmental organizations.

- Computer literacy and proficiency in the use of software applications, including, in part: internet research, word processing, database management, spreadsheet administration, and proprietary accounting programs applicable to financial research, analysis, and reporting.

- Interpret, analyze, prepare, and communicate financial data with regard to consolidations, international transactions, and business combinations.

- A heightened appreciation for principles of management, leadership, administration, and supervision.

- Strong written and oral communication skills consistent with or surpassing generally-accepted standards for college graduates.

Program Requirements:

In addition to MTH200 Statistics, students will complete 58 credits of general education and elective requirements. Students are required to take a core group of courses and choice classes associated with their major to total 125 credits.

Accounting
Core Courses - 43 credits

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

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

Students must complete an additional 21 choice credits with 15 credits at the 300 level or higher, from the following list of options:

ACC210	Data Management Applications
ACC220	Income Tax
ACC310	Nonprofit Accounting
ACC330	Advanced Income Tax
ACC400	Advanced Accounting
ACC405	Auditing
ACC420	Advanced Cost Accounting
BUS270	Entrepreneurship and Small Business Management
BUS300	Finance II
BUS305	Investments

Bachelor of Science Degree Program in Business Administration

The Bachelor of Science degree program in Business Administration will prepare students to meet the demands of today's business. This program provides extensive knowledge in the areas of business background, management preparation, human resource and communication skills, and ethics in business and society. In addition, this program allows students to select from among a list of elective courses or to concentrate in the areas of Finance, Healthcare Administration, Management, or Marketing. With careful planning, degree-seeking students may focus their selection of choice courses and concurrently earn a certificate in Human Resources.

Program Objectives:

- Understand and apply business concepts to business models.

- Develop skills to communicate with all levels of management.

- Understand the importance of the growth of the international markets and how a business may function within those markets.

- Understand the relationships required in business between various departments and how they must work together.

- Understand and apply generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS) in a business environment.

- Understand business organizations as complex systems and the implications of workplace diversity, organizational change, and corporate culture.

- Demonstrate problem-solving/research ability in a business setting.

- Demonstrate appropriate professional manner with the highest ethical standards.

Program Requirements:

In addition to the 61 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 125 credits. While students can take a general approach to their degree, they can opt to choose a specific minor. The core requirements and the minors are listed below.

Business Administration
Core Courses - 43 credits

ACC100	Accounting I
ACC110	Accounting II

BUS100	Business Principles
BUS200	Finance I
BUS215	Microeconomics
BUS220	Principles of Management
BUS230	Principles of Marketing
BUS245	Human Resources
BUS260	International Business
BUS325	Electronic Business
BUS365	Organizational Behavior
BUS380	Business Policy Formulation
INT499	Bachelor Degree Internship
LGS250	Business Law
STS300	Job Pursuit Seminar

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

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

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

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

ACC200	Managerial Accounting
ACC320	Cost Accounting
ACC400	Advanced Accounting
BUS300	Finance II
BUS305	Investments
BUS320	Money and Banking
BUS335	Insurance

BUS410	Options, Futures, and Derivatives
BUS435	Personal Financial Management
BUS440	International Finance

Healthcare Administration Minor: Central Penn's Healthcare Administration minor 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 minor will prepare students for administrative and strategic planning positions within all branches of the healthcare industry.

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

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

Management Minor: Central Penn's Management minor 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 minor will prepare students for careers in both the public and private sectors of the economy. Students choosing the Management minor must complete 21 credits with 15 credits at the 300 level or higher, from the following list of options:

ACC200	Managerial Accounting
BUS240	Survey of Sports Management
BUS270	Entrepreneurship and Small Business Management

BUS301	Retail Management
BUS330	Nonprofit Organizations
BUS345	Operations Management
BUS355	Project Management
BUS450	Labor Relations
BUS460	Evaluation and Assessment
BUS470	Business Seminar

Marketing Minor: Central Penn's Marketing minor 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 minor will prepare students for careers as sales representative, marketing research analyst, advertising coordinator, public relations specialist, marketing manager, and marketing communications specialist.

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

BUS105	Fundamentals of Selling
BUS235	Consumer Behavior
BUS250	Advertising
BUS301	Retail Management
BUS304	Strategic Planning and Marketing Communications
BUS310	Fashion Analysis
BUS360	Marketing Research
BUS405	Business Marketing
BUS430	Marketing Management
BUS470	Business Seminar

Bachelor of Science Degree in Corporate Communications

The Bachelor of Science degree program in Corporate Communications prepares students for an exciting career in the fast-growing field of business-oriented communications. The program is designed to enhance students' expertise in diverse areas of communications and will enable them to find jobs in a variety of professional settings. Courses provide extensive skill building in journalism and public relations writing, media relations, and crisis communications. Students also take a wide variety of upper-level elective courses, such as event planning, political communications, fund-raising and grant writing, and polling. This broad offering of communications electives, combined with finely honed core classes, enables students to specialize their degree while gaining a wide range of communications skills that make them highly marketable in the field.

Program Objectives:

- Demonstrate an understanding of the complex structure of the corporate communications field and have knowledge of its wide variety of sectors, such as corporate or nonprofit communications, public relations, political communications, broadcasting, and the print media.

- Demonstrate knowledge and proficiency in the core areas of journalism, public relations, advertising, media relations, and communication technologies.

- Critically analyze an organization's communications with its internal and external stakeholders. These groups may include consumers, government entities and officials on all levels, community organizations and citizens, employees, investors, and the media.

- Show proficiency in strategic communications planning, crisis communications, media relations, and public affairs.

- Communicate effectively during formal speech making, project presentations, and interviews.

- Oversee a communications project from conception to post-activity briefing.

- Develop professionalism in both dress and demeanor.

- Develop and present a professional portfolio.

Program Requirements:

In addition to the 61 credits of general education and elective requirements, students are required to take a core group of courses

and choice classes associated with their major to total 125 credits.

Corporate Communications
Core Courses - 43 credits

BUS250	Advertising
COM100	Survey of Mass Communications
COM105	Foundations of Corporate Communications
COM130	Public Relations
COM205	Cases in Public Relations
COM210	Contemporary Media Issues
COM215	Communications Ethics
COM220	Journalism I
COM225	Writing for Public Relations
COM335	The Media and Society
COM340	Communications Law
COM405	Crisis Communications
COM415	Communications Technologies
INT499	Bachelor Degree Internship
STS300	Job Pursuit Seminar

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

Students choose from a wide spectrum of courses to tailor their degree to their individual interests. Students must complete 21 choice credits from any courses labeled BUS or COM. Of the 21 choice credits, 12 credits must be labeled as COM and 15 credits must be taken at the 300 level or higher.

Bachelor of Science Degree Program in Criminal Justice Administration

The Bachelor of Science degree program in Criminal Justice Administration will prepare students to meet the growing demand for college educated criminal justice practitioners in the public sector. This academically rigorous program is designed to provide graduates with a comprehensive understanding of the criminal justice system, relative bodies of law, and specialty subject matter consistent with each student's unique career ambitions. With due appreciation for the individual interests of program graduates, this degree program allows students to select choice classes most consistently aligned with their personal interests and professional goals.

This eclectic approach enables students to design a customized educational experience. Empowered with ability to either focus or diversify choice classes, students enjoy the opportunity to either generalize or specialize their studies.

Program Objectives:

- Understand key management concepts and apply these concepts to agencies within the criminal justice system.

- Be versed in computer software, including word processing, databases used within the profession, basic accounting concepts, and graphics presentation for briefings.

- Possess strong written and oral communication skills in order to interface with all levels of management within an organization.

- Demonstrate problem-solving/research ability in a work environment.

- Understand the importance of sophisticated technologies and computer applications within a national and global market.

- Demonstrate appropriate human resource and employment practices and correlate these concepts with learned criminal justice techniques applicable to diversified work environments.

- Demonstrate professional interpersonal and communication skills.

- Examine and relate the areas of law enforcement, corrections, probation and parole, courts, victims, and witnesses.

- 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 administrative positions in a criminal justice organization.

- Exhibit knowledge of relative bodies of criminal and civil law, crime prevention strategies, critical incident response protocols, police-community relations, and professional ethics while engaged in an internship.

- Demonstrate an appropriate professional manner with the highest ethical standards in a criminal justice management setting.

Program Requirements:

In addition to the 61 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 125 credits.

Criminal Justice Administration
Core Courses - 52 credits

BUS220	Principles of Management
BUS365	Organizational Behavior
CRI100	Criminal Justice
CRI135	Corrections I
CRI225	Juvenile Justice: Alternatives to Incarceration
CRI245	Criminal Investigation
CRI312	Investigative Report Writing
CRI321	Police Operations
CRI330	Criminalistics
CRI380	Psychology of the Criminal
HSM205	Fundamentals of Intelligence Analysis
INT499	Bachelor Degree Internship
LGS170	Criminal Procedure
LGS180	Historical Perspectives of the Constitution
LGS210	Evidence
LGS220	Torts
LGS265	Criminal Law
STS300	Job Pursuit Seminar

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

Students choose from a wide spectrum of courses to tailor their degree to their individual interests. Students must complete 12 choice credits from any courses labeled CRI, HSM, or LGS. Of the 12 choice credits, 6 credits must be taken at the 300 level or higher. In addition, students may opt to take the courses needed to earn the Intelligence Analysis certificate related to homeland security. With proper planning, the 18 credits needed for a certificate can be earned in conjunction with the degree without necessitating additional course work.

Bachelor of Science Degree Program in Homeland Security Management

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

Program Objectives:

- A comprehension of relevant bodies of law, international relations, political, social, and cultural environments. Understanding of intelligence gathering capabilities.

- Analytical approach to a problem solving and understanding of related emergency and crisis management. Incident Command Structure (ICS) and National Incident Management Structure (NIMS) will be featured.

- A heightened appreciation for principles of management, leadership, supervision, and organizational behavior.

- Superior interpersonal communication skills and writing abilities that are important when working with large groups under adverse situations.

- Technical skills in the researching, writing, analyzing, and management of large-scale incidents.

- The ability to collect, collate, and organize large amounts of information from multiple sources.

- Develop the skill sets needed to be professional and function effectively in adverse situations.

Program Requirements:

In addition to the 61 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 125 credits.

Homeland Security Management Core Courses - 52 credits

BUS220	Principles of Management
BUS365	Organizational Behavior
CRI245	Criminal Investigation
CRI310	Criminal Profiling: Policy and Practice
CRI375	Terrorism
CRI436	Security Management
HSM110	Principles of Private Security
HSM115	Homeland Security Management
HSM205	Fundamentals of Intelligence Analysis
HSM215	Emergency Management
HSM335	Business Intelligence
HSM415	Threats to Homeland Security
HSM420	Emergency Management: Disaster Policy and Politics
HSM430	Data Mining and Predictive Analysis
IDS330	Global Conflict
INT499	Bachelor Degree Internship
LGS180	Constitutional Law
STS300	Job Pursuit Seminar

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

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

Bachelor of Science Degree Program in Information Technology

The rapidly changing world of technology offers many outstanding and exciting career opportunities. Central Pennsylvania 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 computer information systems electives, such as internet programming, database administration, and network security. The core courses and electives will help prepare each graduate to become a focused, highly-qualified IT professional.

Program Objectives:

- Understand how computer systems function.

- Understand database concepts, including data modeling and querying.

- Write computer programs utilizing basic sequence, selection, and looping construction.

- Understand network fundamentals, including network security.

- Be proficient in the installation, configuration, operation, and maintenance of the Linux operating system.

- Understand how to implement a requirements document.

- Develop a professional ethics statement regarding the use of technology.

- Complete hands-on experience in a real-world setting.

- Communicate effectively and properly with end user and management using oral, written, and multimedia techniques.

- Demonstrate the appropriate professional attributes of a consummate IT professional.

Program Requirements

In addition to the 61 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 125 credits. Students can either take a general approach to their degree, or they can opt to choose a specific minor. The core requirements and the minors are listed below:

Information Technology
Core Courses - 43 credits

INT499	Bachelor Degree Internship
MTH230	Discrete Math
STS300	Job Pursuit Seminar
TEC120	Structured Programming
TEC135	Networking Fundamentals
TEC140	Microcomputer Systems
TEC145	Routers and Routing
TEC200	Data Modeling Foundations
TEC222	Network Security Fundamentals
TEC235	Object-Oriented Programming I
TEC242	Linux
TEC252	SQL Fundamentals
TEC320	Systems Analysis and Design
TEC355	Disaster Recovery
TEC411	Cyber Ethics

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

Students choosing a more general approach to their education are not required to choose a minor. They do, however, have to complete the same number and level of requirements choosing from a wider spectrum of courses. Of the 21 choice credits, 15 credits must be taken at the 300 level or higher. Students must complete the 21 choice credits from any courses labeled TEC or a combination of any course labeled TEC and up to 9 credits of DGA courses (3 courses) from the courses listed below, or they may choose a minor:

DGA115	Digital Image Editing
DGA235	Character Design
DGA245	Web Design I
DGA270	Non-Linear Video Editing
DGA280	Multimedia
DGA310	Animation I
DGA320	3-D Modeling Methods
DGA345	Web Design II
DGA370	Visual Effects
DGA400	Web Development I
DGA410	Animation II
DGA420	Web Development II

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

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

TEC225	Visual Programming
TEC245	Internet Programming I
TEC335	Object-Oriented Programming II
TEC365	Machine and Assembly Language Programming
TEC410	Advanced Data Structures and Algorithms Analysis

Cyber Security Minor: Graduates are prepared to discover malicious hacker and virus attacks and understand how to defeat them. Additionally, graduates will know how to recover from disasters, as well as plan and coordinate the security program that will prevent a reoccurrence. Graduates will be able to ensure the smooth, uninterrupted conduct of internet-based commerce.

In order to receive a minor in Cyber Security, a student must select the following courses as five of their seven program electives and two choice classes - 21 credits.

CRI365	Legal Aspects of Cyber Security
TEC285	Computer Forensics
TEC350	Firewalls and Intrusion Detection

TEC412   Computer Hacking

TEC413   Hacking Defenses

Database Management Minor: Graduates are prepared to implement, manage, and maintain relational databases. Graduates will be able to apply underlying principles of database design and methodology to solve challenging business situations.

In order to receive a minor in Database Management, a student must select the following courses as five of their seven program electives and two choice classes - 21 credits:

TEC245   Internet Programming I

TEC262   Fundamental Database Administration

TEC375   Database Administration Backup and Recovery

TEC380   Advanced Database Management

TEC390   IT Project Management

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

In order to receive a minor in Network Management, a student must select the following courses as five of their seven program electives and two choice classes - 21 credits:

TEC237   Switching and WANs

TEC330   Network Management

TEC420   Advanced Routing

TEC423   Remote Access

TEC425   Advanced Switching

Bachelor of Science Degree Program in Legal Studies

The Bachelor of Science degree program in Legal Studies prepares students to be successful in the legal profession. Students majoring in legal studies have the opportunity to obtain knowledge in a wide variety of topics, including, but not limited to, Constitutional law, legal research and writing, litigation, and criminal law. The objective of the Legal Studies Bachelor of Science degree program is to provide students with a baccalaureate

education to facilitate and enhance their employability within their respective field of study, as well as prepare for graduate study including law school. The program is approved by the American Bar Association (ABA).

Program Objectives:

- A thorough comprehension of relevant bodies of law, the legal system, judicial processes, and prevailing legal theory.

- Problem-solving and research ability relative to legal issues, principles, and procedures.

- Computer literacy.

- Strong written and oral communication skills.

- Technical skills in legal research, writing and analysis, substantive case evaluation, legal communication, law office and courtroom procedures, and case preparation and management. Proficiency in the use of computer-assisted legal research.

- The ability to perform and manage procedural and substantive legal tasks in an ethical manner.

- Professional maturity and preparedness to function effectively and professionally in a legal environment.

Program Requirements:

In addition to the 61 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 125 credits.

Legal Studies
Core Courses - 52 credits

LGS110   Foundations in Law

LGS130   Principles of Legal Research

LGS135   Legal Research and Writing I

LGS140   Civil Litigation I

LGS170   Criminal Procedure

LGS180   Historical Perspectives of the Constitution

LGS200	Contracts
LGS210	Evidence
LGS220	Torts
LGS230	Civil Litigation II
LGS260	Administrative Law
LGS265	Criminal Law
LGS280	Legal Research & Writing II
LGS285	Legal Seminar
LGS310	Legal Communications
LGS340	Advanced Legal Research & Writing
LGS499	Internship for Legal Studies
	or
IDS499	CE Capstone Course for the Bachelor Degree
STS300	Job Pursuit Seminar

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

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

CRI315	Advanced Issues in Evidence
CRI365	Legal Aspects of Cyber Security
LGS370	Alternative Dispute Resolution
LGS400	Advanced Criminal Procedure
LGS410	Advanced Constitutional Law
LGS415	Advanced Alternative Dispute Resolution
LGS420	Advanced Criminal Law

Associate Degree Programs

Requirements for the Associate in Science Degrees and the Applied Science Degree in Physical Therapist Assistant

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

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

Humanities – 12 credits

Students must fulfill 12 credits within the humanities. These requirements are comprised of ENG100*, ENG110**, and ENG200 and 3 additional credits taken at the 200 level or higher. Students may choose from courses labeled ART, ENG, HUM, or PHI, as well as from the list below:

ALH255	Medical Law and Ethics
COM200	Technical Writing
COM215	Communications Ethics
IDS210	Global Humanitarian Studies
LNG200	Conversational Spanish II

*English placement determined by test results

**Students enrolled in a fully online program may substitute ENG220 Business Communications for ENG110

Math, Science, and Technology – 9 credits

Students must fulfill 9 credits within math, science, and technology. These requirements include 3 credits in math and 3 credits in science. Students must take at least one math or science course at the 200 level or higher. Students may choose from courses labeled BIO, CHM, MTH, or SCI, as well as from the list below:

ACC100	Accounting I
ALH112	Essentials Anatomy and Physiology I
ALH122	Essentials Anatomy and Physiology II
DGA120	Vector Graphics
DGA245	Web Design
GEO200	Geography of the Eastern Hemisphere
GEO205	Geography of the Western Hemisphere
TEC103	Survey of Windows
TEC105	Information Technology
TEC120	Structured Programming
TEC125	Microsoft Access
TEC135	Networking Fundamentals
TEC140	Microcomputer Systems

Social and Behavioral Science – 9 credits

Students must fulfill 9 credits within the social and behavioral sciences. These requirements include either IDS100 Freshman Seminar or IDS105 College Success Seminar and 6 additional credits, at least 3 of which must be at the 200 level or higher. Students may choose from courses labeled HIS, POL, PSY, or SOC, as well as from the list below:

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

Open Electives – 6 credits

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

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

Requirements for the Associate in Applied Science Degrees

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

These requirements apply only to the Associate of Applied Science degree programs in Digital Arts, Medical Assisting, Office Administration, and Travel and Tourism Operations.

Humanities – 9 credits

Students must fulfill 9 credits within the humanities. These requirements are comprised of ENG100* and ENG200 (required) and 3 additional credits taken at the 200 level or higher. Students may choose from courses labeled ART, ENG, HUM, or PHI, as well as, from the list below:

ALH255	Medical Law and Ethics
COM200	Technical Writing
COM215	Communications Ethics
IDS210	Global Humanitarian Studies
LNG200	Conversational Spanish II

English placement determined by test results

Math and Science – 6 credits

Students must fulfill 6 credits within math and science. These requirements are comprised of 3 credits in math and 3 credits in science. Students may choose from courses labeled BIO, CHM, MTH, or SCI, as well as, from the list below:

ACC100	Accounting I
ALH112	Essentials Anatomy and Physiology I
ALH122	Essentials Anatomy and Physiology II

Social and Behavioral Science – 6 credits

Students must fulfill 6 credits within the social and behavioral sciences. These requirements include either IDS100 Freshman Seminar or IDS105 College Success Seminar and 3 additional credits. Students may choose from courses labeled HIS, POL, PSY, or SOC, as well as, from the list below:

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

Open Electives – 3 credits

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

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

Accounting

Associate in Science Degree

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

Program Objectives:

Upon completion of the Accounting program, the graduate should be able to:

- Interpret generally accepted accounting principles and standards and apply them to a business environment.

- Use current software packages, including word processing, spreadsheet, database, and automated accounting packages on a local area network.

- Use good communication skills to be able to interface with people of all levels in an organization.

- Understand the various accounting needs of manufacturing, service, and governmental organizations and assess the career opportunities in each.

- Demonstrate a professional manner appropriate to a business environment through work performance and personal appearance.

- Demonstrate problem-solving/research abilities in a business setting.

Program Requirements:

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

Accounting
Core Courses - 40 credits

ACC100	Accounting I
ACC110	Accounting II
ACC200	Managerial Accounting
ACC210	Data Management Applications
ACC220	Income Tax
ACC230	Intermediate Accounting I
ACC300	Intermediate Accounting II
ACC310	Nonprofit Accounting
ACC320	Cost Accounting
BUS215	Microeconomics
INT299	Associate Degree Internship
LGS250	Business Law
MTH105	College Algebra
STS300	Job Pursuit Seminar

Communications

Associate in Science Degree

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

Program Objectives:

- Communicate effectively both orally and in writing.

- Differentiate between acceptable and unacceptable media copy by applying industry standards.

- Meet entry-level requirements in journalism, public relations, advertising, digital photography, and desktop publishing.

- Understand and use new media to effectively promote a positive message about a professional organization to the public.

- Demonstrate professionalism in both dress and demeanor.

- Develop and present a professional portfolio.

Program Requirements:

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

Communications
Core Courses - 40 credits

BUS250	Advertising
COM100	Survey of Mass Communications
COM130	Public Relations
COM220	Journalism I
COM230	Desktop Publishing I
COM245	Opinion Writing
COM320	Journalism II
COM340	Communications Law
DGA100	Principles of Visual Communication
DGA110	Digital Photography
DGA115	Digital Image Editing
DGA200	Color Theory
INT299	Associate Degree Internship
STS300	Job Pursuit Seminar

Computer Information Systems

Associate in Science Degree

The rapidly changing world of information technology offers many great career opportunities. The associate degree programs offered by Central Pennsylvania College provide 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. Building on this foundation, students can choose from one of the three specific concentrations: Applications Development, Database Management, or Network Management.

Program Objectives

- Understand how computer systems function.

- Understand database concepts, including data modeling and querying.

- Write computer programs utilizing basic sequence, selection, and looping construction.

- Understand network fundamentals, including network security.

- Understand how to implement a requirements document.

- Develop a professional ethics statement regarding the use of technology.

- Complete hands-on experience in a real-world setting.

- Communicate effectively and properly with end users and management using oral, written, and multimedia techniques.

- Demonstrate the appropriate professional attributes of a consummate IT professional.

Program Requirements

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

Computer Information Systems
Core Courses - 22 credits

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

Applications Development
Concentration - 18 credits

Associate in Science Degree, Program in Computer Information Systems

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

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

Database Management Concentration - 18 credits

Associate in Science Degree, Program in Computer Information Systems

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

TEC235	Object-Oriented Programming I
TEC262	Fundamental Database Administration
TEC275	SQL Programming

Network Management Concentration - 18 credits

Associate in Science Degree, Program in Computer Information Systems

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

TEC145	Routers and Routing
TEC222	Network Security Fundamentals
TEC237	Switching and WANs

Criminal Justice

Associate in Science Degree

The Criminal Justice Associate in Science Degree prepares graduates for employment in criminal justice fields such as law enforcement, corrections, and private security, in both the public and private sectors. Students in this program receive hands-on learning directly relating to these fields, including crime scene investigations, police department development, evidence analysis, and mock trial. Students also learn to fingerprint and perform forensic analysis on fibers, hairs, and blood. Professors in this program have first-hand experience in many fields of criminal justice and assist students in obtaining internships in their respective careers. After only eighteen months of instruction and a 180-hour internship, our graduates are well-prepared for rewarding and exciting careers in criminal justice.

Program Objectives:

- To teach students the foundational principles of law enforcement, corrections, private security, and other aspects of the American criminal justice system.

- To give students practical skills in conducting criminal investigations, security checks, traffic control, and other law enforcement and security-related activities.

- To develop students' skills in the analysis of crime patterns, criminal evidence, and criminal behavior.

- To teach students how to write criminal reports of a professional caliber, and to communicate professionally and effectively with other criminal justice and legal professionals, criminals, and members of the public at large.

- To give students a working understanding of computer systems relating to research and data storage, retrieval, and reporting, for use in various criminal justice fields.

- To instill in students a desire to protect and serve the public while recognizing and respecting constitutional procedures and administrative priorities.

Program Requirements:

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

Criminal Justice Core Courses - 40 credits

BUS220	Principles of Management
CRI100	Criminal Justice
CRI135	Corrections I
CRI225	Juvenile Justice: Alternatives to Incarceration
CRI245	Criminal Investigation
CRI321	Police Operations
CRI330	Criminalistics
CRI380	Psychology of the Criminal
HSM205	Fundamentals of Intelligence Analysis
INT299	Associate Degree Internship
LGS170	Criminal Procedure
LGS210	Evidence
LGS265	Criminal Law
STS300	Job Pursuit Seminar

Digital Arts

Associate in Applied Science Degree

The Associate of Applied Science degree in Digital Arts is a union of traditional art methods with modern digital technology. This program emphasizes the principles of design and art theory while teaching the latest in creative software applications. Applications taught include Photoshop, Illustrator, InDesign, QuarkXPress, Premiere, After Effects, Director, Flash, Dreamweaver, HTML, CSS, and Lightroom. The Digital Arts program also couples website design with print media design, preparing students for the diverse needs of the media industry. Emphasis is placed on the creation of a strong portfolio that can enhance students' ability to obtain employment in this fast-paced and growing field. A strong appreciation for art and a fascination with technology are prerequisites to success in the Digital Arts program.

Program Objectives:

- Identify and solve problems professionally in areas of media and print production and project management.

- Develop an understanding of and proficiency in industry-standard software.

- Design and present a professional, traditional portfolio and a digital portfolio.

- Design and create well-designed websites that adhere to current accessibility standards and apply search engine optimization techniques.

- Apply the 12 Principles of Animation established by Disney to the animation of characters and text.

- Demonstrate effective visual communication through the development of advertising and promotional materials.

- Demonstrate an understanding of and the ability to apply principles of design, drawing, and illustration techniques to digital media.

- Develop the ability to create and manipulate digital photography.

Program Requirements:

In addition to the 25 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 62 credits.

Digital Arts
Core Courses - 37 credits

ART100	Drawing and Illustration
ART205	Art History
COM230	Desktop Publishing I
DGA105	Elements of Graphic Design
DGA115	Digital Image Editing
DGA120	Vector Graphics
DGA200	Color Theory
DGA245	Web Design I
DGA310	Animation I
DGA345	Web Design II
DGA380	Portfolio Development
INT299	Associate Degree Internship
STS300	Job Pursuit Seminar

Entrepreneurship and Small Business

Associate in Science Degree

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

Program Objectives:

Upon completion of the Entrepreneurship and Small Business program, the graduate should be able to:

- Plan, prepare, and deliver written and oral individual reports and group presentations.

- Demonstrate interpersonal skills.

- Plan, organize, and execute a supervisory-level management assignment.

- Identify and evaluate potential management careers.

- Conduct management activities with a professional leadership style.

- Prepare and successfully execute a small business bank loan package.

- Demonstrate fundamental accounting, financial, and computer skills for a small business, and implement key small business decisions.

- Understand all elements of small business marketing, including strategic planning, communication, and customer relations.

- Demonstrate appropriate professional manner with the highest ethical standards and good time management.

- Exhibit social responsibility through community service.

- Demonstrate ability to use necessary basic math skills.

- Analyze information through research.

Program Requirements:

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

Entrepreneurship and Small Business Core Courses - 40 credits

ACC100	Accounting I
ACC110	Accounting II
ACC200	Managerial Accounting
BUS100	Business Principles
BUS120	Spreadsheet Applications
BUS200	Finance I
BUS215	Microeconomics
BUS220	Principles of Management
BUS230	Principles of Marketing
BUS245	Human Resources

BUS270	Entrepreneurship and Small Business Management
BUS304	Strategic Planning and Marketing Communications
INT299	Associate Degree Internship
STS300	Job Pursuit Seminar

Marketing
Associate in Science Degree

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

Program Objectives:

Upon completion of the Marketing program, the graduate should be able to:

- Plan, prepare, and deliver written and oral individual reports and group presentations.

- Demonstrate interpersonal skills.

- Plan, implement, and manage a project within budget.

- Identify and evaluate potential marketing careers.

- Develop and implement an effective marketing communications campaign.

- Research, design, and test a marketing strategy for both consumer and business products.

- Implement an effective pricing strategy.

- Understand demographics for creating a market plan.

- Demonstrate appropriate professional manner with the highest ethical standards and good time management.

- Exhibit social responsibility through community service.

- Demonstrate ability to use necessary basic math skills.

- Exhibit computer skills necessary for normal business decisions applicable for the major.

- Analyze information through research.

Program Requirements:

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

Marketing
Core Courses - 40 credits

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

Medical Assisting

Associate in Applied Science Degree

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

Certified Phlebotomy Technician (CPT) exam, and upon graduation, the Certified Medical Assistant (CMA) exam. The Medical Assisting Program, Associate Degree, is accredited by the Commission on Accreditation of Allied Health Education Programs (wwww. caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756 – 727.210.2350

Program Objectives:

- Examine and evaluate the various issues, areas, and judgments, required of medical assistants.

- Develop a self-image that reflects professionalism and self-esteem to meet the constant challenges and changing needs of the medical profession.

- Relate knowledge of specific terminology, procedures, and principles of ethics necessary in the allied health field.

- Demonstrate entry-level skills in all current general, administrative, and clinical areas of competence as specified by the American Association of Medical Assistants.

- Demonstrate oral and written communication skills in professional settings. Apply communication skills to interpersonal relations.

- Perform advanced-level skills, phlebotomy, injections, EKGs, and catheterizations under the supervision of a physician.

- Develop informational and analytical research skills.

Program Requirements:

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

The MAERB requires Medical Assisting internships to be unpaid.

Medical Assisting
Core Courses - 37 credits

ALH105	Medical Terminology
ALH112	Essentials of Anatomy and Physiology I
ALH115	Medical Insurance
ALH122	Essentials of Anatomy and Physiology II
ALH145	Allied Health Procedures
ALH160	Pharmacology
ALH180	Medical Administrative Procedures
ALH205	Clinical Methods
ALH210	Clinical Techniques
ALH230	Diseases & Diagnostic Methods
ALH310	Medical Laboratory
ALH350	Medical Seminar
INT299	Associate Degree Internship
STS300	Job Pursuit Seminar

Office Administration

Associate in Applied Science Degree

Maximizing the efficiency of today's hectic corporate office environment requires effective management and administrative skills. Executives rely on administrative assistants to increase the productivity of their offices. The Office Administration student at Central Penn will not only master traditional clerical skills but also gain a working knowledge of effective management and computer applications.

Program Objectives:

- Write and/or transcribe effective documents.

- Apply oral communications to give formal and informal presentations.

- Demonstrate knowledge of and proficiency in Microsoft Word, Access, Excel, and PowerPoint.

- Demonstrate proficiency and professionalism in organization of meeting and travel arrangements and supervisory skills.

- Interact effectively with people through a knowledge of human relations, including psychology, sociology, and ethics.

- Retain a basic knowledge of business operations and terminology.

- Demonstrate appropriate business dress and demeanor.

- Be dependable and responsible.

- Apply management skills.

- Be able to prepare a variety of professional documents for a spectrum of employers.

Program Requirements:

In addition to the 25 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 62 credits.

Office Administration
Core Courses - 37 credits

BUS120	Spreadsheet Applications
BUS220	Principles of Management
BUS245	Human Resources
ENG110	Oral Communications
ENG220	Business Communications
INT299	Associate Degree Internship
OFA105	Word Processing
OFA240	Document Production
OFA260	Machine Transcription
OFA280	Administrative Office Procedures
STS300	Job Pursuit Seminar
TEC105	Information Technology
TEC125	Microsoft Access

Paralegal

Associate in Science Degree

The Associate of Science degree program in Paralegal prepares students to meet the growing demand for degreed paralegals in both the public and private sectors. A paralegal is a person qualified by education or work experience who assists lawyers in rendering legal services and performs specifically delegated substantive legal work

for which a lawyer is responsible. Paralegals may not provide legal services directly to the public except as permitted by law. This academically rigorous program is designed to provide graduates with a comprehensive understanding of the judicial system, relative bodies of law, legal research, briefs, pleadings, and related official documents. Approved by the American Bar Association (ABA) since 1980, the Central Penn Paralegal program is known for its academic rigor and enjoys a reputation of excellence within the legal community. With all substantive legal courses being taught by licensed attorneys, graduates of this program study law from those who are most academically and experientially qualified. Students matriculated in Central Penn's Paralegal program participate in field trips, mock trials, interactive discussions with guest lecturers, special projects, and a 360-hour internship prior to graduation.

Program Objectives:

Upon completion of the Paralegal program, the graduate should be able to:

- Use the resources of a law library and online information sources to solve legal research problems and draft memoranda, briefs, and pleadings using proper legal format, grammar, and spelling.

- Operate and maintain computer equipment and systems found in a law office.

- Demonstrate knowledge of legal terminology, principles, and procedures, and possess the skills necessary to apply that knowledge to fact patterns in a logical and coherent manner.

- Comply with the ethical guidelines required of paralegals.

- Use communication skills appropriate to the legal setting that demonstrate a firm knowledge of the mechanics of written and oral language.

- Prepare a case for trial from filing the initial lawsuit through and including preparing oral arguments, client and witness testimony, and appellate documents.

- Use the internet to gather factual and legal information.

- Relate a knowledge of professional behavior necessary to carrying out the tasks of a paralegal under the supervision of a lawyer.

Program Requirements:

In addition to the 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 77 credits. NOTE: LGS180, LGS220, and LGS310 are suggested prerequisite knowledge for this program of study.

Paralegal
Core Courses - 40 credits

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

Physical Therapist Assistant
Associate in Applied Science Degree

The Associate in Applied Science degree program in Physical Therapist Assistant (PTA) provides graduates with a thorough background in the rehabilitation of musculoskeletal and neuromuscular disorders while incorporating an understanding of the psychosocial aspects of disability. Physical therapist assistants work with physical therapists in treating people with a wide range of physical disorders. At Central Penn, the incorporation of hands-on laboratory classes and clinical internships at physical therapy facilities enable students to practice what is learned in the classroom.

The Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE/APTA) accredits this program. Graduates of Central Penn's PTA program will be eligible to sit for the state physical therapist assistant licensing examination. Due to the academic rigor of the program, students receiving a final grade of "F" in any three core courses will be dismissed from the program.

Program Objectives:

- Provide physical therapy services under the direct supervision of a physical therapist in an ethical, safe, and effective manner.

- Implement a treatment plan developed by a physical therapist.

- Monitor patient status and effectively communicate any changes to the supervising therapist in a timely manner.

- Perform appropriate measurement and assessment techniques to assist the supervising therapist in monitoring and modifying a patient's plan of care.

- Teach patients, their family members and/or caregivers, and other healthcare providers how to safely and effectively perform selected treatment procedures and functional activities.

- Practice with a high standard of ethical behavior and sensitivity for cultural and socioeconomic differences among individuals.

- Demonstrate an understanding of the psychosocial effects of disability, whether temporary or permanent, and be able to provide appropriate support and respect for individual differences in coping with disability.

- Effectively communicate with all members of the healthcare team, as well as patients and their families, using written, verbal, and nonverbal skills.

- Participate in the overall management of a physical therapy department with respect to understanding levels of authority, time management, supervisory responsibility, policies and procedures, quality improvement efforts, and fiscal management.

- Demonstrate an understanding of his/her role as a physical therapist assistant including the responsibilities, privileges, and limitations of the position.

- Understand the need for continued professional growth and demonstrate a commitment to that growth.

Program Requirements:

In addition to the 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 80 credits. Students are required to complete three internships prior to graduation; one two-week and two seven-week clinicals. To be eligible for internship, the student must have on file documented proof of required immunizations and liability insurance, as well as current CPR certification. A criminal background check may be required for some clinical placements.

Physical Therapist Assistant
Core Courses - 43 credits

ALH105	Medical Terminology
ALH120	Anatomy and Physiology I
ALH120L	Anatomy and Physiology I - Lab
ALH130	Anatomy and Physiology II
ALH130L	Anatomy and Physiology II - Lab
ALH145	Allied Health Procedures
ALH230	Diseases and Diagnostic Methods
PTA100	Fundamentals of Physical Therapy
PTA155	Physical Therapist Assistant Procedures
PTA235	Modalities
PTA245	Applied Kinesiology
PTA255	Therapeutic Exercise
PTA265	Neurological Rehabilitation
PTA298	Physical Therapist Assistant Clinical Practice
PTA299	Internship for Physical Therapist Assistant
STS300	Job Pursuit Seminar

Travel and Tourism Operations

Associate in Applied Science Degree

Central Penn's Travel and Tourism program is one of the oldest and most respected programs of its kind in the nation. This program prepares students to pursue a successful career in the exciting, fast-paced, and ever-changing field of travel. Students are instructed in every aspect of the travel industry, including extensive training on the SABRE computerized reservation system. Outside the classroom, students gain hands-on experience through trade and travel fairs, and internet travel seminars.

Program Objectives:

Upon completion of the Travel and Tourism Operations program, the graduate should be able to:

- Demonstrate oral and written communication skills for conversing and writing in professional and personal settings.

- Develop a self-image that reflects professionalism and confidence.

- Exhibit ethical and professional behavior appropriate to the profession.

- Identify current trends in the industry and recognize the importance of these trends to their personal future in the travel industry.

- Use the SABRE computer system to complete the total travel transaction.

- Demonstrate competence using Microsoft Office.

- Utilize time management techniques.

- Demonstrate the ability to be flexible and adaptable when dealing with clients.

- Demonstrate a working knowledge of the terminology, regulations, and services of the travel industry.

- Demonstrate how to guide the client through the sales and booking process for all facets of the travel industry.

- Research unfamiliar areas and terminology, and identify reference sources.

Program Requirements:

In addition to the 25 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 62 credits. Students are also required to complete the Travel Agency Proficiency Test and obtain a passport prior to graduation.

**Travel and Tourism Operations
Core Courses - 37 credits**

INT299	Associate Degree Internship
STS300	Job Pursuit Seminar
TEC103	Survey of Windows
TRV100	Reservations/Tariffs I
TRV110	Reservations/Tariffs II
TRV120	Domestic Tourism
TRV125	International Tourism
TRV200	SABRE Automation I
TRV250	Client Relations & Retail Travel Sales
TRV260	Western Hemisphere Geography for Travel Professionals
TRV265	Eastern Hemisphere Geography for Travel Professionals
TRV300	The Cruise Industry
TRV350	Travel and Tourism Seminar

Certificate Programs

Certificates

Accounting and Advanced Accounting

Certificate Programs

Students who complete the following courses are awarded either a certificate in Accounting (18 credits) or a certificate in Advanced Accounting (24 credits). These courses provide the student with requisite knowledge in generally accepted accounting principles and standards, the accounting needs of various types of organizations, and financial statement analysis. Additionally, the Advanced Accounting courses will prepare students with two or more years of work experience in accounting and a baccalaureate degree to sit for the Certified Public Accountant (CPA) examination. These courses may be completed as part of, or in addition to, major electives in any degree program other than the associate or bachelor degrees in Accounting or as part of a continuing education program.

Program Objectives:

- Interpret generally accepted accounting principles and standards and apply them to a business environment.

- Understand the various accounting needs of manufacturing, service, and merchandising organizations.

- Demonstrate a professional manner appropriate to a business environment through work performed.

- Demonstrate problem-solving/research abilities in a business setting.

Accounting
Core Courses - 18 credits

ACC100	Accounting I
ACC110	Accounting II
ACC200	Managerial Accounting
ACC220	Income Tax
ACC230	Intermediate Accounting I
ACC300	Intermediate Accounting II

Advanced Accounting
Core Courses - 24 credits

ACC100	Accounting I
ACC110	Accounting II
ACC200	Managerial Accounting
ACC220	Income Tax
ACC230	Intermediate Accounting I
ACC300	Intermediate Accounting II
ACC320	Cost Accounting
ACC405	Auditing

Death Investigation

Certificate Program

The certificate program in Death Investigation is designed to provide graduates with the specialized knowledge and skills required by those who are employed as evidence specialists, crime scene technicians, coroners, forensic investigators, and criminalists. The six courses that comprise this 18-credit certificate program are designed to provide students with a solid understanding of the essential aspects of Death Investigation, including, in part: Forensic Science, Death Investigations, Forensic Anthropology, and Forensic Pathology. Presented by a faculty possessing demonstrated academic and experiential qualifications, the Death Investigation certificate program provides students with a fascinating educational experience. Available as a collateral credential for students matriculated in a degree program or as a specialized academic qualification for experienced criminal justice practitioners, the certificate program in Death Investigation is perfect for those who seek a specialized education to either launch or advance a career in Criminal Justice, Forensic Science, or Criminalistics.

Program Objectives:

- Identify the role of science in a forensic investigation and understand the collection process for various types of forensic evidence.

- Demonstrate effective verbal and written communication skills for media, law enforcement, funeral directors,

pathologists, emergency responders, and victims' families.

- Identify the various stages of natural, criminal, and accidental death investigation.

- Understand the identification, collection, preservation, and comparative analysis of physical evidence.

- Identify the effective scientific and laboratory procedures that may be utilized to enhance the comparative analysis of physical evidence.

- Identify the role of the forensic anthropologist in identifying skeletal remains, including the comparative analysis of human or animal remains and the collection of evidence in clandestine graves and burial sites.

- Understand cause, manner, and time of death factors as they relate to death investigation in criminal justice, including the role of coroner, medical examiner, autopsies, wound pattern analysis, and natural causes.

Death Investigation
Core Courses - 18 credits

CRI305	Forensic Science I
CRI325	Death Investigation I
CRI330	Criminalistics
CRI447	Forensic Photography
CRI465	Forensic Anthropology
CRI475	Forensic Pathology

Human Resources
Certificate Program

Students who complete the following courses are awarded a certificate in Human Resources. These courses provide the student with requisite knowledge in recruiting, job placement, training development, performance appraisals, benefits and compensation, and labor relations. These courses may be completed to fulfill, or in addition to, major electives or as part of a continuing education certificate program.

Program Objectives:

- Understand the complex roles and practices of human resource professionals in today's workplace environments.

- Understand the future trends in workforce development and apply techniques for effective recruitment, training, orientation, and retention strategies.

- Show an understanding of the current legal and regulatory issues for employment, such as OSHA requirements, risk management and loss prevention, management of workers' compensation claims, employee assistance plans, and quality of work life, preventative health issues, ADA compliance, and ergonomic standards.

- Demonstrate competency in the fundamental components of human resources management and business objectives.

- Understand the methods for evaluating performance, handling performance problems, and implementing assessment and appraisal techniques.

Human Resources
Core Courses - 18 credits

BUS302	Health, Safety, and Security
BUS303	Recruitment, Selection, and Placement
BUS450	Labor Relations
BUS455	Compensation and Benefits
BUS460	Evaluation and Assessment
BUS465	Training and Development

Intelligence Analysis
Certificate Program

The certificate program in Intelligence Analysis was designed to provide graduates with the specialized knowledge and skills required by those who are employed as intelligence analysts by governmental, national security, criminal justice, military, and corporate agencies. The six courses that comprise this 18-credit certificate program, are designed to provide students with a solid understanding of the essential aspects of intelligence analysis,

including, in part: Business Intelligence, National Intelligence, Criminal Intelligence, and Advanced Intelligence Analysis. Presented by a faculty possessing demonstrated academic and experiential qualifications, the Intelligence Analysis certificate program provides students with core competencies essential for either immediate employment or graduate study. Available as a collateral credential for students matriculated in a degree program or as a specialized academic qualification for experienced criminal justice practitioners, the certificate program in Intelligence Analysis is perfect for those who seek a specialized education for a career involving the collection, collation, analysis, and dissemination of covert criminal, strategic, military, or proprietary corporate information. Admission to this program requires applicants to have a 2.0 GPA or higher. Due to the academic rigor of the program, a GPA of 3.0 is preferred, but not required.

Program Objectives

- Understand and apply key concepts of intelligence analysis.

- Be versed in computer software utilized by the intelligence community.

- Possess strong written and oral skills in order to be able to provide briefings within an organization.

- Understand and apply applicable laws in the protection of national security and proprietary information.

- Have knowledge of the national and world intelligence agencies and their specific functions.

- Have knowledge and understand the methods of espionage and counterespionage.

Intelligence Analysis
Core Courses - 18 credits

HSM205	Fundamentals of Intelligence Analysis
HSM335	Business Intelligence
HSM345	National Intelligence
HSM405	Criminal Intelligence Analyst I
HSM411	Criminal Intelligence Analyst II
HSM427	Advanced Intelligence Analysis

Course Descriptions

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

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

How to use this catalog

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

Course Numbering

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

Prerequisites

A student may not enroll in a course for which a prerequisite is stated unless the prerequisite course or equivalent has been completed. Only the Academic Dean may grant a waiver.

Accounting

ACC100   Accounting I   3 Credits
This course is an introduction of generally accepted accounting principles as they pertain to external financial reports. The accounting cycle, accounting systems, theories, and policies relative to asset valuation, liability measurement, and income determination are presented. Emphasis is placed on accounting for a sole proprietorship.

**ACC105   Concepts of
                  Accounting   3 Credits**
This course is designed to provide an overview of the accounting cycle for a sole proprietorship.

ACC110   Accounting II   3 Credits
A study of corporation accounting including the issue of stock and payment of dividends. Other topics include accounting for partnerships, plant assets, intangible assets, investments, and liabilities.
Prerequisite: ACC100

ACC200   Managerial Accounting 3 Credits
This course is a study of financial data to be used by internal management. Areas of study include statements of cash flow, financial statement analysis to predict solvency and profitability, departmental accounting for a manufacturing business, costs systems for a manufacturer, cost-volume-profit analysis, and budgets.
Prerequisite: ACC110

**ACC210   Data Management
                  Applications   3 Credits**
This course is designed to introduce the student to advanced data management techniques incorporating current computerized accounting software packages. Students will compare several currently popular small business accounting software packages. Students will receive hands-on experience as they complete the daily, weekly, and monthly transactions of the campus corporation or local business operations.
Prerequisite: ACC110

ACC220   Income Tax   3 Credits
A comprehensive explanation of the federal tax structure and training in the application of tax principles to specific problems.
Prerequisite: ACC100

**ACC230   Intermediate
                  Accounting I   3 Credits**
A study of contemporary financial statements, practices, and forms. Emphasis is placed on cash, temporary investments, receivables, inventories, and current liabilities.
Prerequisite: ACC110

**ACC250   Accounting Transfer
                  Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**ACC300   Intermediate
                  Accounting II   3 Credits**
This course includes the study of liabilities, investments, paid-in capital, retained earnings, and analytical processes. Also included is the preparation of journal entries pertaining to noncurrent assets.
Prerequisite: ACC230

ACC310   Nonprofit Accounting 3 Credits
A study of fund accounting reporting principles, procedures, and standards. This will be accomplished through analyzing, recording, summarizing, evaluating, and interpreting accounting data for government units and other nonprofit organizations.
Prerequisite: ACC110

ACC320   Cost Accounting   3 Credits
This course is a descriptive study of the accumulation of cost data and a determination of how to use such information to assist management in planning and decision making.
Prerequisite: ACC200

ACC330   Advanced Income Tax   3 Credits
This course continues the study of the Internal Revenue Code as it affects partnerships, corporations, and estates and trusts. Basic competence in tax terminology, research, and tax calculations are emphasized. State taxes on business organizations using the tax structure of the Commonwealth of Pennsylvania as the basis, are also examined.
Prerequisite: ACC220

**ACC335　　Intermediate
　　　　　　Accounting III　　3 Credits**

This course is the analysis and evaluation of Generally Accepted Accounting Principles (GAAP) relating to advanced topics in long term liabilities and stockholders' equity. Special emphasis will include the study of pensions, leases, income tax, earnings per share, revenue recognition, and accounting changes and error analysis.
Prerequisite: ACC300

ACC400　　Advanced Accounting　3 Credits

This course deals with the study of advanced accounting concepts. Topics covered include the preparation, communication, interpretation, and analysis of financial data with regard to consolidations, international transactions, and business combinations. Foreign currency and partnership transactions are also examined.
Prerequisite: ACC335

ACC405　　Auditing　　　　　3 Credits

This course is a study of the auditing process. Topics covered include the demand for audit services, the audit process, applications of the audit process to normal business cycles, and completion of the audit cycle.
Prerequisite: ACC300

**ACC410　　Accounting
　　　　　　Communications　　3 Credits**

This course will prepare the student to write and speak more effectively as they are entering the accounting profession, in accordance with the AECC guidelines for enhancing accounting students' communication skills.
Prerequisites: ACC300 and ENG220

**ACC420　　Advanced Cost
　　　　　　Accounting　　　　3 Credits**

This course examines topics such as the study of budgets, standard costs, direct and absorption costing, cost variance analysis, and extensive analysis of various cost control and profit planning programs. Use of quantitative techniques and decision models is also discussed.
Prerequisite: ACC320

ACC425　　Advanced Auditing　　3 Credits

This course is a continuation of the study of the auditing process. The course is designed to broaden and deepen student's conceptual and technical understanding of the attest function. It will provide the student with a framework for analyzing contemporary auditing and assurance issues.
Prerequisite: ACC405 or successful completion of ACC405 final exam

**ACC430　　International
　　　　　　Accounting　　　　3 Credits**

This course will examine the accounting function from an international perspective, focusing on international standards and practices and will provide an overview of key issues affecting the global marketplace. It will prepare the student for working with cross-border financial information impacted by global businesses. It incorporates international transactions, the operations of international companies, conversion of foreign currencies, and facilitating the use of IASB.
Prerequisite: ACC300

ACC435　　International Taxation　3 Credits

This course provides an overview of U.S. and foreign country taxation involved with international transactions. Topics include source rules, resident and NRA taxation, CFC legislation, and other major tax concepts. An analysis of treaty provisions and U.N. Model Tax Conventions is also discussed.
Prerequisites: ACC330 and BUS260

Allied Health

ALH105　　Medical Terminology　2 Credits

This course provides the student with the ability to recognize, analyze, define, spell, and correctly utilize the medical language used to convey information about anatomy, physiology, disease, and control and treatment of alterations in one's state of health. Medical Terminology applies in describing normal as well as abnormal, so the student begins with the normal as a base and adds to this the terms that describe pathological changes. The student specifically becomes aware of the medical prefixes, roots, and suffixes in forming a medical vocabulary.

**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 medications are related to structure and function.

ALH115   Medical Insurance   3 Credits
In this course the student is introduced to the major nationwide medical insurance plans. An overview of eligibility and benefits of Blue Cross/Blue Shield, Medicare, Medicaid, TRICARE, Workers' Compensation, Health Maintenance Organizations (HMO), and Preferred Provider Organizations (PPO) will be discussed. This course will also familiarize the student with the purpose and use of ICD-9 diagnostic and CPT procedural coding. Other procedural/diagnostic coding systems currently in use are presented. The student will learn to prepare medical insurance claim forms for reimbursement.

ALH120   Anatomy and
**   Physiology I   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, and the muscular system.

ALH120L   Anatomy and
**   Physiology I – Lab   1 Credit**
This course is the lab component to the Anatomy and Physiology I course. The lab will consist of demonstration and hands-on learning in the following areas: cell structures, the planes of movement, axis of rotation, motions of the body, joint system, bone structure, skeletal structural, bone landmarks, and the musculoskeletal system of the human body.
Prerequisite: Concurrent enrollment in ALH120

ALH122   Essentials of Anatomy
**   and Physiology II   3 Credits**
This course builds on knowledge obtained in Essentials of Anatomy and Physiology I by investigating the anatomical structure, organization and general physiology of the digestive, reproductive, urinary, cardiovascular, and the respiratory systems.
Prerequisite: ALH112

ALH125   Diagnostic Coding   3 Credits
The student will learn to abstract information from the medical record and combine it with coding strategies to obtain the proper codes for diagnoses. The ICD-9-CM book will be studied for understanding of format. DRGs will also be discussed.
Prerequisite: ALH105

ALH130   Anatomy and
**   Physiology II   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, endocrine, and reproductive systems. This course emphasizes the anatomy and physiology of the nervous system, cardiovascular system, and the respiratory system.
Prerequisite: ALH120

ALH130L   Anatomy and
**   Physiology II – Lab   1 Credit**
This course builds on knowledge obtained in Anatomy and Physiology I by investigating the anatomical structure, organization and general physiology of the digestive, lymphatic, urinary, endocrine, and reproductive systems. This course emphasizes the anatomy and physiology of the nervous system, cardiovascular system, and the respiratory system with these systems being the focus of the laboratory portion of the course.
Prerequisites: ALH120L and concurrent enrollment in ALH130

ALH135   Health Information   3 Credits
The course covers the medical record and maintenance of health information systems. The contents and types of medical records are presented. Various databases and filing systems are explored. The many legal guidelines are included.
Prerequisite: ALH105

ALH145   Allied Health
**   Procedures   3 Credits**
This course provides the student with an overview of basic health procedures. Emphasis is placed on developing therapeutic communication in the clinical setting. Students will learn the components of a medical record and principles of medical documentation. Assessment of vital signs will be developed

and principles of universal precautions will be presented.
Prerequisite: ALH120

ALH160   Pharmacology   2 Credits
This is a course which prepares allied health students to understand, identify, and classify medications. Upon completion of this course, the student will be familiar with drug classifications and the effects of medication on body systems.
Prerequisite: ALH105

**ALH180   Medical Administrative
                  Procedures   3 Credits**
In this course, the allied health student is trained in the most up-to-date administrative functions in physicians' offices. Important aspects of office procedures include communicating and interacting with patients, the role of the receptionist, effective telephone usage, administrative planning, supply and task organization, and time management. Scheduling appointments, processing mail, filing, treatment of clinical and financial records, accounts payable, accounts receivable, billing, and credit and collection procedures are studied as well. This course will also expose the student to the operation of a computerized medical office management program. Applications of medical practice software will be explored.
Prerequisites: ALH105 and ENG100

**ALH200   Medical Machine
                  Transcription   3 Credits**
This course combines the knowledge of the English language, medical terminology, and keyboarding skills as a basis to enable the student to transcribe medical correspondence, documents, and reports accurately and efficiently.
Prerequisites: ALH105 and ENG100

ALH205   Clinical Methods   2 Credits
This course emphasizes the information on the medication label and the physician's order. Students will learn the concepts used to calculate medication dosages. A comprehensive review of basic math theory is given. Additional topics include surgical asepsis, assisting with minor surgeries, and theory of IV therapy.

ALH210   Clinical Techniques   3 Credits
This course will outline the principles and procedures of complete physical, gynecological, obstetrical, and pediatric examinations. The student is given the opportunity to gain basic knowledge and understanding of the purposes, techniques, and recording procedures of special tests commonly associated with the physician's office including electrocardiography, radiology, respiratory therapy, and specialized clinical procedures.
Prerequisite: ALH205 or concurrent registration

**ALH225   Medical
                  Transcription II   3 Credits**
This course is an extension of the principles of Medical Machine Transcription. The student is given an opportunity to transcribe a variety of medical correspondence, documents, and reports accurately and efficiently, meeting the demands of the medical profession. Additional computer time is necessary to complete assignments.
Prerequisite: ALH200

**ALH230   Disease and Diagnostic
                  Methods   3 Credits**
This course introduces pathology and disease by investigating the etiology, pathophysiology, and clinical manifestation of a wide variety of diseases affecting the various body systems of the human body. Diagnostic procedures and treatments for various disorders will be discussed.
Prerequisites: ALH105 and ALH130

ALH235   Procedural Coding   3 Credits
The student will learn to abstract information from the medical record and combine it with coding strategies to obtain the proper codes for procedures. The format and coding conventions of the Current Procedural Terminology book and the Common Procedural Coding System will be studied.
Prerequisite: ALH105

**ALH245   Wound Management
                  for the Healthcare
                  Professional   3 Credits**
The course is designed to provide entry-level, clinically relevant information on the management of patients with open wounds. The class will discuss the topics of anatomy and physiology of the skin, phases of wound healing, types of wounds, wound etiology and infection management through the use of

debridement and topical agents. In addition, dressing selection, bandaging and the use of therapeutic modalities as adjunctive wound therapy will be explored.
Prerequisites: ALH105, ALH130, and PTA235.

**ALH255   Medical Law and
               Ethics   3 Credits**
This course is an in-depth study of law and ethics as they pertain to health care and related fields. There are extensive discussions of legal, ethical, and bioethical issues which affect all aspects of medical office personnel. An emphasis on Pennsylvania laws affecting liability, licensure, and health care directives is presented.

**ALH290   Allied Health Transfer
               Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

ALH310   Medical Laboratory   3 Credits
This is a clinical laboratory course designed especially for the medical assistant student and/or other medical personnel employed in physicians' offices. Emphasis is placed on quality assurance and safety requirements following OSHA guidelines. Instruction and practice will be provided in specimen collection and in CLIA Waived testing in urinalysis, hematology, clinical chemistry, immunology, and microbiology. While being observed by the instructor, the student will perform 25 successful venipunctures. The CPT exam is offered at the completion of this course. Electronic medical records will also be presented.
Prerequisites: ALH105 and ALH130

**ALH320   Health Services
               Organization and
               Management   3 Credits**
This course involves the organization of the U.S. healthcare delivery system, and the basic management strategies and practices, which are implemented to administer its component parts. Dynamics of the interrelated components of the system are considered in terms of the impacts of social, political and economic change, and evolving system components to

effectively accommodate and manage these changes.
Prerequisite: BUS220

**ALH330   Healthcare Policies
               and Politics   3 Credits**
This course is the study of conflict resolution and resource allocation (or reallocation) by legislatures, courts, and "public" opinion. Healthcare policies include statutes and court decisions that define principles of legal liability in health, healthcare, and health insurance. It also involves consideration of accepted norms of conduct that influence the law and are influenced by the law, but do not have the traditional attributes of legal structures. Legal aspects include common law court decisions, as well as statutory law and administrative regulations that impact the healthcare system.
Prerequisite: BUS220

ALH350   Medical Seminar   3 Credits
In this upper level course, the students will practice administrative and clinical skills from the program in the Allied Health Laboratory. The course is designed to illustrate and explore the role of medical personnel within the framework of the health care profession and to assist the student in the transition from student to health care team member. The student becomes aware of the role the MA plays in promoting a professional image for the practice and of health care resources available. CPR, first aid training, emergency management, and emergency preparedness are presented.
Prerequisite: ALH210 or concurrent registration

**ALH390   Upper-Level Allied
               Health Transfer Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**ALH400   Hospital and
               Health Services
               Administration   3 Credits**
This course prepares the student to carry out the day-to-day responsibilities of a hospital or healthcare facility administrator. Issues of cash flow, personnel policy, staff interactions, record keeping, reporting requirements, inventory

and supplies, security, organizational and management practices are examined. There is a project requiring the student to interview administrators in each of three different types of healthcare facilities, to compare the similarities and differences. The student will arrange their internship project as an outcome of this course.
Prerequisite: This course is taken the final term before the internship

ALH410   Health Economics and
**   Financing Strategies   3 Credits**
This course includes analysis of financial flows, third-party payment programs, and reimbursement practices in the health sector. An economic analysis of the U.S. healthcare system regarding organization and financing policy issues will also be considered.
Prerequisites: ALH115 or BUS335 and BUS210

ALH420   Healthcare Planning
**   and Marketing   3 Credits**
This course considers planning and marketing from the perspective of an administrator with responsibility for delivery of a particular healthcare service to the public. The product may be a general hospital, a specialized clinic, or a residence and long-term care facility. Consideration is given to differences of approach to each of these various services, and also to the planning and marketing strategies, which are common to all. Public policy and government planning functions are also considered, as well as direct and indirect inputs from professional organizations, insurance providers, and other relevant parties. The student will estimate public utility and benefits provided vs. actuarial cost incurred, means of financing and costing long-term facilities, staffing needs, major equipment, supplies, indirect costs in the planning process, cost recovery strategies and marketing plans, and philosophical policy ideas.
Prerequisites: BUS220 and BUS230

Arts

ART100   Drawing and
**   Illustration   3 Credits**
This course is designed to introduce students to drawing and illustration techniques that focus on proportion, light, and perspective. Using media such as pencil, charcoal, pen, and pastels, students translate abstract concepts into visual design.

ART105   Arts and Humanities   3 Credits
A course designed to introduce students to the arts — specifically, painting, literature, drama, and music as distinguished from the sciences and from history, philosophy, and theology. Through a variety of experiences, including lectures, guest speakers, field trips, and projects, students develop the ability to critically appreciate "the arts."

ART115   Theater and the
**   Performing Arts   3 Credits**
This is an introductory course in which students will learn both the tradition and the mechanics of theater in European and American culture. The course will trace the history and importance of theater from ancient Greece and Rome through medieval Europe and the Renaissance to modern day. The course will additionally explore the various genres of theater and the mechanics involved in a theatrical performance.

ART120   Art Appreciation   3 Credits
This course is designed to introduce students to the fundamentals of the visual arts. The focus of the class will be a tour through major periods of art history with an emphasis on style and culture. Students will be exposed to a variety of art techniques, and time will be given in class for students to experiment with basic media.

ART125   Watercolor Painting   3 Credits
This course is designed to introduce students to watercolor techniques that focus on value, color, and composition. Class will start with monochromatic studies of simple still lifes, progress to a limited palette, and culminate in students selecting their own subjects and rendering them in full color. Students are required to purchase watercolor materials recommended by professor.

ART205   Art History   3 Credits
This course is an introduction to art history. Identification and analysis of individual artworks, their creators, and the study of artistic periods and styles. This class covers the development of artistic techniques and styles throughout the ages.

ART250   Art Transfer Credit   3 Credits
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**ART390   Upper-Level Art
               Transfer Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

Biology

BIO100   Human Biology   3 Credits
This course provides an introduction to the study of living organisms. Emphasis is placed on the structure and function of the cell as the basis of life. Each body system is studied. Additional topics will include homeostasis, genetics, genetic engineering, and biotechnology.

BIO105   Human Development   3 Credits
This course studies human growth and development throughout the life span from the prenatal period through aging. Special emphasis is placed on normal physical, cognitive, social, and psychological growth so the student can recognize normal development as well as deviations from the normal.

BIO260   Microbiology   3 Credits
This basic level microbiology course introduces students to the use of microscopes and to laboratory procedures for microbial identification. Students will survey microbial species and become familiar with common pathogenic microbial strains. Bactericidal, antiseptic, and sterilization procedures will be explored.

BIO300   Evolutionary Biology   3 Credits
This course provides a basic understanding of the scientific justification of evolution and the major topics in evolutionary biology. Students will gain an understanding of the scope of evolution biology, including mechanisms of change, population genetics, the origin of species, and human evolution. These topics will be discussed in the context of how their application has shaped contemporary thinking about the history of life on earth. Further emphasis will be placed on the relevance of evolution to biology, in general and to students' lives, in particular.
Prerequisite: Any biology course

Business

BUS100   Business Principles   3 Credits
This is a fundamental survey course in business administration offering a basic understanding of the nature and scope of business in the modern world. Consideration of business practices such as management, organization, production, human resources, information technology, marketing, and ethics is an integral part of this course. Students use a variety of external resources.

**BUS105   Fundamentals of
               Selling   3 Credits**
This course is a thorough study of the phases of successful selling: approach, presentation, resistance, and closing. In addition, a study is made of today's selling environment, product analysis, and buying psychology. The course emphasizes the desirable qualities of a successful salesperson with special regard to poise, manner, dress, ethics, and product knowledge. Students participate in role playing and sales presentations to develop selling ability and self-confidence.

**BUS120   Spreadsheet
               Applications   3 Credits**
This course is designed to expose the students to the advanced capabilities of spreadsheet software. The use of current spreadsheet software is integral to creating spreadsheet projects based on real business situations.

BUS200   Finance I   3 Credits
This course is a study of the financial problems associated with the life cycle of a business. Topics covered include the sources and use of business funds, cost of capital, risk, asset management, and capital investments and valuation. Students are trained in the programming and use of the widely-accepted financial calculators for the solution of practical business applications.
Prerequisites: ACC110 or concurrent registration

BUS210 Macroeconomics   3 Credits
This course is an introduction to the concepts, principles, and problems of economics. Emphasis is placed on the role of monetary and fiscal policy in pursuing macroeconomic objectives.

BUS215 Microeconomics   3 Credits
This course will examine the factors that affect the economic choices of consumers or producers when purchasing or selling goods and services.

**BUS220 Principles of
           Management   3 Credits**
This course provides a conceptual framework for fundamental knowledge of management. Primary consideration is given to the areas of planning, organizing, directing, and controlling. It emphasizes both the art and science of management through the use of lectures and the case study method. Students use a variety of outside readings and interviews in their studies.

BUS230 Principles of Marketing 3 Credits
This course studies current concepts and strategies of marketing activities. The marketing environment including ethics and social responsibility are brought out. The major divisions in marketing and their relationship to target markets, products, strategies, and distribution are discussed. Studies of current practices of specific companies are reviewed and analyzed.
Prerequisite: BUS100 or BUS220

BUS235 Consumer Behavior   3 Credits
This course concentrates on the theories of consumer behavior and research findings as they apply to the sales effort. The course includes concepts such as factors affecting buying decisions, media selection and effectiveness, and consumer response measurements.

**BUS240 Survey of Sports
           Management   3 Credits**
This is an overview of the general areas of sports management with emphasis on the relationship of developing and using a marketing strategy. Included in the study is the relationship of management with the customer and participants from the planning stage through the execution stage.

BUS245 Human Resources   3 Credits
This course provides guideposts for effective performance in recruiting, selecting, and placing people in the right jobs, training and development, performance appraisals, benefits and compensation, health and safety in the workplace, and labor relations and collective bargaining.
Prerequisites: BUS100 or BUS220

BUS250 Advertising   3 Credits
This course is a study of the principles involved in the planning, creation, and use of advertising through the use of newspaper, magazine, radio, television, outdoor, and direct mail. This course includes the economics, methods, and psychology of advertising, with an introduction to marketing research, consumer analysis, and market analysis. Work is done in creation of original copy and layout.

BUS255 Customer Service   3 Credits
This course explores the importance of customer service to the success of any business. The textbook and the lectures are presented from the customer's point of view and stresses the effects of good and poor customer service on repeat business, "word-of-mouth" advertising, and profits. These concepts are reinforced through classroom discussions, role-playing, and an outside project in which the level of customer service in a business is analyzed and evaluated.

BUS260 International Business 3 Credits
This is a fundamental course addressing international business and management. The course focuses on international business with a study of how the political, social, and economic environment of foreign cultures affect business attitudes and operations. The impact of cultural, economical, and political forces on business practices in a global organization is studied.
Prerequisite: BUS100 or BUS220

**BUS270 Entrepreneurship
           and Small Business
           Management   3 Credits**
This course provides an overview of the responsibility and importance of "small businesses" as they relate to the current business community and the entrepreneur. It provides an understanding of the complexities

and problems associated with ownership, management, administration, and finances.
Prerequisite: ACC110 or concurrent registration

**BUS290   Business
                Administration
                Transfer Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

BUS300   Finance II   3 Credits
Emphasis in this course is placed on the decision-making process with regard to liabilities and capital. Students analyze problems related to short- and intermediate-term financing, long-term financing, and capital structure and dividend policy faced by management. Students are trained in the programming and use of the widely-accepted financial calculators for the solution of practical business applications.
Prerequisite: BUS200

BUS301   Retail Management   3 Credits
This course studies the strategic retail management process, including the retail mix and retail environment. The primary focuses are targeting customers, information gathering, location analysis, merchandise and operations management, pricing strategy, promotional strategy, and integrating and controlling the retail strategy.
Prerequisites: BUS220 and BUS230

**BUS302   Health, Safety, and
                Security   3 Credits**
This course is designed to identify key occupational health, safety, workplace security theories and concepts. The course covers legal and regulatory requirements affecting health related programs, policies, and employment liabilities.
Prerequisite: BUS245

**BUS303   Recruitment, Selection,
                and Placement   3 Credits**
This course studies the successful person/organization match. The course discusses the external influences such as economic conditions, labor markets, unions, and laws and regulations. It also covers the staffing support systems such as staffing strategy and planning,

job analysis, measurement, and major staffing activities.
Prerequisite: BUS245

**BUS304   Strategic Planning
                and Marketing
                Communications   3 Credits**
This course is a comprehensive and integrated study of strategic planning and marketing communications. Advertising, sales promotion, direct marketing, Internet marketing, personal selling, and public relations/publicity are discussed and related to strategic planning. Students will evaluate the relationship between marketing management and marketing communications.
Prerequisite: BUS230

BUS305   Investments   3 Credits
This course analyzes the varying degrees of risk and return from different types of investments. Topics include securities and securities markets, portfolio policies, institutional investment policies, and management of investment funds. Students are trained in the programming and use of the widely-accepted financial calculators for the solution of practical business applications.
Prerequisite: BUS200 or BUS215 or MTH010

BUS310   Fashion Analysis   3 Credits
This course analyzes the dynamics of fashion and investigates the knowledge and terminology with regard to textiles, apparel, fashion accessories, home fashions, global sourcing, and merchandising. This course also explores career opportunities. Students design fashion newsletters, produce a fashion show, and complete presentations on fashion designers.

BUS320   Money and Banking   3 Credits
This course is a study of the American banking system, monetary theories, and monetary policy. Topics include the relationship of money and the banking system to the functioning of the monetary policy implementation.
Prerequisite: BUS215

BUS325   Electronic Business   3 Credits
This course is an intense study of the business implications of the automation technologies and telecommunication systems that have driven the field of electronic commerce to the modern era of electronic business. This demonstrates the utilization of electronic business tools

based on electronic data interchange, the Internet, the World Wide Web, and other sources. It not only covers the marketing and selling of products electronically, but explores the major electronic aspects of business operations.
Prerequisite: BUS100 or BUS220

BUS330 Nonprofit Organizations 3 Credits
This course provides the basic framework for management of nonprofit organizations, including the managing of volunteers. The focus is on business strategies taken by nonprofit organizations.
Prerequisite: BUS220

BUS335 Insurance 3 Credits
Most individuals, families, and businesses have a strong desire for financial security and protection against those events that threaten their financial security. For most people and companies, insurance is the major technique for handling risk. This course covers vehicles of risk management through insurance concepts including personal property, commercial property, and life and health.
Prerequisite: BUS100

BUS345 Operations Management 3 Credits
This course is a study of the management of operations, incorporating decision-making techniques used in operations management. Topics include the practical applications to product design and process selection, design of facilities and jobs, and supply chain management. Methods for developing and analyzing standards, measures, and processes are also discussed. Other topics incorporate an overview of inventory concepts, Total Quality Management including an ISO9000 overview, and business operations reengineering.
Prerequisites: BUS100 or BUS220 and TEC103 or another college-level computer course

BUS355 Project Management 3 Credits
This course is for those who seek a hands-on approach to project management. It is an application-oriented approach which provides a road map for managing various types of technical or non-technical projects including manufacturing scheduling, construction, research and development projects, and special

events through the use of computer applications and short-term hands-on projects.
Prerequisites: BUS100 or BUS220 and TEC103 or another college-level computer course

BUS360 Marketing Research 3 Credits
This course deals with the tools of marketing, sampling, analysis of internal data, locating data, observation, and experimentation in marketing research. It also examines defining the problem, developing and executing the research plan, preparing research reports, and exploring major areas of research application. Students apply marketing research techniques to a hands-on project.
Prerequisites: BUS230 and MTH200

BUS365 Organizational Behavior 3 Credits
This course is a study of multi-disciplinary approaches to the business organization as a complex system. Emphasis is placed on the importance of managing and understanding the ethical implications of managerial decisions, workplace diversity, organizational change, and corporate culture.
Prerequisites: BUS100 or BUS220 and PSY100 or SOC100

BUS375 HTML for e-Business 3 Credits
This course emphasizes Internet/Intranet Web authoring tools such as HTML and HML. Effective use of commercial web authoring tools will be stressed as well as programming in the appropriate languages. Also included is an introduction to JAVA Script programming. The course covers the essentials of programming for e-commerce and tools to incorporate the programs for business-wide applications.
Prerequisite: Any college-level computer course

BUS380 Business Policy Formulation 3 Credits
This course is designed from the case problems approach that presents a cross-section of the decision-making situations faced by management. In addition to the traditional policy and control, emphasis is given to situations involving leadership, organization, communications, career counseling, and social responsibility.
Prerequisite: BUS220

BUS390   Upper-Level Business
**   Transfer Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

BUS400   Advertising and
**   Internet Marketing   3 Credits**
Strategic marketing in today's business environment requires knowledge of trends in online marketing and how to utilize e-business marketing tools to maintain a competitive edge. Basic marketing concepts are adapted to the Internet and web-specific marketing issues are examined. Internet customer relationship management, product development and pricing, distribution channels, and online marketing communications are analyzed, culminating in the development of an Internet marketing plan.
Prerequisite: BUS230

BUS402   Organizational Change
**   Management   3 Credits**
This course covers the current proven techniques for the management of change in the corporate world. As the information age progresses into its next generation, effecting change is an absolute necessity for upper management of private companies, educational institutions, and governments: small or large, for profit or non-profit. It deals with the four phases of change management which is the collaborative assessment process using Malcolm Baldridge and ISO certification methodologies as the foundation to identify the strengths and areas for improvement (or gaps) in the organization in the areas of leadership at all levels, customer satisfaction, employee satisfaction, business process integration and quantifiable results.
Prerequisite: BUS220

BUS405   Business Marketing   3 Credits
This course examines the marketing of goods and services between businesses, with a special emphasis on organizational buying. Special focuses are on relationship marketing and integrated marketing communications for business-to-business marketing.
Prerequisite: BUS230

BUS410   Options, Futures, and
**   Other Derivatives   3 Credits**
This course represents real-world practice to focus on theory and practice. It provides a unifying approach to the valuation of all derivatives, not just options and futures. The framework for pricing derivatives, interest rate derivatives, volatilities and correlations, hedging, swaps, and value calculations are covered. The student will work with various models, including the standard market models, models of short rate, and other appropriate models.
Prerequisite: BUS200 or BUS305

BUS415   International Business
**   Seminar   3 Credits**
This course is a capstone that integrates concepts, principles, and practices of international business from prior courses and Internet research. The student is required to participate in research for group decision-making and presentations about a business currently or desiring to complete in the international markets. A written comprehensive case analysis of the simulation is prepared.
Prerequisites: BUS200 or concurrent registration and BUS260

BUS430   Marketing
**   Management   3 Credits**
This course integrates marketing concepts for strategic planning, implementation, and control. The primary focuses are analyzing marketing opportunities, developing marketing strategies, managing the total marketing effort, and understanding future marketing trends.
Prerequisites: BUS230 and a 300-level business course

BUS435   Personal Financial
**   Management   3 Credits**
This course is an investigation of obtaining the maximum benefits from limited financial resources on a personal basis. Financial goals form the basis for financial planning. Without these goals, planning is extremely difficult. Many people prefer to avoid financial problems or turn them over to someone else such as a financial planner. We will cover various topics of personal finance to prepare the student for personal financial planning.
Prerequisite: BUS200

BUS440   International Finance   3 Credits
This course is an investigation of the challenges of doing business in an increasingly global environment. Special emphasis is placed on the cultural, political, financial, and social diversities of international financial institutions. It examines the financial strategies of global firms and the challenges of international financial decisions.
Prerequisites: BUS200 or concurrent registration and BUS260 or concurrent registration

BUS450   Labor Relations   3 Credits
This course studies the evolving labor-management relationship and the collective bargaining process in public and private sector organizations. The course includes the historical, legal, and structural environments of the labor-management relationship in the U.S. today.
Prerequisites: BUS220 and BUS245

BUS455   Compensation and Benefits   3 Credits
This course is an examination of financial reward systems in organizations and the study of relevant theoretical and legal perspectives. Topics include job evaluation wage surveys, incentives, pay equity, benefits, and compensation strategy.
Prerequisite: BUS245

BUS460   Evaluation and Assessment   3 Credits
This course prepares the student to understand effective performance management in a quality context. The use of multi-source feedback for employee development and evaluation of current legal issues in performance appraisals will be discussed.
Prerequisite: BUS245

BUS465   Training and Development   3 Credits
This course covers the field of training and development from orientation and skills training to career and organization development.
Prerequisite: BUS245

BUS470   Business Seminar   3 Credits
This course is a capstone course that synthesizes all business concepts including marketing, human resources, quantitative methods, global strategies, accounting, finance, production, service, and policy issues. The student is required to participate in the research for group decision-making and presentations in an overall business strategy and plan. Research on the Internet is a valuable tool for this course. A written comprehensive case analysis of the plan is prepared.
Prerequisites: BUS200 and BUS230 or BUS260

Chemistry

CHM100   Chemistry I   3 Credits
This introduction to inorganic chemistry includes atomic structure, bonding, molecular structure, solutions, acids/bases/salts, nomenclature, and stoichiometry. Chemistry I also explores the role of organic chemistry in daily lives.

Communications

COM100   Survey of Mass Communications   3 Credits
All major forms of mass media are discussed in this course. Students are introduced to the place and responsibilities of the mass media — print, electronic, persuasive — and their roles in the United States and the global community. Media law and ethics are also introduced. This course includes observation or hands-on practice in a professional on- or off-campus setting.

COM105   Foundations of Corporate Communications   3 Credits
A foundation course for the communications Bachelor's concentration in corporate communications, this course gives students an understanding of the interrelationship between communications practitioners and the corporate environment. Emphasis is placed on different types of organizations that need communications specialists, functions of communications specialists within specific organizations, and how those roles differ from those of communications practitioners outside of the corporate environment.

COM130   Public Relations   3 Credits
This course studies current practices and problems in the field of public relations. Emphasis is given to communication and publicity techniques. Releases are written and promotional campaigns developed. Actual releases prepared by professional organizations

are analyzed. The class prepares for a campaign on some commercial, educational, or community event that is currently taking place. The importance of internal as well as external public relations is considered. Additional time outside the classroom is required to complete projects.

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: ENG200

**COM205   Cases in Public
                     Relations   3 Credits**
This is an advanced public relations course that focuses on how organizations, both private and government, deal with public relations issues. The course will examine real-life public relations issues that face organizations and how those organizations dealt with the particular public relations issues.
Prerequisite: COM130

**COM210   Contemporary Media
                     Issues   3 Credits**
This course continues the in-depth study of mass media and its effects upon audiences. Students will discover the importance of communications research, the news process, and international mass communications, as well as the political, ethical, and legal issues of mass media.
Prerequisite: COM100

**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: PHI105

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: ENG100

**COM225   Writing for Public
                     Relations   3 Credits**
This is an advanced public relations course that focuses on the actual preparation and writing involved in public relations practices rather than the general theory of public relations. The course is writing-intensive and is designed to give the student hands-on experience in the various types of writing required of public relations practitioners, plus give students a portfolio of sample writings. Students will additionally participate in mock exercises testing their writing skills under pressure.
Prerequisite: COM130

COM230   Desktop Publishing I   3 Credits
Provides the already computer-literate student with opportunities to explore the publication process through the personal computer domain. From introduction of desktop publishing concepts to printing, binding, and finishing, this course offers training and experience in page design and layout, text enhancement, graphic enhancement, and application assembly for finished-product, professional publications. Additional time outside class is needed to complete projects.

**COM235   Management Proposal
                     Writing   3 Credits**
This course is a comprehensive approach to the development of business proposal and persuasive writing. The course develops strategies for collecting business and situational information, visualizing complex situations, and identifying the proper boundaries for identifying solutions. Case study examples help illustrate the proposal writing process, including budget development, proposal composition, editing, and revisions.
Prerequisite: ENG200

**COM240   News Editing and
                     Design   3 Credits**
This course introduces students to the fundamentals of editing print and electronic news writing. Topics covered include an overview of grammar, journalistic style, basic proofreading techniques, editing for content, and editing for design. Responsibilities of editors in news organizations are also discussed. Students in this course are required

to contribute to campus publications or community newspapers.
Prerequisite: COM220

COM245   Opinion Writing   3 Credits
This course profiles for students the methods of writing opinion for print. Topics discussed include the ethics and responsibilities of opinion writers, specific types of editorials, AP style, and how to submit columns for publication. Students will write a variety of opinion pieces, including a personal opinion column, a critical review, and a humor column. Students are required to submit one writing assignment for publication in a professional periodical.
Prerequisite: COM220

COM260   Sports Broadcasting   3 Credits
Students build upon knowledge of basic journalism writing and develop specialized writing and announcing skills in reporting on sports. Emphasis is on both writing and producing electronic coverage of live sports events.
Prerequisite: COM320

COM265   Organizational Communications and Leadership   3 Credits
This is a course that examines how leaders within an organization can effectively communicate with target publics both inside their organization and outside it as well. Students will examine case studies as well as create their own vehicles of communication in various delivery methods.
Prerequisites: ENG100 and ENG110

COM300   Advertising Applications   3 Credits
The application of persuasive media techniques to actual business situations. Attention is given to the organization of ideas, preparation of copy for all types of media, evaluation of methods and results, and budgeting. Students taking this course will be required to participate in media-related campus events and activities.
Prerequisites: BUS250 and COM130

COM305   Media Relations   3 Credits
This course is designed to give students an in-depth look at the interrelationship between the media and other organizations. Topics discussed include effective ways for corporate communications practitioners to interact with the media, problems that may arise between the media and private industry, and methods of resolving such problems. Specific case studies will be analyzed.
Prerequisite: COM220

COM320   Journalism II   3 Credits
A second-level journalism course which builds on the basic news reporting and writing skills developed in Journalism I.
Prerequisite: COM220

COM330   Desktop Publishing II   3 Credits
Students apply skills learned in Desktop Publishing I and related courses in the planning, implementation, and completion of at least one major project. Additional time outside class is needed to complete projects.
Prerequisite: COM230

COM335   The Media and Society   3 Credits
In this course, students will look critically at media messages and meanings for deeper understanding of values that both shape and reflect our culture and cultures abroad. Media, in its various forms, are discussed, along with cultural icons and media effects theories. Students will learn to conduct basic social science research and will study the effects of media on a specific group of people.
Prerequisite: ENG200

COM340   Communications Law   3 Credits
This is an advanced communications course that explores the many legal issues, liberties, and restraints that face the media today, not only as it pertains to First Amendment issues, but also other issues, such as libel, commercial speech, obscenity, and indecency, as well as access to public sources of information.
Prerequisite: ENG200

COM345   Media and Politics   3 Credits
Students evaluate the relationship between the media and political candidates during election years and whether the media is truly an impartial reporter of the facts.
Prerequisite: COM130

COM355   Broadcast Writing   3 Credits
Students build upon knowledge of basic journalism writing and develop specialized broadcast writing skills for television, radio, and other media markets.
Prerequisite: COM320

COM360 Television and Screen Writing 3 Credits
Students build upon earlier journalism skills by learning how to create a script for both television and motion picture, from the earliest stages of developing the concept to the marketing of the finished product.
Prerequisite: COM220

COM365 Media During War 3 Credits
Students learn about the changing relationship between the news media and the government during times of war and how each side seeks to control the news.
Prerequisites: COM130 and COM220

COM370 Public Opinion and Political Communications 3 Credits
This course examines public opinion polling as it relates to political communications. The course will examine how polls are used in political campaigns and also later as a tool for politicians for engineering political consensus on issues. The course will include a discussion of polling methodologies.
Prerequisites: COM130 and MTH200

COM375 Political Speechwriting 3 Credits
Students learn the role and importance of Presidential speechwriters, review the style of different Presidential speeches prepared by speechwriters, and write their own Presidential speeches during mock elections.
Prerequisites: COM130, COM220, and ENG110

COM380 Interpersonal Communications 3 Credits
This course introduces students to the dynamics of interpersonal communications for the purpose of building communication skills in both the workplace and in their personal lives. Emphasis is placed on perceptions, emotions, listening techniques, language, conflict resolution, and culture.
Prerequisite: ENG100

COM400 Selected Topics in Communications 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 mass communications and/or a current event related to the media. Students will use their writing and research skills, along with their knowledge

of the field of communications, to participate in this course.
Prerequisite: COM320

COM405 Crisis Communications 3 Credits
This course introduces students to how communications practitioners handle crisis situations in the corporate setting. Attention is given to crisis management plans, legal issues surrounding crisis communications, ethics in handling crisis situations, and a corporation's responsibility to its public. Specific case studies will be analyzed.
Prerequisite: COM340

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: COM130

COM415 Communications Technologies 3 Credits
This course emphasizes technology used in the field of corporate communications. Topics include the Internet, teleconferencing, media technology, and future technology advances. Students will learn about specific technology and how it relates to practical uses in corporate communications.
Prerequisite: COM305

COM420 Projects in Corporate Communications 3 Credits
This capstone course synthesizes the principles taught in lower-level corporate communications classes. Students will apply their knowledge to a communications project or projects for clients either internal or external to the college. This course will culminate in a campus-wide presentation of the project and the eventual implementation of the project for the client.
Prerequisites: COM215 and COM410

COM425 Fundraising and Grant Writing 3 Credits
In this course, students analyze the process of raising funds for various types of non-political

organizations as it relates to the responsibilities of communications practitioners. Students will analyze past capital campaigns for effectiveness and then apply their observations by designing, implementing, and evaluating their own mock capital campaign. Students also incorporate the fundamentals of writing grant proposals as a component of raising funds for organizations.
Prerequisites: COM130 and COM305

**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: COM300

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: COM130 or COM340

**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.
Prerequisites: COM130 and COM340

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: COM130

Criminal Justice

CRI100   Criminal Justice   3 Credits
This course is an introduction to the criminal justice system and its role in society. The course introduces criminal justice concepts and terms,

and relates criminal justice concepts to current events and trends, with a particular focus on career paths and areas of specialization within law enforcement, the court system, and corrections.

CRI135   Corrections I   3 Credits
This course examines the role of corrections in the criminal justice system, focusing on historical developments, punishment, rehabilitation, sentencing, deterrence, and the operation of prisons, and including a study of intermediate punishment, parole, and community corrections programs.

**CRI225   Juvenile Justice:
                   Alternatives to
                   Incarceration   3 Credits**
This course provides an analysis of the juvenile justice system as it relates to the punishment and rehabilitation of the juvenile offender, including an in-depth study of juvenile probation and other intermediate sanctions presently utilized within the juvenile justice system.

CRI235   Drug Enforcement I   3 Credits
This course studies the use and abuse of illegal drugs in America, including the methods of detection, apprehension and penalties for users and suppliers, and the confiscation and preservation of drug evidence. Special emphasis will be placed on the techniques for surveillance, undercover operations, criminal apprehensions, and prosecutions.

CRI245   Criminal Investigation 3 Credits
This course is a study of the techniques and theories of criminal investigations, including interviewing witnesses, suspects, and victims, collecting and preserving evidence, and preparing cases for trial.
Prerequisite: CRI100

**CRI290   Criminal Justice
                   Transfer Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**CRI295   Act 120 Police
                   Recruit Academy   12 Credits**
The Act 120 Police Recruit Academy provides for 750 hours of theoretical and experiential

education designed to provide the student with the knowledge and skills required to be certified as a municipal police officer in the Commonwealth of Pennsylvania. Curriculum material, didactic skills, and standards of performance for successful completion of this program are prescribed by the Pennsylvania Municipal Police Officers Education and Training Commission.

Prerequisite: Successful attainment of senior-level academic status and must be 21 years of age prior to completing the Academy

CRI301   Fraud Investigation   3 Credits
This course provides an examination of existing and emerging, "e-crimes" (i.e., economic and electronic), identity theft, Internet, credit card and check fraud, as well as the basics of protecting an organization's digital assets. The course will focus on government/private industry methodology to detect, investigate, and prevent such crimes. A specialized course focus includes counterfeit negotiable instruments and debit card fraud.

Prerequisite: CRI100

CRI305   Forensic Science I   3 Credits
This course is a study of the professional discipline that involves the scientific analysis of crime scene evidence. Areas of specialized focus include the role and scope of the forensic laboratory, an overview of forensic science sub-disciplines, and an examination of medico-legal jurisprudence.

Prerequisite: CRI330

CRI310   Criminal Profiling:
              Policy and Practice   3 Credits
This course deals with the examination of offender "profiling." The course will cut through the confusion and misunderstandings regarding the "art of profiling" by providing detailed original and scientific research methods that examine the variations in criminal behavior from which any "profile" is derived. Particular types of crimes will be studied via offender topologies and profiles derived from these topologies.

Prerequisite: CRI245

CRI312   Investigative Report
              Writing   3 Credits
This course focuses on the theoretical and practical methods of written documentation in the investigative process. Specific emphasis will be placed on field note-taking, narrative report writing, and the completion of specialized reports including affidavits of probable cause and arrest and search warrants. The course will also examine investigation reports, writing concepts for probation, corrections, and other criminal related investigations in anticipation of prosecution.

Prerequisites: CRI245 and ENG200

CRI315   Advanced Issues in
              Evidence   3 Credits
This course will build on the concepts covered in LGS210 Evidence, including constitutional issues, relevance, competency, hearsay, and privilege. The course will cover issues of evidence as they relate to the role of the criminal justice professional in preparation of cases with emphasis on effective courtroom testimony through a complete knowledge of the substantive and procedural laws of evidence.

Prerequisite: LGS210

CRI321   Police Operations   3 Credits
This course is a study of the development, organization, and function of contemporary law enforcement agencies, police-community relations, police decision-making and other concepts in police practice and administration. This course will also examine the design and organization of police departments, with special emphasis on patrol techniques, investigations, and the use of force in law enforcement.

Prerequisite: CRI100

CRI325   Death Investigation I   3 Credits
This course is a study of forensic death investigations. Areas of specialized focus include the causes, manners, and mechanisms of both natural and unnatural deaths, scene investigations, pertinent legal considerations, and methods germane to equivocal death determinations.

Prerequisite: CRI330

CRI330   Criminalistics   3 Credits
This course is a study of the identification, collection, preservation, and analysis of physical criminal evidence. The course focuses on crime scene documentation, development and analysis of fingerprint evidence, blood spatter and physiological evidence, hair and fiber evidence, ballistics, fire scene evidence,

and narcotics. Scientific laboratory analysis methodology is also presented.
Prerequisite: CRI245 or LGS170 or LGS210 or LGS265

CRI365   Legal Aspects of Cyber
**   Security   3 Credits**
The course is primarily designed as a survey of the legal issues surrounding the use of the Internet. Coverage includes origins of the Internet, criminal aspects of cyberspace, tort liability, and privacy issues. The course also includes a critical examination of intellectual property, online business concerns, and child online protection.

CRI375   Terrorism   3 Credits
This course will explore the continuing phenomena of organized extremism in America and around the world. The origins of modern terrorism (international as well as domestic) will be explored. The histories, philosophies, activities, and recruiting methods and tactics of such groups will be reviewed. Methods to counter terrorism and the role of the Department of Homeland Security will also be explored.

CRI380   Psychology of the
**   Criminal   3 Credits**
This course is a study of the contribution of psychology to our understanding of criminals and their behavior. The course will analyze various types of criminals in regard to their early childhood backgrounds, traits, and characteristics (biological, sociological, and psychological) in context to a particular type of crime. Emphasis will be placed on psychopathy, sexual sadism, and mental disorders, and the appraisal of theoretical criminology in evaluation of known criminal offenders.
Prerequisite: PSY100

CRI390   Criminal Justice
**   Administration**
**   Transfer Credit   3 Credits**
This course is used only as a way to accept credit for an upper-level course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

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: CRI100

CRI420   Correctional
**   Management   3 Credits**
This course is an advanced study of correctional institutions and facilities focusing upon management, operations, and administration. This course will focus on recent research, programs, contemporary topics such as sex in prison, prison contraband markets, privatization, policy development, prison social structure, and the latest Supreme Court decisions pertaining to institutional corrections.
Prerequisite: CRI135

CRI422   Sex Crimes and
**   Rehabilitation   3 Credits**
This course is an in-depth examination of the major aspects of sexual offenses and rehabilitation theories, with an emphasis on deviance, sexual abuse, and pedophilia in relationship to the criminal offender. Students will examine and evaluate different treatment and rehabilitation strategies and their respective application to various offender profiles.
Prerequisite: CRI310 or CRI380

CRI431   Police Administration 3 Credits
This course involves a study of police management as it relates to the functions and activities of a police department. While organizational structure is examined, emphasis will be on police management and the associated contemporary theories, policy development/implementation, and community policing. This course will include an appraisal, comparison and contrast, of the management techniques and operational policies/procedures of an existing police agency.
Prerequisite: CRI321

CRI436   Security Management 3 Credits
This course explores the various aspects of the corporate security profession. Specific areas to be addressed include legal theory, standards of protection, organizational management, operational administration, technology, and investigative protocols. Subjects of special

study will include corporate espionage, risk management, threat assessment, crisis management, and professional development.
Prerequisite: HSM110

CRI445   Probation and Parole
**   Casework Management 3 Credits**
This course is an in-depth examination of the major aspects of probation and parole, with an emphasis on the techniques used to deter recidivism of the criminal offender. Emphasis of this course includes presentence investigation, rehabilitative theory, problems with parolee reintegration, and concepts of intermediate punishment.
Prerequisite: CRI225

CRI447   Forensic Photography   3 Credits
This course provides a hands-on survey of photographic and digital imaging systems utilized in forensic investigation. A course focus includes the techniques and methodology for photographic documentation of evidence for use in criminal prosecution. Emphasis will be placed on the digital logging and management of images, photography for specific types of evidence, and manipulation of imaging devices and software.
Prerequisite: LGS210

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.
Prerequisite: Completion of all lower-level program courses and student is in the last three terms of study

CRI452   Advanced Crime Scene
**   Investigation   4 Credits**
This course is an advanced study of crime scene investigation with an academic focus upon the core competencies associated with the identification, collection, preservation, and comparative examination of physical evidence or the results of scientific analyses conducted upon forensic specimens. Students will be required to work with complex scenario-based practical labs and demonstrate a thorough understanding of criminal investigation, relative bodies of law, crime scene investigation, and those procedures and practices germane to forensic criminalistics.
Prerequisite: CRI330

CRI465   Forensic Anthropology 3 Credits
This course involves the study of the scientific discipline that applies the methods of physical anthropology and archeology to the collection and analysis of legal evidence. Areas of specialized focus include the identification, excavation, and recovery of skeletonized remains at crime scenes. Additional topics subject to instruction and discussion include a comprehensive review of human osteology, skeletal trauma, and taphonomy.
Prerequisite: ALH120

CRI475   Forensic Pathology   3 Credits
This course involves a study of the branch of medicine that applies the principles and knowledge of the medical sciences to the many legal issues within the field of law. Emphasis will be placed on cause and time of death determinations, identification of unidentified deceased, evidence collection, and the documentation of contributory injuries and diseases relative to the death of the deceased.
Prerequisite: BIO100

Digital Arts

DGA100   Principles of Visual
**   Communication   3 Credits**
In this foundation course for the graphic design program, students gain an understanding of the evolution of visual communication through historical survey. Emphasis is placed on the development of visual thinking, the translation of abstract concepts into visual form, symbolism and imagery in design, and trends in design.

89

**DGA105   Elements of Graphic
              Design   3 Credits**
This course provides an overview of basic design elements used to create printed materials, including type, shape, line, negative space, and texture. Attention is also given to principles such as balance, unity, repetition, and contrast.

DGA110   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.

DGA115   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 are 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.

DGA120   Vector Graphics   3 Credits
This course is an introduction to vector graphics creation. Vector graphics are used for the creation of logos, illustrations, and print material that utilizes solid areas or a limited number of colors. This class teaches the art of logo design, illustration, and the incorporation of typography to create effective advertising materials for print and corporate identity. The class utilizes industry-standard software. Additional time outside of class is needed to complete projects.

DGA125   History of Animation   3 Credits
This course will cover the evolution of animation and the various techniques developed during the course of the century. It will document the evolution of flipbooks to three-dimensional animation. This class will explore techniques such as the use of drawn-on film, stop motion, grain animation, and Claymation. Additional time outside of class is needed to complete projects.

DGA200   Color Theory   3 Credits
This course is designed to provide students with an in-depth understanding of color and its impact on design. Special attention is given to color schemes, the psychological implications of color, and appropriate uses of color in design. Students are also exposed to differences in color production for print and web graphics. Lecture and studio techniques will be applied.
Prerequisites: DGA100 or DGA105

DGA235   Character Design   3 Credits
This course will cover character creation. It will include extensive preplanning techniques, such as brain storming, thumbnail sketches, and traditional drawing techniques. The class will transfer this process into a digital format. Concepts in this class will include design principles, such as contrast, complimentary colors, staging, and backgrounds. Characters will illustrate the ways in which character design can influence the viewer's concept of the character, personality, and role. Additional time outside of class is needed to complete projects.
Prerequisite: DGA115

DGA245   Web Design I   3 Credits
This course emphasizes basic HTML, XHTML, and Cascading Style Sheets (CSS), for Internet and Intranet web creation. Introduction to the World Wide Web Consortium (W3C) and the Internet along with the study of why we create websites, including, but not limited to, the discussion of the uses for the Internet and Intranet. The comparison and contrast of successful and unsuccessful websites is incorporated. Effective use of programming in HTML, XHTML, and debugging to create a large final project completes the course. Additional time outside of class is needed to complete projects. A grade of "C" or higher must be achieved to pass this course.

**DGA250   Digital Arts Transfer
              Credit   3 Credits**
This course is used only to accept credit for a course transferred from another college or university. No courses above the 200 level will

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

DGA260 Print Production 3 Credits
This course emphasizes the preparation of materials for print production. Specific attention is given to color separations, file formats, file sizes, fonts, and color selection. Students learn to use industry-standard software applications to prepare completed projects for printing.
Prerequisites: COM230 and DGA115

DGA270 Non-Linear Video Editing 3 Credits
This is a basic course in the techniques for audio/visual production, which enable the student to capture and store the basic elements to prepare for the production process. The class will cover the preproduction process including storyboards and shot composition. It also includes sound characteristics, acoustic principles, and basic recording techniques, as well as camcorder orientation, lighting, set-up, operation, and basic editing techniques. Additional time outside of class is needed to complete projects.
Prerequisite: DGA115

DGA280 Multimedia 3 Credits
In this course the student will delve deeper into the uses and the effects of multimedia in modern society. The combination of graphics, images, and typography will be covered. Preparation, rendering, and exportation to modern media such as the Internet and DVD are covered. Delineation of appropriate software for combination of various file formats will be covered. Additional time outside of class is needed to complete projects.
Prerequisite: DGA115

DGA300 Typography 3 Credits
This class prepares the student in identification, production, and use of typography. The student studies the classifications of fonts and font families. They study the implications and emotional responses triggered by individual fonts as well as effects of individual fonts on legibility. The students will also research issues regarding copyright and legal issues surrounding the art of typography and typesetting.

DGA305 Dimension in Design 3 Credits
This course is designed to prepare students to use two-dimensional and three-dimensional design. Students' past knowledge of proper design and layout techniques will be reinforced. The use of a variety of media devices to review areas of design such as form, space, mass, shape, texture, and color will be emphasized. This course will enable students to produce a wide range of designs, based on current media technology.
Prerequisite: Any 200-level DGA course

DGA310 Animation I 3 Credits
This course introduces those with computerized design experience and a basic concept of multimedia to electronic animation for multimedia applications, as well as an understanding of the history of animation, including the 12 Principles of Animation and the uses of animation in modern society and multimedia. Training in character design, Pose to Pose animation, timing, and story will be given with an emphasis on how animation can be created to increase the effectiveness of multimedia applications. Additional time outside of class is needed to complete projects.
Prerequisite: Any 100- or 200-level DGA course

DGA320 3-D Modeling Methods 3 Credits
This course is an introduction to 3-Dimensional modeling and its applications. Various uses for 3-Dimensional animations, such as industry and architectural design, video game development, and other potential multimedia forums will be discussed. The student will create short animations of 3-Dimensional objects including logos, buildings, characters, and landscapes. Design, modeling, texturing, and lighting of these objects in conjunction with basic animation are included as part of the course of study. Additional time outside of class will be needed to complete course projects.
Prerequisite: Any 200-level DGA course

DGA345 Web Design II 3 Credits
This course develops Internet and Intranet Webs utilizing WYSIWYG applications. The most current applications in use by the industry, such as Dreamweaver, are emphasized. Root folder development, site management and file naming conventions are heavily emphasized.

Additional time outside of class is needed to complete projects.
Prerequisite: DGA245 or TEC245

DGA350   Upper-Level Digital Arts Transfer Credit   3 Credits
This course is used only to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

DGA360   3-D Applications I   3 Credits
This course teaches the development of 3-Dimensional animations. The student will create short animations of 3-Dimensional objects such as logos, architectural structures, characters and landscapes. Design, modeling, texturing, and lighting of these objects in conjunction with basic animation are included as part of the course of study. Additional time outside of class is needed to complete projects.
Prerequisite: Any 300-level DGA course

DGA370   Visual Effects   3 Credits
This is an advanced course in the techniques associated with audio and visual production. This course will apply advanced principles of audio/visual production, including rotoscoping, special effects, and compositing. This class will also cover the theoretical aspects of the use of video as a tool for creative communication in modern society. Additional time outside of class is needed to complete projects.
Prerequisite: DGA270

DGA380   Portfolio Development 3 Credits
This class is a culmination of the student's time at Central Pennsylvania College. Students create a visual demonstration of the materials created during their education. The student will research, plan, and develop the content, layout, and format of a professional portfolio.
Prerequisite: Any 300-level DGA course

DGA400   Web Development I   3 Credits
This course studies the development of dynamic web pages in conjunction with databases. Students will learn the process of connecting a database to a front-end website utilizing open source code like PHP and MySQL and industry-standard software, such

as Dreamweaver. Additional time outside of class is needed to complete projects.
Prerequisite: DGA345 or TEC262

DGA410   Animation II   3 Credits
This course is an advanced application of the 12 principles of animation. Training in character design, shot layout, scene development, uses of sound-of-advance storyline, timing, production pipeline techniques, and file formats for output. There is strong emphasis on preproduction through the use of storyboards, including the preplanning and design of a short animation. Additional time outside of class is needed to complete projects.
Prerequisite: DGA310

DGA420   Web Development II   3 Credits
This course teaches the development of advanced dynamic web pages. The student will learn complex concepts, such as creation of a shopping cart system, including inventories, sending automatic emails, and optimizing code. Sending to and retrieving information from a database, in conjunction with obtaining user information, is practiced. Time outside of class is needed.
Prerequisite: DGA400

English

ENG015   College Writing Skills   3 Credits
This course teaches fundamental grammar, punctuation, and writing skills to under-prepared students in order to prepare students for college and professional writing. Students are placed in ENG015 based upon Compass Placement Exam test scores. A grade of a "C" or higher must be achieved to pass before enrolling in ENG100 English Composition I. See Admissions Information/Standardized Testing After Admission

ENG100   English Composition I   3 Credits
This course applies the concepts of grammar usage, sentence structure, punctuation, and appropriate informational literacy skills to the writing of paragraphs, essays, and research papers. A grade of "C" or higher must be achieved to pass this course.
Prerequisite: ENG015 or placement based upon Compass Placement Exam test scores

ENG110   Oral Communications   3 Credits
A course designed to develop effective formal and informal speaking skills as well as

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

ENG200 English Composition II   3 Credits
This course applies cognitive reasoning and written communication skills to the analysis and exposition of literary texts.
Prerequisite: ENG100

ENG215 Persuasive Speaking   3 Credits
This course will provide students with oral communications instruction specific to persuasive speaking. Emphasis is placed on creating and refining persuasive speaking techniques, researching and organizing speeches, and analyzing persuasive speeches. Substantial class time is devoted to students' own persuasive presentations.
Prerequisite: ENG100

ENG220 Business Communications   3 Credits
This course is designed to help students communicate effectively in a variety of business situations. The planning, organizing, and writing of business communications are covered, such as proposals, memos, email, reports, oral presentations, and resumes. In addition, the location and evaluation of resources to produce written work will be also covered. Students will learn to analyze business situations to determine the proper communications response in good news, bad news, and persuasive scenarios. Ethical behavior and intercultural communications are examined. The fundamentals of proper business writing, usage of grammar, format, style, and layout of business documents are presented.
Prerequisite: ENG200

ENG250 English and Literature Transfer Credit   3 Credits
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

ENG300 Creative Writing   3 Credits
An intensive writing course where students will read and analyze the works of published authors and then produce their own creative material. All creative material will be 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, fiction, and creative nonfiction.
Prerequisite: ENG200

ENG305 The Modern Short Story   3 Credits
This course will be an intensive study of modern literary short story. Students will gain an increased appreciation of the arts and an understanding of the human experience through the study of literature. Building on the foundation of literary analysis developed in English Composition II, students will write essays on numerous stories—examining theme, plot, and structure. Typical writers studied are Crane, Hemingway, Fitzgerald, Joyce, O'Connor, Cheever, and Carver.
Prerequisite: ENG200

ENG310 Selected Topics in Literature   3 Credits
The topic of this course is determined during the academic term that it is offered. This topic will relate to a specific area of literature and/or an intensive study of the life and works of one particular author. Students will use their writing and research skills to participate in this course.
Prerequisite: ENG200

ENG315 The Bible as Literature 3 Credits
This course examines the biblical text in terms of literary analysis. Specific areas of focus include prose, poetry, rhetorical devices, authorship, theme, tone, and style. Emphasis is placed on the historical context in which each book was written and the social forces impacting the style of writing during that time.
Prerequisite: ENG200

ENG320   Greek Literature   3 Credits
Students will read and analyze Ancient Greek Literature, excluding philosophy. The course will focus on Greek plays, epic poems, and other literature produced during that time period.
Prerequisite: ENG200

ENG390   Upper-Level English and Literature Transfer Credit   3 Credits
This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

ENG400   Great American Novels 3 Credits
This course is designed to expose students to traditionally defined "great works" of American Literature. Authors studied include Hemingway, Fitzgerald, Steinbeck, Salinger, and Lee. Contributions to the canon of American Literature will be discussed.
Prerequisite: ENG200

ENG405   War Literature   3 Credits
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. Students will also distinguish between the different purposes of the literature and the effect it had at the time it was written and the effect it still has today.
Prerequisite: ENG200

ENG410   American Literature 1830-1865: American Renaissance and Romanticism   3 Credits
This course is designed to acquaint students with the central texts, writers, and ideas of the American Renaissance. Writers studied defined the shape and purpose of American Literature, as it came to distinguish itself from British and other European literature.
Prerequisite: ENG200

ENG415   American Literature 1865-1900: American Realism and Naturalism   3 Credits
This course is designed to acquaint students with the central texts, writers, and ideas of American Realism & Naturalism. Writers

studied defined the shape and purpose of American Literature, as it came to distinguish itself from British and other European literature.
Prerequisites: ENG200 and any 200-level or higher history course

ENG420   American Literature 1900-1945: Literature of the Early 20th Century   3 Credits
This course is designed to acquaint students with the central texts, writers, and ideas of the early 20th Century.
Prerequisites: ENG200 and any 200-level or higher history course

Geography

GEO100   Cultural Geography   3 Credits
This fundamental course in world cultures informs students about the non-Western world, cultural differences, geographic issues, population trends, and major contributions to an interdependent global society.

GEO105   Global Geography   3 Credits
This is a basic course providing students with a broad familiarization of those areas of study defined by one or more distinctive characteristics of features as to climate, location, 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.

GEO200   Geography of the Eastern Hemisphere   3 Credits
This is an in-depth study providing the student with familiarization of those areas most visited by business persons and tourists in the Eastern Hemisphere. Particular emphasis is placed on locations, physical geography, climates, population diversity, cultures, political and religious influences, attractions, and environmental diversity.

GEO205   Geography of the Western Hemisphere   3 Credits
This is an in-depth study providing the student with familiarization of those areas most visited by business persons and tourists in the Western Hemisphere. Particular emphasis

is placed on locations, physical geography, climates, population diversity, cultures, political and religious influences, attractions, and environmental diversity.

**GEO250   Geography Transfer
                Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

History

HIS100   American Colonization 3 Credits
This course provides an introduction to the social, legal, political, and religious situations that led to the settlement of the North American continent. Examination of the economic problems and social encounters with the native population and the consequences of those interactions will be explored.

HIS105   Ancient Civilizations   3 Credits
This course provides a worldwide tour of ancient kingdoms, empires, and civilizations that influenced most of Western society today. Topics such as foundations of development, governance and political structures, trade and other economic activities, communication and interactions with others, and the collapse of the civilization will be discussed.

**HIS110   African-American
                History   3 Credits**
This course focuses on the fundamental developments of Black peoples in America including slavery and liberation. Periods such as the New Negro Movement in the 1920's to the Harlem Renaissance, Civil Rights Movement, and African-American Renaissance in the 1980's will be studied.

**HIS115   The History of the
                Computer   3 Credits**
This course provides insight into the evolution of the computer and modern technology. Subjects to be covered include pre-computer technology, the foundations for development, and the effects of the computer on trade and other economic activities, communication, and interactions.

**HIS220   American History
                1865-1940   3 Credits**
A study and analysis of life in the United States during the twentieth century, with particular attention devoted to the social, economic, technological, and political forces and changes wrought during that period. Developments among the United States' neighbors and in the international arena are also a critical part of this course.

**HIS230   American History
                Since 1941   3 Credits**
This course is a study and analysis of the history of the United States since 1941. Using a topical approach, issues such as the Cold War, the Korean Conflict, the Great Society, the Vietnam War, the Persian Gulf War, and continuing on into the issues facing the 21st Century will be studied thoroughly.

HIS250   History Transfer Credit 3 Credits
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

HIS300   Native American Tribes 3 Credits
This is primarily a reading course, which allows the students to examine the details of the lifestyles, customs, values, and fates of the labeled "Five Civilized Tribes" in the United States during the 19th and early 20th centuries. Themes of conquest, displacement, betrayal, genocide, and forced assimilation will be discussed in this course.
Prerequisite: SOC105

HIS305   History and Film   3 Credits
This course reviews and analyzes the portrayal of historical events through the use of popular films. Conducted as a survey course using historical documents and literature to focus on both the interpretation and representation of history.
Prerequisite: ENG200

**HIS310   Remember: A
                Retrospective of the
                Holocaust   3 Credits**
In this course, students explore events leading to, culminating in, and existing after the Holocaust. Topics covered include racism and anti-Semitism, a history of the Jewish people,

95

the Nazi Party's rise to power, Hitler's Final Solution, and world reaction during and after the war. Students are encouraged to discuss views, research specific areas of interest, and present findings.
Prerequisite: ENG200

HIS315   Martin Luther King   3 Credits
This course is designed to expose students to the life and times of Dr. Martin Luther King, Jr., as one of the great Americans in history. Students will view a snapshot of history gaining an understanding of the cultural, social, political, and historical aspects of the late 1960s.
Prerequisites: ENG200 and one social science course

HIS320   Military History   3 Credits
The purpose of this course is to survey and analyze military experiences from their ancient origins to present time. The primary objective is to examine the origins and nature of warfare, the ethos of the primitive and modern warrior, and the development of weapons and defenses. This course will take a close look at operational military history. This course not only takes a view of the military experience, but also examines the effect on the "ends" and "means" of warfare.
Prerequisite: Any 100-level history course

HIS325   History of Japanese Civilization   3 Credits
This course is an account of Japanese history as it focuses on its cultural developments. The course addresses the significant cultural and historical events, covering two millennia as the Japanese civilization shifted from a tribal society built on a framework of day-to-day survival to a complex political society and global economic power.
Prerequisite: HIS105

HIS330   Middle Eastern History   3 Credits
This course explores the history of the Middle East, beginning with the rise of Islam and finishing with reflection on the recent Western presence in the region. Emphasis is placed on changes in geography and government, influential leaders, the Arab struggle for independence, and the Arab-Israeli conflict.
Prerequisite: ENG100

HIS335   Presidents and First Ladies   3 Credits
This course examines the American Presidency by highlighting the significant contributions of specific Presidents and First Ladies throughout the nation's history. Emphasis is placed on the role of the President, executive powers, significant events in American history, and the role of the First Lady.
Prerequisite: ENG100

HIS340   American Civil War   3 Credits
This course examines the political, economic, social, and military aspects surrounding the American Civil War from the perspectives of both the North and South. It will examine the causes of the war and the early attempts to prevent it, the role of the press during the war, the political strategies, and military campaigns. Also covered will be the role of blacks and immigrant groups during the war. The course will contrast Presidents Abraham Lincoln and Jefferson Davis as well as Generals Ulysses S. Grant and Robert E. Lee.
Prerequisite: Any 200-level social science course

HIS345   Selected Topics in Local Pennsylvania History   3 Credits
This course will introduce students to various topics on the history, society, and culture of South Central Pennsylvania. This topical survey of local history will include readings, lectures, and out-of-class visits to local landmarks, historical sites, and museums.
Prerequisite: ENG200

HIS390   Upper-Level History Transfer Credit   3 Credits
This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

HIS400   Poverty in America   3 Credits
This course is designed to expose students to the issues of poverty in America. Topics ranging from single parenting to homelessness will be discussed. Students will also be familiarized with the changing dynamics of poverty throughout history and gain an understanding of how the Great Depression,

welfare reform, and government subsidies have impacted American history.
Prerequisites: ENG200 and one social science course

HIS405   Business History I
**   (Colonial Times –**
**   1900)   3 Credits**
This course surveys the business organizations and practices of Americans from the first settlements in the English-governed Colonies until 1900. The socio-economic and other cultural forces of the times are examined. Their impact on the business community and the business community's impact on society are analyzed.
Prerequisite: BUS100

HIS410   Business History II
**   (1900 – Present)   3 Credits**
This course surveys business organizations and business practices of Americans from the beginnings of the 20th Century to the present. The socio-economic and other cultural forces of the times are examined, including globalization. Their impact on the business community and the business community's impact on society are analyzed and assessed.
Prerequisite: BUS100

HIS415   Rise to Power: History's
**   Bad Boys   3 Credits**
This course is a seminar about the historical, political, social, economic, and cultural events that led to the advance in power of history's infamous "bad" political leaders, such as Hitler, Tito, Stalin. Students will discuss how these political leaders were able to manipulate the political system and obtain autocratic power. The course also analyzes major themes and issues that shaped contemporary Europe, from the end of the Napoleonic era to the present.
Prerequisite: Any 200-level social science or humanities course

HIS420   Europe 1815-1948   3 Credits
This course focuses on the social, political, and economic developments of the European states from the end of the French Revolution to the end of World War II.
Prerequisites: GEO200 or HIS220

HIS425   World War II   3 Credits
This class will study the causes, course, and implications of World War II, the greatest of 20th century conflicts. It will discuss most of the geographic areas involved, the major

diplomatic, political and military events, and some of the key figures of the war.
Prerequisite: Any 200-level or higher social science course

HIS430   Comparative
**   Revolutions   3 Credits**
This course will analyze the three revolutions that significantly affected world history: the American Revolution, the French Revolution, and the Russian Revolution. The course will analyze the causes of each revolution, the nature of the revolutions, and the effects of the revolutions on the native populations and the world.
Prerequisite: HIS100 or POL200 or POL225

Honors

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

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

By the beginning of the tenth week of classes, the student will have completed the project and will meet with the Academic Dean to arrange the presentation portion of the course. The presentation of the project will be made to the students, faculty, and staff of the College as well as to at least one organization or business from the local community. The project advisor then grades the project and

assigns a grade. If the project warrants a grade of 95% or better, a final, revised copy of the project is then submitted to the Academic Dean, and will be prepared for submission to become a part of the Library's permanent holdings.

If the student has maintained a GPA of at least 3.8 and receives an "A" on the project, then a Recommendation for Graduating with Honors memo is submitted by the student's degree level chair and forwarded to the Academic Dean. The process to ensure that the student graduates with honors will be coordinated by the Academic Dean and Records and Registration.

Questions about the honors process should be directed to the Academic Dean.

HON400   Honors Studies   3 Credits
The Honors Studies class is an independent study program which encourages students to explore aspects of their major beyond the required courses by working on a project approved by the advising instructor and the Academic Dean. 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 to find a faculty advisor and to develop the scope of the individual project. Completion of this course with an "A", an overall GPA of 3.8 or above, and the recommendation by their division will result in graduation with honors.
Prerequisite: Open to fourth term or above students who have attained a minimum of a 3.8 GPA and who have developed an approved research topic and plan

Homeland Security

**HSM110   Principles of Private
            Security   3 Credits**
This course is an introduction to the principles of private security, including the history and role of private security, threat assessment and security survey, and principles of physical security, including personnel security and functional area security systems.

**HSM115   Homeland Security
            Management   3 Credits**
This course will provide an introduction to homeland security management and its role in society. Students will receive an overview of the roles and duties of various Federal and State agencies in maintaining homeland security, as well as the relationship between homeland security and private security. The course also explores threats from terrorism and weapons of mass destruction and provides an overview of emergency management.

**HSM205   Fundamentals of
            Intelligence Analysis   3 Credits**
This course is an introductory study of crime and intelligence analysis, including the roles and duties of the analyst and the collection, analysis, and dissemination of information. Several common analytic techniques will be examined. Practical analytical assignments in both crime and intelligence analysis are covered.

**HSM215   Emergency
            Management   3 Credits**
This course is a study of emergency management to include the history and role of emergency management in the United States as part of homeland security. Response to natural disaster, terrorism, and other incidents will be explored, as well as the Incident Command system and interaction of all public safety organizations. The course will also cover emergency management to include the National Incident Management (NIMS) and Incident Command System (ICS) overviews and these play a large part in overall scene management.
Prerequisite: HSM115

HSM335   Business Intelligence   3 Credits
This course provides an overview of the threat to the business community from espionage and counterintelligence operations. It also covers legal issues such as the Espionage Act and the U.S. NISPOM regulations for the protection of classified information. The development of a business counterintelligence program will also be covered.
Prerequisite: HSM205

HSM345   National Intelligence   3 Credits
This course provides an overview of the national intelligence systems of the United States and other countries. It covers the role

of the intelligence community in society and its impact on current events. The course also explores the legal issues of intelligence collection and future trends.
Prerequisite: HSM205

HSM405   Criminal Intelligence
**   Analyst I   3 Credits**
This course is a study in crime and intelligence analysis, including the role and duties of the analyst, the collection, analysis, and dissemination of information, and the laws pertaining thereto. Emphasis will be placed on the criminal intelligence analyst, however, practical analytical assignments in crime and intelligence analysis will be covered.
Prerequisite: HSM205

HSM411   Criminal Intelligence
**   Analyst II   3 Credits**
This course is an advanced study in crime and intelligence analysis, including advanced analytical techniques. The course will conduct a study of crime organization. Group studies and discussion will be utilized as an introduction to the problem of domestic terrorism which will also be presented in the course.
Prerequisite: HSM405

HSM415   Threats to Homeland
**   Security   3 Credits**
This course will analyze the history and many dimensions of national security before and after 9/11. It will also provide a comprehensive and interdisciplinary critique of the concepts of threats and responses and explore the nature of various threats. The course will compare and contrast how to conduct threat assessment using the concept of threats using the included practical risk assessment tool for emergency managers. It will also look at assessing and defending against cyber-terrorism and cyber-warfare to include how information can be used as a weapon.

HSM420   Emergency
**   Management: Disaster**
**   Policy and Politics   3 Credits**
Disasters and emergencies challenge people and their governments. Burned into American psyche is how government officials performed after 9/11 terror attacks of 2001 and response to the Hurricane Katrina disaster in New Orleans in 2005. Rather than look at disasters and the response to them as unexpected events, this course will attempt to show that the response to these events is determined by public policy and analysis, organizational management, and leadership. The book is thematic, intended to guide students through a wealth of material by employing a simple analytical framework and set of themes to help students in organizing details and connecting them to larger concepts. Taken together, the framework and its concepts provide students with a way to understand disaster policy and politics. NIMS, ICS, and HAZ-Mat qualities will be featured.
Prerequisite: HSM215

HSM427   Advanced Intelligence
**   Analysis   3 Credits**
This course is an advanced study in the field of intelligence analysis, including applications in specialty topics, such as organized crime, anti-terrorism, and counter-intelligence. Previously learned analytic techniques and skills will be applied in case studies and research projects. Analytic software and other computer applications will be applied.
Prerequisite: HSM205

HSM430   Data Mining and
**   Predictive Analysis   3 Credits**
This course is an advanced study in the field of intelligence analysis, including applications in data mining as an analytical tool to predict crime trends, emerging security threats and statistical analysis of crime trends. Specialty topics, such as foreign and domestic security threats, anti-terrorism, and counter-intelligence will be featured. Previously learned analytic techniques and skills will be applied in case studies and research projects. Analytic methods using open sources of information will be featured.
Prerequisite: HSM415

Humanities

HUM105   Cultural Anthropology 3 Credits
A study of diverse cultures, past and present. This course focuses on societal structures, family patterns, political and economic relations, and the concept of religion.

HUM125   The Symbolism of
**   Numbers   3 Credits**
The symbolism of numbers encompasses the study of the meanings and symbols associated with the numbers 0 through 9. This class

includes the discussion of various cultural and societal beliefs in relationship to numbers. The ways that numbers combine literally and symbolically and the depiction of numbers in mythology are discussed.

HUM205   History of Jazz   3 Credits
This course exposes the student to the expressions of the music genre of jazz. This course traces jazz from its roots to its rise in popularity and influence on society during particular eras. Not only is the history of jazz studied, but also the birth of other types of music due to its creation. This course uses the definitive jazz history series developed by Ken Burns.

**HUM250   Humanities Transfer
                    Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

HUM300   Women in Literature   3 Credits
This course is designed to expose students to women writers, women as topics in literature, and their relationship to society. Topics to be covered include the impact of women writers, the interpretation of female characters, and an historical and sociological look at women in literature.

HUM305   Comparative Religion   3 Credits
Students take an in-depth look at the central beliefs of such major world religions as Hinduism, Buddhism, Judaism, Christianity, and Islam. The varieties of religious experience from both Eastern and Western cultural traditions are explored to determine their similarities and differences.
Prerequisites: ENG200 and one social science course

HUM310   World Mythology   3 Credits
Students engage in a cross-cultural literary exploration of the great myths of the world including creation, fertility, and hero myths. The myths will be studied as unique expressions of individual cultures and also as universal ideas. Students will gain an understanding of the importance of myth in contemporary society and the relationship between myth, religion, and culture.
Prerequisite: ENG200

**HUM315   William Shakespeare:
                    In Text and Film   3 Credits**
This course is designed to expose students to a variety of works of William Shakespeare, first through the text of the plays, and then through cinematic interpretation. Topics to be covered include the influence of Elizabeth I and Elizabethan England as a monarchal government, a study of Shakespeare's development as an author, the socio-historical impact of selected works of Shakespeare, and the modern cinematic interpretation of these selected plays.
Prerequisite: ENG200

HUM320   Computers and Society   3 Credits
Students will enhance their understanding of their social/professional environment as it is becoming rapidly altered by the utilization of computers. This course is designed to create and invoke ethical, sociological, and philosophical debates on the issue of the effects of computers in social settings. This is an open-ended discourse due to the novelty of the issue.

**HUM325   Feminism: Impact and
                    Evolution   3 Credits**
This course is designed to expose students to the Feminist Movements in American history. Topics to be covered include feminist theory, the socio-economic impact of women in American culture, and the politics of global feminism.
Prerequisite: ENG200

**HUM390   Upper-Level
                    Humanities Transfer
                    Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

HUM405   Women in the Bible   3 Credits
This course explores the role of women in biblical history from a feminist perspective. Students study specific women recorded in the Bible and analyze their experiences from both an historical and contemporary perspective. Emphasis is placed on the cultural framework of the women recorded in biblical text, interpretations of biblical women throughout

100

history, and the impact of the biblical definition of women on the role of modern woman.
Prerequisite: ENG200

HUM410   Women's Studies   3 Credits
This course focuses on the roles of women and the ways in which history and social culture shape those roles. Discussion will revolve around the construction of gender and the intersections of gender in conjunction to race, ethnicity, class, and sexuality. The course will be conducted in a seminar format and is interdisciplinary in nature.
Prerequisite: HUM105 or SOC105

Interdisciplinary Studies

IDS100   Freshman Seminar   3 Credits
This course introduces students to social issues related to their major field of study. Historical and social topics are discussed in conjunction with current events so that students gain an understanding of the development of topics within their field. It provides a foundation for research and study within their chosen field as well as an understanding of their specific degree requirements. This course is required for all traditional students.
Prerequisite: Concurrent enrollment in STS005

IDS105   College Success
**   Seminar   3 Credits**
This course introduces students to social issues related to their major field of study. Historical and social topics are discussed in conjunction with current events so that students gain an understanding of the development of topics within their field. It provides a foundation for research and study within their chosen field as well as the basis for completing their degree requirements. Special topics for students returning to higher education are also covered.
Prerequisite: Concurrent enrollment in STS005

IDS200   Consumer Protection   3 Credits
This course provides students with an understanding of the various consumer protection laws and regulations created on the federal and state level. The course will cover such areas as disclosure requirements for financial documents, the state's "Lemon Law," and Landlord-Tenant Agreements. The course will also discuss the consumer protection agencies and private organizations that consumers can use in fighting for their rights.

IDS210   Global Humanitarian
**   Studies   3 Credits**
This course combines short-term cultural immersion with a humanitarian project completed in a specified country. Prior to departure, students will be oriented to the project, the culture of the country, and any pertinent travel needs. Once there, students will complete the assigned project and any other requirements for the course. Upon their return, students will present their experiences to members of the College community.
Prerequisites: Any social or behavioral science course and 12 earned credits

IDS299   CE Capstone
**   Course for the**
**   Associate Degree   4 Credits**
The CE capstone course for the associate degree is designed to assess cognitive, affective, and psychomotor learning that requires the command, analysis, and synthesis of knowledge and skills. The course integrates coursework, knowledge, skills, and experiential learning to enable the student to demonstrate his/her level of achievement for entry into a new field or advancement in the current field. This is a self-directed, integrated learning opportunity that is the summation of the student's academic and hands-on learning experiences at the associate degree level.
Prerequisite: Satisfactory completion of all courses and requirements for the associate degree and status as a Continuing Education student

IDS300   Text and Film   3 Credits
In this course, students will examine major literary works and their film adaptations. This course requires reading and film viewing in addition to discussion and writing. Specific topics will vary by instructor.
Prerequisite: ENG200

IDS305   Selected Topics in Film 3 Credits
The topic of this course is determined during the academic term that it is offered. This topic will relate to a specific area of filmmaking and/or appreciation. Students will use their writing and research skills, along with their knowledge of mass media, to participate in this course. Directorial filmographies or selected genres will be the focus of this course.
Prerequisite: ENG200

IDS310   Superstitions and
**   Urban Legends   3 Credits**
This course is an exploration of folklore, urban
legends, tall tales and superstitions, and their
effects upon American culture. Students will
discover recurring themes, as well as explore
their cultural meanings and interpretations.
*Prerequisite: Any lower-level social science or humanities
course*

Immersion

The Immersion Program
The Immersion Program takes place each year
and is coordinated by the International Studies
Program Director. Students travel abroad for
one term, earning credit and expanding their
experiences.

While registered for IDS315 Global
Cultural Study, students travel abroad,
participate in cultural activities, and attend
class. Immersion locations vary from year to
year and have pre- and post-trip assignments
associated with them. The Immersion
Program is open to all majors and involves an
application and an interview. The program is
selective, as each trip has a limited number of
seats available.

Questions about the Immersion Program
should be directed to Academic Affairs.

IDS315   Global Cultural Study   9 Credits
This course combines and in-depth study
of cultural and gendered responses to
economic globalization. Topics include
culture and security, identity politics, clashes
of and accommodations among civilizations,
modernity, and post-modernity. A sociological
and cultural analysis of the background
and contemporary customs of the people
of the country is studied on location with
special attention paid to the problems of
modernization and culture change.
*Prerequisites: BUS260 or any social or behavioral science
course plus 21 earned credits*

IDS320   Haunted Pennsylvania   3 Credits
In Pennsylvania alone, there are over a hundred
proclaimed haunted sites. These suspected
"ghosts" roam freely as they haunt colleges,
battlefields, hotels, government buildings,
private homes, and even churches. Students in
this course will assume the role of the "spirit-

hunter" and discuss these mysterious sightings
and numerous unexplained occurrences
Prerequisite: Any social science course

IDS325   Nature of Leadership   3 Credits
This course focuses on leadership development,
individual and group motivation strategies,
personal leadership style and adaptation,
impacts of power, and effective conflict
resolution. It allows the student to view
leadership from a personal aspect and examine
the "essence of leadership". Leadership will
be illustrated as combination of leaders,
followers, and their situation with emphasis on
followership. Each student will demonstrate
the application of evaluating leadership,
ethical behavior, and organizational skills they
have personally experienced from a follower
standpoint.
Prerequisite: PHI105

IDS330   Global Conflict   3 Credits
This course investigates specific conflicts
around the world and the cultural, social,
economic, and political forces that led to
those conflicts. Students will analyze these
situations and draw conclusions about the
nature of conflict in both an historical and
modern context.
Prerequisite: ENG100

IDS390   Upper-Level Special
**   Topics Transfer**
**   Credit   3 Credits**
This course is used only as a way to accept
credit for a course transferred from another
college or university. No courses below the
300 level will be accepted. This course is only
available when the student has taken a class
not offered by Central Penn.

IDS400   Topics in
**   Multiculturalism   3 Credits**
An interdisciplinary investigation of the
multicultural experiences in the United States.
This course examines the many concepts of
diversity on various instructor-driven topics
such as race and ethnicity, gender, sexual
orientation, and religion. These are based
on their influence among the social sciences,
humanities, fine arts and other career and
academic fields.
*Prerequisites: Any 200-level or higher sociology, history,
or humanities course and ENG200*

**IDS405   Independent Study in
           Special Topics   3 Credits**
This course provides students an opportunity to develop an individualized study plan on a specific theme, topic or innovative area of their interest within their own program of study. With guidance from a faculty sponsor the student will develop a course outline and completion plan. A grade of "C" is required to pass this course.
Prerequisite: Advanced permission of the Academic Dean

**IDS410   "Gumshoes": The
           Detective Stories   3 Credits**
This course is an in-depth study of the classical, modern, and post-modern detective genre and its transition from written literature to film. Students will examine the origins of the mystery and detective fiction, as well as the effects upon issues of class, gender, crime, and justice.
Prerequisite: ENG200

**IDS498   Capstone Seminar:
           The Art of
           Negotiation   1 Credit**
This course is a one credit seminar designed to analyze theories of interpersonal and organizational conflict and its resolution as applied to personal and professional surroundings. Students will access their own styles, skills, and values as well as develop techniques to resolve both personal and professional disputes and conflict in order to achieve objectives.
Prerequisite: Senior Status

**IDS499   CE Capstone
           Course for the
           Bachelor Degree   4 Credits**
The CE capstone course for the bachelor degree is designed to assess cognitive, affective, and psychomotor learning that requires the command, analysis, and synthesis of knowledge and skills. The course integrates coursework, knowledge, skills, and experiential learning to enable the student to demonstrate his/her level of achievement for entry into a new field or advancement in the current field. This is a self-directed, integrated learning opportunity that is the summation of the student's academic and hands-on learning experiences at the bachelor degree level.
Prerequisite: Satisfactory completion of all courses and requirements for the bachelor degree and status as a Continuing Education student

Internships

**INT299   Associate Degree
           Internship   3 Credits**
The internship experience at Central Penn includes an on-the-job educational experience. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment.
Prerequisite: Successful completion of course requirements for the associate degree, including STS300 Job Pursuit Seminar

**INT498   Washington Institute
           Internship   11 Credits**
The Washington Institute Internship experience is offered at Central Pennsylvania College through an articulation agreement between the two institutions. The program is performed in Washington D.C. and students pick from one of four programs: Capital Experience, Embassy and Diplomatic Scholars, International Business School (IBS), or Go Green (Environmental). This highly competitive structured program includes an on-the-job educational experience coupled with two academic courses/seminars in theory and practice. This hands-on opportunity allows students to apply, analyze, synthesize, and evaluate the knowledge and skills learned in the classroom to the working environment of our national government. It is applicable to all major fields of study.
Prerequisite: Students must have a 3.0 cumulative grade point average. Students must also make application to the institute and will be accepted based upon the institute's acceptance criteria. Permission of the Academic Dean is required.

**INT499   Bachelor Degree
           Internship   3 Credits**
The internship experience at Central Penn includes an on-the-job educational experience. This hands-on opportunity allows students to apply, analyze, synthesize, and evaluate the knowledge and skills learned in the classroom to the working environment.
Prerequisite: Successful completion of course requirements for the bachelor degree, including STS300 Job Pursuit Seminar

Course Descriptions

Leadership

The Craiger C. Parker Leadership Development Program

Leadership Development Program Description

The Central Pennsylvania College Craiger C. Parker Leadership Development Program is open to degree-level students from every major. The program aims to enhance the student's major field of study. The courses are a compilation of interdisciplinary topics helping students to understand the connection between the leadership process and organizations. The program, and courses, constantly challenges students to strengthen their values, ethics, and integrity that are vital components of leadership skills. The Leadership Development Program contains coursework designed to provide students a solid base in sculpting their leadership knowledge, skills, and abilities. It aids in preparing them for leadership roles both here on campus and within the chosen career field. Students will sharpen their analytical and problem-solving skills through real world application of researched based theory. Since this is interdisciplinary program, students will gain an understanding of the role leadership development plays in the private, public, non-profit and community arenas. The overall goal of the program is to produce future leaders that our workforce is seeking.

LDS400   Leadership Project   3 Credits
The Leadership Project is an individual project developed and implemented by the student to show his or her understanding of leadership and ability to lead others. While the specific nature of the project is open and should meet the student's interests and goals, it must demonstrate the student's ability to lead others and to serve as example for others. The project should also embody the core values of the college. The student then makes a presentation based on his or her project to the campus community and any relevant organizations.
Prerequisite: Open to students completing both pre-selected courses and additional criteria requirements for advanced level designation regarding the Craiger C. Parker Leadership Development Program. Permission of the Academic Dean is required.

Leadership Development Program Coursework

Students participating in The Craiger C. Parker Leadership Development program must follow the required guidelines provided by the Leadership Development Program Planning Section provided in the back of this catalog.

Legal Studies/Paralegal

LGS110   Foundations in Law   3 Credits
This course introduces students to the legal system and the legal profession. Students will be introduced to the practical and ethical aspects of the practice of law, including proper legal writing style and basic legal terminology.

LGS130   Principles of Legal Research   3 Credits
This course focuses on citing the law and case briefing. Students will learn how to read and analyze case law and summarize it into a concise case brief. Citation forms of all types of law will be covered in accordance with Uniform System of Citations (Bluebook) cite formats. Given a citation, students will learn how to quote the law and find legal material in a law library.

LGS135   Legal Research and Writing I   3 Credits
This course is designed to introduce paralegals to the formal aspects of legal research and writing. Students will learn how to locate answers to legal questions from a number of sources. This course is a highly individualized course that gives the students an opportunity to develop critical thinking skills and legal analysis by completing basic writing assignments incorporating their legal research. Students will be introduced to the CD-ROM library and to WESTLAW, a computer-assisted legal research system. A grade of "C" or better is required to pass this course.
Prerequisite: LGS130

LGS140   Civil Litigation I   3 Credits
This course involves the study of civil procedure in the state and federal courts, with a particular emphasis on state court procedures and the function of the legal practitioner within the litigation process. The students learn to apply rules of procedure to fact situations by drafting pleadings and motions relating to pleadings.

A minimum grade of "C" must be attained in this course to receive a passing grade.

LGS160   Wills and Probate   3 Credits
This course introduces the student to the basic concepts of wills and estates. Inheritance, will drafting, and estate administration are explored through the preparation of documents, including wills, inventories, applications for letters, tax returns, proposed distributions, and a first and final accounting.

LGS170   Criminal Procedure   3 Credits
This course explores the constitution and practical limitations placed on criminal law enforcement and prosecutorial functions such as arrests, steps, 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.

LGS180   Historical Perspectives
of the Constitution   3 Credits
This course provides students with a basic understanding of the constitutional framework and the history and evolution of the fundamental principles guaranteed to every U.S. citizen. This course includes the discussion of the articles and amendments to the U.S. Constitution. Emphasis is placed on the structure of the government and the Bill of Rights.

LGS190   Family Law   3 Credits
This course introduces the student to the various areas of domestic relations law, including marriage, annulment, divorce, custody, support, and adoption. Emphasis is placed on the preparation of pleadings and other filings involved in these matters and the procedural rules that affect such proceedings.

LGS200   Contracts   3 Credits
The course introduces the student to contract law through a detailed study of the elements of a legally binding contract, rights and obligations arising from contracts, remedies for breach, and the termination of contractual agreements. The course also covers Article II of the Uniform Commercial Code as it concerns sales of goods, passage of title, and warranties in sales contracts.

LGS210   Evidence   3 Credits
This course introduces the student to considerations which determine the admissibility, credibility, and effectiveness of trial evidence. The rules of evidence relating to competence, authenticity, relevance, and hearsay are explored, along with privilege, the exclusionary rule, the examination of witnesses, and trial procedures affecting admissibility.

LGS217   Employment Law   3 Credits
This course instructs the student in the law governing the employer/employee relationship, including compensation and benefits, discrimination, performance evaluations, workplace safety, privacy issues such as drug testing and immigration issues.

LGS220   Torts   3 Credits
This course introduces the students to the principles of tort law, including the legal elements and practical concerns involved in the areas of intentional torts, negligence, strict liability, and product liability.

LGS225   Political Assassinations 3 Credits
This course will explore the precedents, purposes, and methods of political assassinations in the United States. The course will also address the social, political, and historical consequences of assassination.

LGS230   Civil Litigation II   3 Credits
In this course students focus on the role of the paralegal in the discovery, trial, and post-trial phases of state and federal civil litigation. It provides an overview of the litigation process with an emphasis on the application of rules of procedure and the drafting of documents relating to discovery, trial preparation, trial, and appeal. This course requires a "C" or better to pass.
Prerequisite: LGS140

LGS245   Organized Crime   3 Credits
This course will trace the development of organized crime in the United States from its European origins. The course will also examine the effect of organized crime on society and efforts of law enforcement to curtail it.

LGS250   Business Law   3 Credits
The course is designed as a basic introduction to law and the legal system for the non-legal major. Students will learn about the federal and state court systems and various substantive

areas of law including contracts, business organization, bankruptcy, wills and estates, torts, and real property. Emphasis is placed on the practical aspects of the law and its relation to personal and business transactions.

LGS260   Administrative Law   3 Credits
This course involves a series of lectures and problems on the interpretation and use of federal administrative and statutory material in legal problem-solving. The course will cover the powers granted to agencies and controls placed upon the agencies.

LGS265   Criminal Law   3 Credits
This course provides instruction in all aspects of criminal law, including elements of common law crimes, the Pennsylvania Crimes Code, and constitutional provisions affecting the criminal process. The course focuses on principles of criminal liability, including the elements of crimes, justifications and excuses for crimes, and methods of interpreting and applying provisions of the Pennsylvania Crimes Code.

LGS270   Business Organizations 3 Credits
The course includes a survey of the fundamental principles of law applicable to corporations, partnerships, and other business organizations with regard to formation, operation, and dissolution. Also included is a segment on government regulation of business organizations, especially, corporations and the related regulatory agencies of the government.

LGS275   Bankruptcy Law   3 Credits
This course surveys bankruptcy law, including the preparation and filing of bankruptcy petitions and schedules, creditor rights and obligations, adversarial proceedings, and discharge. The course emphasizes procedure and practice and the role of the legal professional in representing both debtors and creditors in bankruptcy proceedings.

**LGS280   Legal Research and
             Writing II   3 Credits**
Building on the skills developed in Legal Research & Writing I, students will complete increasingly complex drills using both print and computerized research. An emphasis is placed on the development of critical thinking skills and legal analysis. In addition to other documents, students will learn how to draft a legal memorandum the form and content of which is expected to be of the quality found

in a legal office. This course requires a "C" or better in oral and written course work and as a minimum grade to pass this course.
Prerequisite: LGS135

LGS285   Legal Seminar   3 Credits
This course is a collection of lectures and skill-training that prepares legal students for finding and working at their internship sites. In addition, each student is required to submit a seminar paper on an approved topic and lead the class in a discussion of same. Students will also cover medical terminology and its use in medical records and reports. A minimum grade of "C" must be attained in this course to receive a passing grade.
Prerequisite: Fifth term status

**LGS290   Fundamentals of Real
             Estate Law   3 Credits**
This course surveys the concepts and terminology of real estate transactions, including the mechanics of title searching, conversion of survey descriptions into legal descriptions, and the preparation of deeds, mortgages, settlement sheets, and disclosure statements. The course includes instruction on property rights and the means, methods, and laws that govern the conveyance of these rights.

**LGS299   Internship for
             Paralegals   3 Credits**
The internship experience at Central Penn utilizes the vital aspects of education to ensure success in employment. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment.
Prerequisite: Satisfactory completion of all courses and requirements of the Paralegal program and STS300 Job Pursuit Seminar

LGS310   Legal Communications 3 Credits
This course involves a comprehensive study of legal writing with an emphasis on skills in writing legal correspondence, documents, and memoranda. The course is designed to develop the ability to communicate clearly and effectively with the client, the attorney, and the court. A grade of "C" or higher must be achieved to pass this course.
Prerequisite: LGS130

**LGS340　Advanced Legal
　　　　　Research and Writing　3 Credits**
This course provides intensive hands-on instruction in the preparation of complex, research-based legal documents. Emphasis is placed on formulating research strategies using multiple resources and the synthesis of case and statutory law to resolve legal issues and on presenting legal issues, principles, and conclusions in a coherent, clear, and professional manner. This course requires a grade of "C" or better to pass.
Prerequisite: LGS280

**LGS370　Alternative Dispute
　　　　　Resolution　　　　3 Credits**
The course teaches students basic conflict principles and the various types of dispute resolution methods that are used in a wide variety of professions and industries to avoid litigation in court. The course covers the basic principles underlying conflicts, the strengths and weaknesses of various Alternative Dispute Resolution (ADR) methods, how ADR methods operate and interact, and what types of results can realistically be expected from ADR.
Prerequisite: Any 200-level social or behavioral science course or LGS140 or LGS190

**LGS400　Advanced Criminal
　　　　　Procedure　　　　3 Credits**
Students will analyze advanced Constitutional concepts affecting the criminal investigation and trial process, including interrogation, arrest, and trial procedures. Emphasis will be placed on recent legislation that affects practical due process concerns in the 21st century.
Prerequisite: LGS170

**LGS410　Advanced
　　　　　Constitutional Law　3 Credits**
The course is the forum for in-depth study of selected topics in Constitutional Law. The course is designed to build on principles learned in the Historical Perspectives of the Constitution. Topics include the origins of the Constitution, selection of the Supreme Court Justices, issues of inequality under the law, and privacy interests.
Prerequisite: LGS180

**LGS415　Advanced Alternative
　　　　　Dispute Resolution　3 Credits**
This course builds upon the learning and skills developed in LGS370 Alternative Dispute Resolutions by providing focused and intensive hands-on training in the areas of mediation and adjudicative dispute resolution. Competing mediation philosophies and techniques are explored, along with various procedural options for the conduct and outcome of arbitration.
Prerequisite: LGS370

**LGS420　Advanced Criminal
　　　　　Law　　　　　　3 Credits**
This course builds on legal concepts learned in LGS265 Criminal Law and offers students the chance to engage in the in-depth study of various criminal issues. Topics of study include terrorism, international law, and corporate criminality.
Prerequisite: LGS265

**LGS499　Internship for Legal
　　　　　Studies　　　　　3 Credits**
The internship experience at Central Penn utilizes the vital aspects of education to ensure success in employment. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment.
Prerequisites: Satisfactory completion of all courses and requirements of the Legal Studies program and STS300 Job Pursuit Seminar

Language

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.

**LNG200　Conversational
　　　　　Spanish II　　　　3 Credits**
This course builds on the student's basic understanding of Spanish. Students further their ability to understand others and to make themselves understood using the Spanish language. Practical exercises and activities specifically geared toward "real life" scenarios are used.
Prerequisite: LNG100

**LNG300   Conversational
                 Spanish III   3 Credits**
This course builds on the student's intermediate understanding of Spanish. Students further their ability to communicate using the Spanish language. Practical applications are used to reinforce and enhance comprehension.
Prerequisite: LNG200

**LNG390   Upper-Level Language
                 Transfer Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

Mathematics

MTH010   Basic Algebra   3 Credits
This is a remedial course in algebra using basic algebraic operations and problem solving. Topics such as set theory, algebraic operations, exponents, radicals, higher-degree equations, quadratic equations and expressions, and graphing are covered. See Admissions Information/Standardized Testing After Admission.

**MTH101   College Business
                 Mathematics   3 Credits**
This course is designed to give the student an understanding and application of mathematic concepts used in business activities such as: banking, payroll, buying and selling, interest computations, taxes, depreciation, financial statements, and statistics. The student will review basic math skills as well as gain an understanding of the mathematical knowledge and skills needed for business.

MTH105   College Algebra   3 Credits
This course provides a solid foundation of algebraic functions, including the following topics: equations, inequalities and problem solving, functions, and solving systems of equations.
Prerequisite: MTH010 or advanced placement

**MTH110   Profitable
                 Merchandising   3 Credits**
Designed to meet the needs of retail management students, this course provides common math problems faced by salespeople,

mid-management personnel, and business owners.

MTH120   Pre-Calculus   3 Credits
This course is a conceptual course with problem-solving rather than mathematical theory with emphasis on the meaningful development toward the application of mathematics to the solutions of realistic problems. Topics include graphs and functions, exponential and logarithmic systems, trigonometric functions, trigonometric identities and conditional equations, systems of equations and inequalities, matrices and determinants, sequences and series, and basic analytic geometry.
Prerequisite: MTH105

MTH200   Statistics   3 Credits
This course is designed to develop a familiarity with the use of statistics for making business decisions. Topics covered include frequency distributions, measures of central tendency, probability, various distributions, statistical decision-making, testing hypotheses, estimating and linear correlation and regression.
Prerequisite: MTH010 or advanced placement

MTH215   Symbolic Logic   3 Credits
Students are introduced to the basic elements of symbolic logic including the languages of propositional and predicate logic. These are then developed into formal systems and used to evaluate arguments translated into these languages.

MTH220   Calculus   3 Credits
This course introduces the concept of the derivative, integration of algebraic, trigonometric, and transcendental functions. These concepts are then utilized in business and economic applications.
Prerequisite: MTH120

MTH225   The Geometry of Art   3 Credits
The Geometry of Art is the study of the ancient techniques used by master painters to divide and analyze the pictorial space of artwork, including paintings, architecture, and sculpture. The study of composition and the placement of the important figures and symbols are mapped using a ruler, a compass, and vellum. Depiction of the golden section, root rectangles, and mandalas are drawn and practiced as hands-on learning.

MTH230   Discrete Math   3 Credits
This course focuses on the language and methods of reasoning used throughout mathematics, computer science, and selected topics in discrete mathematics. Students will use the principles of mathematical induction and basic notions such as divisibility, prime and common divisors, linear combination, and the Euclidean algorithm.

MTH250   Math Transfer Credit   3 Credits
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

MTH310   Probability   3 Credits
This course is an introduction to the principles and laws of probability. It presents an overview of probability and the treatment ideas and techniques necessary for a firm understanding of the subject. It is aimed at giving the student a thorough understanding of the concepts of probability, random variables, and distributions that are oriented towards applications in the social sciences.
Prerequisite: MTH105

MTH390   Upper-Level
Mathematics Transfer
Credit   3 Credits
This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

MTH405   Game Theory and
Decision-Making   3 Credits
This course is an exploration of the history, theoretical foundations, and applications of game theory. Students will cover the essential concepts of game theory and relevant strategies for decision-making in a variety of situations. Emphasis is placed on understanding the prisoner's dilemma and the study of how competitors act, react, and interact in pursuit of their own self-interest.
Prerequisites: ENG200 and MTH105

Office Administration

OFA010   Fundamentals of
Document Production   3 Credits
This course provides skill in touch-key typing and speed in preparing business letters, administrative communications, tables, reports, business forms, and employment-related activities.

OFA105   Word Processing   3 Credits
Students gain an understanding of word/information processing by completing simulated word processing assignments, which provide intensive practice in the office applications of word processing equipment. There is a strong emphasis on proofreading and English skills. Students will be taught basic directory components as well as basic operation commands for accessing and using a network system and its software.

OFA110   Notehand I   3 Credits
Introduces basic principles of alphabetic shorthand theory and lays the foundation for a notehand vocabulary and speed in taking dictation. The first phases of transcription are introduced.

OFA210   Notehand II   3 Credits
Students are trained to take dictation at increasing rates of speed and to transcribe into mailable copy.
Prerequisite: OFA110

OFA215   Advanced Word
Processing   3 Credits
Students learn the advanced functions of Microsoft Word. Word processing software is utilized to produce professional-quality documents and newsletters. Students produce a professional portfolio that highlights their word processing accomplishments for use in their job search.
Prerequisite: OFA105

OFA240   Document Production   3 Credits
The focus of this course is the efficient production of manuscripts, correspondence, tables, and other miscellaneous materials, including business forms, mass mailings, and executive and legal projects, through more complex problem work, technique refinement, and high speed goals on straight copy.
Prerequisite: OFA010 or pass waiver exam for OFA010

OFA260   Machine Transcription 3 Credits
This course combines the skills of transcription, keyboarding, and communications into a single unified process that will enable the student to work efficiently and comfortably under office conditions. Its focus is the end product of all secretarial training — the mailable letter.
Prerequisites: ENG100 and OFA010 or pass waiver exam for OFA010.

OFA280   Administrative Office
                 Procedures   3 Credits
This course emphasizes procedures and management skills for the automated office, specifically, time management, records management, mail management, business meeting and travel arrangements, reprographics, and office ethics.
Prerequisite: OFA105

Physical Development

PED100   Defensive Tactics/
                 Fundamental
                 Marksmanship   3 Credits
This course provides instruction in the use of force for self-defense and fundamental principles of handgun marksmanship. Specific topics covered will include, in part: legal theory, an orientation to unarmed defensive techniques; tactical application of impact instruments; physical and mechanical restraints; firearm safety, nomenclature and marksmanship skills.

PED105   Yoga   3 Credits
Yoga is the ancient practice of physical poses (asanas), breathing techniques (pranayama), and meditation. Students will learn the history of yoga and the philosophy behind it. They will then be introduced to various asanas, pranayama, and meditation techniques. Emphasis will be placed on incorporating yoga into one's life as a way to reduce stress and promote a healthy mind and body.

Philosophy

PHI105   Ethics   3 Credits
This course is an introduction to the concepts, principles, and theories involved in ethics. Emphasis is placed on the development of critical thinking skills as they apply to contemporary moral problems such as pornography, euthanasia, hate speech, the death penalty, and our obligation to others.

PHI110   Political Philosophy   3 Credits
Political philosophy is a branch of philosophy devoted to assessing the authority, legitimacy, and justification of various kinds of political arrangements. In this course, students will become thoroughly familiar with major themes in political philosophy. The aim of this course is to enable students to become familiar with the general themes of political thought.

PHI250   Philosophy Transfer
                 Credit   3 Credits
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

PHI300   Critical Thinking   3 Credits
Students learn to think clearly by examining the principles of proper reasoning. Practice in spotting fallacious arguments and misleading ploys increases the student's powers of writing, speaking, and critical thinking.
Prerequisite: ENG200

PHI305   Problems of Philosophy 3 Credits
Building on the foundation understanding of the philosophical study of ethics, students are introduced to the key problems of philosophy through the works of prominent philosophers such as Plato, Aristotle, Descartes, and Kant. Emphasis is placed on philosophical discussions of the nature of reality, the meaning of life, and the problem of certainty in a world of change.
Prerequisites: ENG200 and PHI105

PHI310   Death and Dying   3 Credits
This is a philosophical approach to the inevitability of death. Students will explore the view of death and dying held by the world's major belief systems. Readings will be drawn from philosophy, science, religion, and literature.
Prerequisite: ALH255 or PHI105

PHI315   Business Philosophy   3 Credits
This course will explore the relevancy of philosophy to modern business practices. Going beyond business ethics, students will apply philosophical methods and theories

to the problem of "Corporate Excellence." Using the topics of Truth, Beauty, Goodness, and Unity, students will discuss current business and economic problems and develop an understanding of what it means for a business to be both financially successful and a contributing part of society.
Prerequisite: BUS230

PHI320   Greek Philosophy   3 Credits
In this course we will consider the answers that several ancient philosophers gave to many metaphysical questions such as: What is the nature of the cosmos? What are the things that exist, and how many of them are there? How do objects get the properties that they appear to have? How is change possible? Students will examine the views of the pre-Socratics Thales, Anaximader, Anaximenes, Pythagoras, Heraclitus, Parmenides, Zeno, and Empedocles, as well as consider an in-depth reading of Plato and Aristotle.

PHI405   The Meaning of Life   3 Credits
This course is an exploration, on a personal level, of the quest to find meaning, significance, and purpose in life. Through selected readings from philosophy, mythology, literature, and science, students will examine the views of others and then discuss how these may be interpreted and incorporated into their own lives. Students will evaluate their beliefs and values with the goal of working towards discovering how to lead a meaningful life.
Prerequisites: ENG200

PHI410   The Philosophy of War 3 Credits
The objective of the course is to provide the student with a factual, conceptual, and analytical framework for understanding the impact of military conflicts. During this history seminar, the student will examine a number of philosophical issues that arise regarding the conduct of warfare.
Prerequisite: Any 200-level philosophy or history course

PHI415   Objectivism   3 Credits
This course explores the philosophy of Objectivism, from its position on metaphysics and epistemology to the theories on laissez-faire capitalism and the proper function of government in a free society.
Prerequisite: PHI105

Political Science

POL200   The Origins of Modern
**   Civil Liberties   3 Credits**
This course will trace the development of civil liberties in America. The course will consider several major topics including the Constitution and Bill of Rights, the Civil War, Reconstruction and key court opinions. Other topics include race and gender discrimination and sexual harassment. Emphasis will be on the historical context which gave rise to modern civil liberties and civil rights.

POL210   World Politics   3 Credits
Provides a survey of world politics by examining traditional and contemporary issues and their impact on people and nations. Debates and discussions are used to cover controversial material and stimulate critical thinking. Coverage will include various cultures and non-democratic political systems.

POL225   Congress and the
**   American Presidency   3 Credits**
This is an advanced political science course that examines the changing power relationship between Congress and the American Presidency. The course will look at the traditional powers the legislative and the executive branch enjoy and how the relationship between the two branches of government has shifted over the years.

POL250   Political Science
**   Transfer Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

POL305   Running for President   3 Credits
This course provides insight into how the American people elect the President of the United States. Subjects to be covered include how the process has changed throughout the years, the Electoral College, the emergence of primaries, the lessening importance of conventions, third-party and independent candidates, campaign commercials and the media, and how technology has influenced the election process.
Prerequisite: Any 100-level social science course

POL310   Public Policy   3 Credits
The course is the study of the governmental decision-making processes based on the administration of the political agenda. The connection of public policy to the legislative and electoral process will be discussed.
Prerequisite: PHI110

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: POL225

POL325   Conflicts in American
**   Government   3 Credits**
This course is an analysis of the decision-making structure and processes of American national government. Discussion will include the role of political parties and interest groups and the formation of public policy. Controversies of select public policies such as: foreign policy, defense, health and welfare, civil liberties, and civil rights will be analyzed.
Prerequisite: Any political science course

POL390   Upper-Level Political
**   Science Transfer Credit 3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

POL400   Model United Nations 3 Credits
Model United Nations simulates the actual policies and procedures of the United Nations. Students will discuss current world issues including, human rights, refugee treatment, crime prevention, drug trafficking, and economic development. Once the Model United Nations simulation begins, students are no longer an individual student — but the representative of a United Nations country.
Prerequisite: BUS260 or POL200

Psychology

PSY100   Psychology   3 Credits
This course is designed to be a broad survey to expose students to the major areas of psychology and to foster a basic understanding of the concepts and vocabulary of the study. Topics to be covered include psychology as a science, maturation and development, intelligence, perception, learning, personality, and abnormal psychology.

PSY105   Child Growth and
**   Development   3 Credits**
A study of childhood development from the prenatal period through adolescence. The practical aspects of child rearing are stressed. Special emphasis is placed on normal physical, social, and psychosocial growth so the student can recognize normal development as well as deviations from the normal.

PSY210   Medical Psychology   3 Credits
In this course, the student studies the behavioral and psychological factors associated with medical illness, pain, and disability. Emphasis is placed on the psychological adjustment of an individual and the family to the changes in lifestyle that come about because of medical illness/disability. Methods used to motivate and impact behavior change in the treatment of these individuals are also emphasized.
Prerequisite: PSY100

PSY250   Psychology Transfer
**   Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

PSY305   The Nature of
**   Consciousness   3 Credits**
A scientific exploration of the latest theories about the nature of human consciousness. Students will explore the biological, psychological, and social mechanisms that influence and create human consciousness. Special attention is paid to emotions, intention, and proprioception.
Prerequisite: PSY100

**PSY390   Upper-Level
            Psychology Transfer
            Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

PSY400   Forensic Psychology   3 Credits
This course explores the interface between psychology and the law with an emphasis on the relationship between psychological factors evaluations and their use in legal contexts. Areas to be discussed will include profiling, methods of psychological evaluation, risk assessment, criminal competencies, insanity, psychopathy, rights of children and adolescents, and juvenile justice.
Prerequisites: ENG200 and one social science course

**PSY410   Personality and
            Behavior Traits   3 Credits**
This course is designed to introduce students to the complexity of the human personality. The study includes an overview of theories in relations to human evolution, biological traits, social construction, and institutions based on research and limitations.
Prerequisite: PSY100

PSY420   Abnormal Psychology   3 Credits
This course presents students with a framework of definitions, descriptions, assessments, and treatments of human disorders. A combination of theory, research, and illustrative case and film study is used to present the course material.
Prerequisite: BIO105 or PSY100

Physical Therapist Assistant

**PTA100   Fundamentals of
            Physical Therapy   2 Credits**
Fundamentals of Physical Therapy develop in the student an understanding of the concepts and scope of physical therapy and its relationship to other health care professions. The role of the physical therapist, physical therapist assistant, and the physical therapy aide are discussed with emphasis on supervisory relationship, professional ethics, and special terminology used in rehabilitation. Conditions treated and procedures used are covered.

**PTA155   Physical Therapist
            Assistant Procedures   3 Credits**
This course covers many of the basic duties of the physical therapist assistant. The course will discuss finance as related to healthcare as well as documentation, transfers, gait sequence, assistive devices, gait training, prosthetic devices and training, introduction to goniometry, and massage.
Prerequisite: PTA100

PTA235   Modalities   4 Credits
This course provides the student with an understanding of the basic physical therapy modalities, including indications/contraindications, patient preparation, and documentation. Emphasis will be placed on practical application and skill development. Successful completion of competency evaluations is required for the course.
Prerequisites: ALH120, ALH120L, ALH145, and PTA155

PTA245   Applied Kinesiology   4 Credits
This course provides the student with an in-depth study of the structure and function of the musculoskeletal system. The student will learn normal joint structure and function, muscle function specific to each joint, and abnormal joint function. The laboratory portion of this course concentrates on the principles of physical joint assessment including surface anatomy palpation, a review of goniometry, and instruction in manual muscle testing.
Prerequisites: ALH120, ALH120L, PTA100, and PTA155

PTA255   Therapeutic Exercise   4 Credits
This course provides to the physical therapist assistant student an understanding of the basic principles of therapeutic exercise including the use of exercise equipment, development of skill in the application and instruction of exercise, and the indications, contraindications, and precautions for exercise prescription. This course also covers exercise and manual techniques for pulmonary physical therapy, the obstetric patient, and treatment of lymphedema.
Prerequisites: PTA235 and PTA245

**PTA265   Neurological
            Rehabilitation   4 Credits**
This is a comprehensive course that provides the physical therapist assistant student with an understanding of the basic principles

of 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.
Prerequisites: ALH230 and PTA255, or concurrent with PTA255

PTA298   Physical Therapist Assistant Clinical Practice   2 Credits
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.
Prerequisites: PTA235 or PTA245

PTA299   Internship for Physical Therapist Assistant   3 Credits
The internship experience at Central Penn utilizes the vital aspects of education to ensure success in employment. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment.
Prerequisites: Satisfactory completion of all courses and requirements of the Physical Therapist Assistant program and to have passed all required competency tests and STS300 Job Pursuit Seminar.

Science

SCI100   Basic Nutrition   3 Credits
The basic principles of good nutrition are utilized in the planning of a well-balanced diet. Emphasis is placed on those nutrients necessary for normal health and development. Included is diet planning for the healthy individual, as well as those requiring special and therapeutic management.

SCI105   Earth Science   3 Credits
This course is designed as a multi-disciplinary introduction to the physical aspects of the planet. Topics will be approached as a systems review starting with the history of the planet, a study of the forces that shape the Earth, including the oceans, atmosphere, and geological formations, and the impact human development has on the planet.

SCI120   Holistic Health   3 Credits
This course studies the attitudes and behaviors, which affect each individual's health and wellness. The physical, mental, social, and spiritual dimensions of health will be discussed in detail using a holistic approach to wellness. This course emphasizes each individual's responsibility for his or her own health through developing a healthy lifestyle.

SCI200   Natural Disasters   3 Credits
This course explores the threat of natural disasters caused by geological, atmospheric, spatial, oceanic, and human-influenced events. An understanding of the scientific principles behind these events and the policies developed to provide awareness and preparation will be discussed.

SCI205   Peer Health Education   3 Credits
This course prepares students as peer health educators. Emphasis is placed on the process of accessing health information and exploring personal health. Students will learn about making healthy decisions, obtaining current health information and accessing community health resources.

SCI210   The History of Science   3 Credits
The emphasis of the course will be on the nature of science: its history, philosophy, methodology, and scientific research. However, this course will also explore the collision of the sciences with society and its religious and social doctrine.

SCI215   Science and Nonsense: Facts and Fads   3 Credits
This course touches upon the areas considered as "pseudoscience," such as astrology, creationism, holistic therapy, and paranormal phenomena. It provides a critical view of more than a half-century of scientific frauds, hoaxes, and other phony scientific theories.

SCI250   Science Transfer Credit   3 Credits
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

SCI310   Geology   3 Credits
This course covers the history of geologic events and fossil life through time. It details past geological events that produced the Earth's surface and influenced animal, plant, and human origins. The course also includes the topics of natural hazards, land use, and urban planning.
Prerequisite: SCI105

**SCI390   Upper-Level Science
             Transfer Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

Sociology

SOC100   Sociology   3 Credits
Sociology is designed to present students with information relevant to four major areas of social, economic, and political concern: foundations of society, social inequality, social institutions, and social change. This is accomplished through: lectures, guest speakers from government, private industry, and interest groups; field trips; and special projects.

SOC105   U.S. Minority Groups   3 Credits
This course examines the concept of race and ethnicity in the United States. The historical experience of various racial and ethnic groups will be discussed while the types of relationships (and the consequences of each) between dominant and minority groups are explored.

**SOC110   Marriage and the
             Family   3 Credits**
This course includes the study of successful relationships, the family functions, mate selection, communication, role equity, parenthood, and marital growth and fulfillment.

SOC200   Social Deviance   3 Credits
This course is designed to be a broad survey to expose students to the sociological aspects of deviance. Topics to be covered include the dynamics of deviance, what qualifies as deviant behavior in certain social settings and the public reaction to it, society's approach to sex, violence, theft, drugs and mental disorders, and how the deviant should be treated.
Prerequisite: PSY100 or SOC100

SOC205   Sociology of Religion   3 Credits
The social influence on religion raises many fundamental questions, especially when faced with a variety of religious traditions and interpretations. This course explores the nature of religious beliefs and practices, both in an historical and contemporary context.
Prerequisite: Any history or sociology course

**SOC250   Sociology Transfer
             Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

SOC350   Social Responsibility   3 Credits
This course is designed as an interdisciplinary synthesis of learning for Central Pennsylvania College undergraduates through the lens of civic engagement and social responsibility. Topics include problem solving in contemporary society. Upon completion, student will have developed awareness and skills to sustain and advance the communities in which they live. This course requires interaction with outside agencies.
Prerequisites: ENG100, ENG200, and SOC100

**SOC390   Upper-Level Sociology
             Transfer Credit   3 Credits**
This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

SOC400   Leadership in Society   3 Credits
This course is designed to expose students to leadership theories and influential social leaders throughout history. Student will be familiarized with leaders that have inspired

social change and to modern leadership theorists.
Prerequisites: ENG200 and one social science course

SOC410   Race and Gender   3 Credits
This course analyzes the concepts of race and gender among the many social institutions. A critical examination of the influences highlighted by multicultural perspectives on race, ethnicity, and gender.
Prerequisite: HUM105 or SOC105

Student Success

STS005   The Central Penn Experience   1 Credit
All new students are required to complete this course. They will develop personal, academic, and professional goals and learn to become a more effective student. Students will be given practical information that will encourage positive/helpful learning, reading, and study skills. This seminar will also review healthy campus life, including college policies.

STS300   Job Pursuit Seminar   1 Credit
Job Pursuit Seminar teaches the job seeker the positive and beneficial concepts and skills of finding suitable and meaningful employment including self-appraisal, resume and cover letter preparation, sources of employment, and interviewing techniques.
Prerequisite: Successful completion of any 48 academic credits

Technology

TEC103   Survey of Windows   3 Credits
A course designed to introduce students to four major Windows applications software packages used in business. Students work with word processing, spreadsheet, database, and presentation packages in order to integrate the four. Students are introduced to a historical perspective on computer use, as well as basic hardware applications and requirements.

TEC105   Information Technology   3 Credits
This course is a study of the breadth of Information Technology, now and in the future. It covers topics that range from basic computer terminology and the components of a PC, to telecommuting, robotics, artificial intelligence, and virtual reality. Included are the capabilities and limitations of digital technology.

TEC120   Structured Programming   3 Credits
Students will learn to interpret program requirements in terms of output, input, and processing using various design techniques, and then apply the five basic programming constructs for structured programs. C++ will be used to illustrate both the structured programming environment and correct programming syntax.

TEC123   Survey of GIS   3 Credits
Geographic information systems are tools that coordinate geographic and spatial data for the purpose of visualizing and analyzing information related by physical location. This course presents an overview of the field of GIS. As such, the course introduces digital geographic data and map concepts along with data input and output models. This course also looks at geographic data analysis and the types of information that can be derived from GIS.

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 Fundamentals   3 Credits
Networking Fundamentals covers the theoretical concepts that are the underpinning of all network functions. Beginning with the OSI and TCP/IP models and the physical media, students will learn how network protocols function at each level of the network static. Students will learn how physical and logical address are used to identify hosts on the network, how networks are segmented into manageable sizes with bridges and switches, 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.

TEC145   Routers and Routing   3 Credits
Building on the understanding of network
fundamentals, students will be presented
information on the theory of routing and the
practical use of routers. Classless routing and
variable length subnet masks (VLSM) are
shown as techniques to conserve IP address
and make the best use of limited address space.
The knowledge of ICMP error messages
assists students in learning basic router
troubleshooting, and the knowledge of access
control lists (ACLs) can be used for basic
router security.
Prerequisite: TEC135

**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.

TEC220   COBOL Programming 3 Credits
This course is an introductory business-
oriented, programming course, introducing
the student to the fundamental concepts of
programming in COBOL. The student learns
how to analyze, flowchart, write, test, debug,
and execute business COBOL programs using
a personal computer. The student also prepares
documentation for all programs.
Prerequisite: TEC335

**TEC222   Network Security
              Fundamentals   3 Credits**
Network Security Fundamentals introduces
authentication or how servers can insure that
the clients requesting services are properly
identified and are permitted access. Physical
network security and instruction detection
are key topics. A range of potential network
security risks arising from e-mail, remote
access, and file transfers are discussed.
Prerequisite: TEC135

TEC225   Visual Programming   3 Credits
This course provides the student advanced
programming experience in a visual language. It
covers the design, development, and execution
of user-generated design requirements.
Topics covered include components of main
windows, dialog boxes, menus, controls, color,
and animation. Programs are oriented toward
solving common business problems.
Prerequisite: TEC120

**TEC235   Object-Oriented
              Programming I   3 Credits**
This course is an introduction to programming
and algorithm development using an object-
oriented language (currently C++). Topics
covered are basic data types, input, output,
control structures (selection, repetition), user-
defined functions, arrays, strings, and records.
Prerequisite: TEC120

TEC237   Switching and WANs   3 Credits
Switching technologies are used on the local
area network to segment that network into a
number of smaller collision domains to improve
performance and manageability. This course
will present the role of switches in network
design and how switched protocols are used
to design a fault-tolerant, loop-free switched
network. Students will also learn how VLANs
emulate some layer 3 (network) functionality
in a layer 2 (data link) device. In addition,
students will learn WAN technologies and
protocols.
Prerequisite: TEC145

**TEC240   Visual Basic for
              Applications   3 Credits**
Visual Basic for Applications is a programming
language that allows users to customize their
applications by creating more convenient
ways to perform common tasks. The course is
designed to guide the beginning programmer
in writing procedures using the VBA language

to customize Microsoft Word, Microsoft Excel, and Microsoft Access.
Prerequisite: TEC235

TEC242 Linux 3 Credits
This course provides a structured approach to attaining the theoretical knowledge and practical skills to installing and configuring a Linux/Unix operating system. The course includes detailed information on how Linux/Unix addresses operating system issues, such as the kernel, file and directory structure, shells, shell programming, file processing, and the X Windows system. Upon successful completion of this course, students will have learned the requisite knowledge to install, configure, and use a Linux/Unix operating system.
Prerequisite: TEC140

TEC243 Linux Administration 3 Credits
This course provides a structured approach to advancing the students' knowledge and skills for the administration and maintenance of a Linux/Unix operating system. Students will begin by installing a Linux server, then create users and assign rights and privileges. Students will learn to manage the users and system services and processes. Students will also learn to use Linux network and system administration tools.
Prerequisite: TEC242

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 JavaScript, XML, PHP, and database access through the web.
Prerequisite: TEC235

TEC250 Computer Science
Transfer Credit 3 Credits
This course is used only to accept credit for a course transferred from another college or university. No courses above the 200 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

TEC252 SQL Fundamentals 3 Credits
Structured Query Language is the standard language for creating, maintaining, and extracting data from all relational databases. SQL Fundamentals introduces the conceptual

framework for SQL and syntax for identifying and defining data types, defining the relationship between fields, and entering data into the proper table. Students will be expected to learn how to enforce data integrity and query a database within SQL.
Prerequisite: TEC200

TEC262 Fundamental Database
Administration 3 Credits
With a working knowledge of standard SQL, students will be introduced to the principles of database administration, including managing user access, populating tables, and modifying tables. Students will learn to install and start a database server.
Prerequisite: TEC252

TEC275 SQL Programming 3 Credits
Structured Query Language is the standard, underlying structure for creating, maintaining, and extracting data from all relational databases. SQL Programming builds on basic SQL functionality to create programming routines to automate complex queries and data retrieval. In addition to invoking routines, creating update triggers, and managing SQL Transactions, the PHP scripting programming language is ideally suited to work with SQL and dynamic database development.
Prerequisite: TEC252

TEC285 Computer Forensics 3 Credits
Computer forensics is the application of computer and data investigation and analysis techniques to identify, collect, and protect potential legal evidence. Computer forensic specialists use a variety of techniques to discover data stored on a computer and to recover deleted, encrypted, or damaged file information. Extracted evidence must be properly handled and protected from damage and a continuing chain of evidence and custody must be established. Students in this course will learn what types of information may be gleaned from a computer system, how to gather that information as evidence, and how to ensure the integrity of that evidence in a legal proceeding.
Prerequisite: TEC140

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: TEC120 and TEC140

TEC330   Network Management   3 Credits
Network management presents the principles and practices of network management and administration of Microsoft Server. Beginning with the configuration and installation, the course proceeds to the discussion of server domains. Active Directory is a major component of this course and considerable time will be spent developing an understanding of Active Directory and its management. The course will also cover the management of group policies and the user's environment.
Prerequisite: TEC237

TEC335   Object-Oriented
              Programming II   3 Credits
This course is a continuation of Object-Oriented Programming I. Topics covered include classes of inheritance, polymorphism, and basic abstract data types including lists, stacks, queues, debugging techniques, and program compilation and execution. An object-oriented programming language (currently C++) will be used to demonstrate constructs and syntax.
Prerequisite: TEC235

TEC345   Internet
              Programming II   3 Credits
Designed for the experienced programmer, this course covers both GUI and non-GUI programming in Java. It provides the student an in-depth knowledge of programming in Java. Topics covered include basic control structures, graphical user interface and object-oriented design, user-defined methods, classes, and abstract data types, inheritance and composition, exception and event handling, and advanced GUI and graphics.
Prerequisite: TEC335

TEC350   Firewalls and Intrusion
              Detection   3 Credits
Beginning with the design and development of a security policy, this course covers firewalls and intrusion detection systems as a combination of hardware and software components to provide computer network security. Specific techniques related to authentication, encryption, packet filtering, bastion hosts, DMZs, and VPNs are covered in detail.
Prerequisite: TEC222

TEC355   Disaster Recovery   3 Credits
Disaster recovery is the practice of planning, preparing, and practicing for what happens in the worst-case scenario. In order to minimize the impact of a situation, students will learn to assess assets, prioritize business and technical requirements, and prepare detailed plans for responding to a problem. As a part of the planning process, practitioners learn to identify and enlist the cooperation of other parties inside and outside the organization.
Prerequisites: TEC135 and TEC320

TEC360   Upper-Level
              Technology Transfer
              Credit   3 Credits
This course is used only to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

TEC365   Machine and
              Assembly Language
              Programming   3 Credits
Machine language, a pattern of bits encoding machine operations, is made readable by replacing the raw values with symbols called mnemonics. Assembly language is a human-readable notation for the machine language that a specific computer architecture uses. Higher level programming languages add a layer of abstraction that shields hardware specifics from the programmer while the power of assembly lies in its ability to directly

119

address and control memory and hardware at a low level. This course serves as an introduction to machine and assembly language on the 80x86 architecture.
Prerequisites: TEC140 and TEC335

**TEC375   Database
            Administration Backup
            and Recovery   3 Credits**
Database backup and recovery procedures are vitally important to avoid the risk of losing all the data and Information contained in an organization's database. This course demonstrates database replication, configuration for replication, and the limitations of replication. Backup and table maintenance are presented as another part of the process to insure that database information can be successfully recovered, if needed.
Prerequisite: TEC262

**TEC380   Advanced Database
            Management   3 Credits**
Students will study advanced database topics, including indexing, query optimization, performance tuning, and load balancing of database servers. Students will utilize the tools needed to collect, analyze, and interpret log files.
Prerequisite: TEC262

**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

TEC395   Individual Project   3 Credits
This course can be used as a terminal course. It represents the culmination of the student's studies at Central Penn. The student will demonstrate his/her expertise in their specific track through the creation of a major individual project. The project will be written and must also be presented for assessment to a panel of faculty members.
Prerequisite: Permission from the Academic Dean

**TEC405   Cryptography and
            Network Security   3 Credits**
This course provides the essential principles and practices of modern cryptography as it is used in network security applications. Topics covered include classical encryption techniques, symmetrical and asymmetrical encryption, block ciphers, and hash functions. This course demonstrates how encryption works and how it is used to secure a network.
Prerequisites: MTH230 and TEC222

**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.
Prerequisite: MTH230

TEC411   Cyber Ethics   3 Credits
Cyber ethics refers to the study of moral, legal, and social issues involving computer and network technology. This course addresses the ethical roles and responsibilities of computer professionals. Privacy, security, intellectual property rights, and cyber-related crimes will be discussed, along with the problems of regulating commerce and speech in cyberspace.
Prerequisite: ENG200

TEC412   Computer Hacking   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 also explores entry points to the network, how hackers exploit vulnerabilities in firewalls and network devices, and how hackers mount DoS (Denial of Service) attacks.
Prerequisite: TEC350 and TEC411

TEC413   Hacking Defenses   3 Credits
This course examines the tools and techniques for protecting systems against hacking attacks. Multifunctional tools such as Netcat, the X Windows Operating system and Cygwin are examined. Port scanners and auditing tools are used to audit systems on the network, while port redirection, port sniffers, and wireless tools are used to audit the network itself. Tools used in forensics and incident response will be introduced.
Prerequisite: TEC412

TEC414   Wireless Networking   3 Credits
IEEE 802.11 is the data link layer (Layer 2) standard for wireless networking. This course starts with an overview of wireless MAC (Media Access Control) and framing issues and continues with management operations and access to the physical layer. The course also looks at 802.11 on various operating systems and wireless security.
Prerequisite: TEC350

TEC420   Advanced Routing   3 Credits
This course is the first of four CCNP-oriented courses, after which the student is prepared to take the Cisco CCNP BSCI certification exam. Course content includes scaling IP networks using VLSM, private IP addressing, and NAT; 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: TEC330 or CCNA certification

TEC423   Remote Access   3 Credits
This is the second of four CCNP-oriented courses. The course presents information pertaining to building networks that have remote access. Topics covered include implementation of Cisco routers in WAN applications; selection and implementation of the appropriate Cisco IOS services required to build intranet remote access links; WAN technologies including analog dialup, ISDN BRI and PRI, FrameRelay, broadband, and VPN.
Prerequisite: TEC330 or CCNA certification

TEC425   Advanced Switching   3 Credits
This is the third of four CCNP-oriented courses, after which the student is prepared to take the Cisco CCNP BCMSN certification exam. 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. 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: TEC330 or CCNA certification

TEC430   Internetworking   3 Credits
This is the last of four CCNP-oriented courses. This course covers the techniques and methodologies for developing network support and troubleshooting skills. Topics covered include documenting and baselining a network; troubleshooting methodologies and tools; troubleshooting network problems at Layers 1 to 7.
Prerequisites: TEC420 and TEC425

TEC440   Malware: Analyzing Malicious Code   3 Credits
Malware is a generic term to describe various classes of malicious code such as viruses, worms, backdoors, Trojan Horses, and rootkits. The large number of variations of each type makes it impossible to examine every instance of malware. This course looks at the underlying principles of how these pieces of code work and how they attack a network. This course will include a detailed examination of specific tools used to attack a network, how the tools work, and how to defend the network against attacks. Security conscious network professionals armed with an understanding of how the code works, regardless of the particular variation, will be able to recognize, analyze, and craft a defense against network attacks from malware.
Prerequisites: TEC330 and TEC365

TEC495   IT Practicum   3 Credits
The Information Technology (IT) practicum is individually designed for students to complete a research project in Computer Information Systems, in their field of major concentration. Investigative research, critical thinking, and practical application should prime considerations for the Academic Chair or Advisor on reaching an agreement regarding the structure and direction of the practicum. The Academic Chair or Practicum

Advisor reserves the right to announce minimum courses requirements within each IT concentration. Each practicum is an individualized research project that will culminate in a final presentation.
Prerequisite: TEC320

Travel

TRV100   Reservations/Tariffs I   3 Credits
This course is an intensive study of and practice in the preparation of domestic airline reservations, computation of air fares, and completion of the airline ticket using current printed reference materials.

TRV110   Reservations/Tariffs II   3 Credits
This course is a continuation of Reservations/ Tariffs I with particular emphasis on international air travel arrangements.
Prerequisite: TRV100

TRV120   Domestic Tourism   3 Credits
This course provides complete instruction in the techniques used to assist travelers in formulating domestic itineraries. Terminology and reservation procedures, as well as documentation for the booking of accommodations, car rentals, rail transportation, domestic, independent, and escorted tours are emphasized.

TRV125   International Tourism   3 Credits
This course has an emphasis on international travel itineraries and foreign independent travel.

**TRV130   Concepts of Corporate
              Travel   3 Credits**
This course is designed to develop in the student a basic working knowledge of Corporate Travel Management. It will discuss the interrelationships between the corporate travel department and others in the Travel industry, techniques for financial management, negotiating rates with service providers and detail corporate travel management and professionalism.

**TRV150   Meeting Planning and
              Management   3 Credits**
This course provides a thorough analysis of the meeting and convention industry and the relationship between the client organization, the meeting planner, and the personnel at the meeting site. Students will study the various career opportunities available in the industry, as well as the steps necessary to insure a successful meeting or convention. In a comprehensive final project, students will plan all details of a meeting for one thousand attendees.

TRV200   SABRE Automation I   3 Credits
This course is an intensive study of the airline computer system and its functions in the tourism industry. All areas of airline reservations, fares and rate calculations, and documentation are covered.
Prerequisite: TRV110

TRV210   SABRE Automation II   3 Credits
This course is a continued study of the airline computer system and its function in the tourism industry. All areas of ground reservations, including hotels, Amtrak, car rentals, tours, and cruises are covered.
Prerequisite: TRV200

TRV220   Group Tour Operations 3 Credits
An in-depth study of group tour travel arrangements to include tour planning and marketing, as well as tour escorting.
Prerequisites: TRV100 and TRV120

**TRV230   Commercial Airline
              Operations   3 Credits**
This course studies in detail day-to-day operations of the commercial airline industry. Areas covered include the history of the industry, current strategies, future trends, and a detailed study of various jobs and career areas available.

**TRV240   Flight Attendant
              Concepts   3 Credits**
This course is designed to cover the most basic knowledge of aircraft flight attendants, including self-preparation for job application. Provisions for practical experience and demonstration give the student sufficient understanding to accept airline specific training. Satisfactory completion of the course could lead to a part-time position with local corporate flight departments.

**TRV250   Client Relations and
              Retail Travel Sales   3 Credits**
This course gives instruction in the effective handling of the general public. Emphasis is placed on the student developing a poised and communicative manner, perfecting telephone

techniques, improving salesmanship and customer service skills, developing positive mental attitudes, and recognizing and dealing with the individuality of clients.
Prerequisite: TRV100 or TRV120 or TRV125

TRV260   Western Hemisphere Geography for Travel Professionals   3 Credits
This course will provide the Travel students with a practical and comprehensive introduction to those areas of the Western Hemisphere that are most visited by tourists. Particular emphasis is placed on specific destinations, tourist attractions, climates, cultures, transportation, and airport names and locations. Students will take the Geography for Travel Professionals Test after completing both Western and Eastern Hemisphere courses.

TRV265   Eastern Hemisphere Geography for Travel Professionals   3 Credits
This course will provide the Travel students with a practical and comprehensive introduction to those areas of the Eastern Hemisphere that are most visited by tourists. Particular emphasis is placed on specific destinations, tourist attractions, climates, cultures, transportation, and airport names and locations. Students will take the Geography for Travel Professionals Test after completing both Western and Eastern Hemisphere courses.

TRV300   The Cruise Industry   3 Credits
This course provides the student with information about how to obtain a job in the cruise industry with a thorough understanding of cruises, ship details, freighters, ports around the world, and nautical terms. Students will also learn about selecting, pricing, selling, and qualifying clients for cruise travel.
Prerequisite: TRV110 or permission of the instructor

TRV310   Travel Agency Management and Operations   3 Credits
This course is designed to familiarize the student with various aspects of office procedures in a travel agency, in addition to delving into efficient agency management. Topics of discussion include filing systems, forms, office equipment, travel services performed, mailings, sales and marketing procedures for group and individual clients, opening a new agency, qualities of an effective

agency personnel team, commission structure, and cost controls.
Prerequisite: TRV125

TRV325   Travel and Hospitality Marketing   3 Credits
This course gives instruction in the successful marketing and sales of international travel and hospitality products and services. Emphasis is placed on the students developing a poised and communicative manner, creating marketing strategies, improving salesmanship and customer service skills, developing a marketing plan, and recognizing and satisfying the customer.

TRV350   Travel and Tourism Seminar   3 Credits
This is a course that is taken in the student's final term and utilizes the practical application of all learned travel skills. Particular concentration is placed on the completion of the overall travel transaction and introduction of new concepts in the industry. Travel students taking this course are responsible to obtaining a job shadow of a peer in the travel industry. Students will take the Travel Agency Proficiency Test at the completion of this course.
Prerequisite: Students in final term only or permission of the instructor

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Full-Time Faculty

Robert P. Bakibinga, Professor of General Education, MS, Odessa Civil Engineering Institute

Terri L. Campbell, CTC, DS, Travel and Tourism Online Program Champion, MA, California University of Pennsylvania; BS and AAS, Central Pennsylvania College, The Travel Institute

John D. DeLeo, Paralegal Program Director, Professor of Legal Studies, JD, Loyola University School of Law; BA, The Pennsylvania State University

Michael J. DiVecchio, Professor of Business Administration and Continuing Education, MS, Lebanon Valley College; BS, Indiana University of Pennsylvania

Jeremy Dixon, Professor of Information Technology, MS and MBA, Johns Hopkins University; MS, Shippensburg University, BA, Catawba College

Robert M. Donley, Professor of Legal Studies, JD, Temple University School of Law; BA, Messiah College

Daniela A. Feenstra, Professor of Business Administration, MBA and BS, The Pennsylvania State University

Wade A. Gingerich, Professor, Central Penn Lancaster, MEd, Saint Joseph's University; BS, York College of Pennsylvania

Kathryn E. Hepner, Professor of Business Administration, MBA, Mount Saint Mary's College; BS, Slippery Rock University; Argosy University (ABD)

Patrick J. Hughes, Professor of Criminal Justice, MS, Shippensburg University; BS, Kutztown University

Roger D. Kelley, Professor of General Education and Communications, MS and BA, Shippensburg University; Duquesne University (ABD)

Russell G. Kulp, Chair, Bachelor Degree Programs, EdM, Temple University; BCS, Benjamin Franklin University

Thomas Marchi, Professor of General Education, MFA, Naropa University; BA, Kent State University

Nikki A. Marhefka, Medical Assisting Program Director, Professor of Medical Assisting, EdM, Temple University; BS, University of Pittsburgh

Samuel W. Morgan, Professor of Homeland Security Management, MS, Bellevue University; BS, Central Pennsylvania College

Nicole D. Patterson, DPT, ACCE, Professor of Physical Therapist Assistant, DPT, Slippery Rock University; BS, Mount Saint Mary's University

Diane D. Pickel, Professor of Business Administration, MBA and BS, The Pennsylvania State University

Lynn E. Shuster, Professor of Business Administration, MS, Strayer University; BS, Indiana University of Pennsylvania; Academy of Real Estate

Erin M. Sparler, Professor Digital Arts, MFA, The Academy of Art, San Francisco; BFA, University of Vermont

Harve A. Tannenbaum, Professor of Information Technology, MLS, University of Pittsburgh; BS, Clarion University

Randi Blackman Teplitz, Professor of Legal Studies, JD, Widener University School of Law; BA, Temple University

Maria C. Thiaw, Professor of Communications, MS and BA, Shippensburg University; MFA, Goddard College

Jo Anne A. Weaver, CPA, Professor of Business Administration, MBA and BS, Mount St. Mary's University

Carrie D. Widdowson, Chair, Associate Degree Programs, MEd, The Pennsylvania State University; BSEd, Indiana University of Pennsylvania

Krista M. Wolfe, DPT, ATC, Physical Therapist Assistant Program Director, Professor of Physical Therapist Assistant, DPT and BS, Slippery Rock University

MJ Zygmont, Professor of Business Administration, MBA and BBA, Georgia State University

Part-Time Faculty

Jeannette Archer-Simons, MBA, St. Ambrose University; BA, The University of Iowa

Cynthia L. Beers, MS and BS, Duquesne University

M. Jeannie Bower, BSEd, The Pennsylvania State University

John W. Brougher, CCNA, BS, Millersville University

Lisa Browning, MS, Shippensburg University; BS, University of Scranton

Gerald Burkhart, Jr., MA, Seton Hall University; BS, The College of New Jersey

Russ G. Carfagno, MBA, Keller Graduate School of Management/DeVry University; BS, DeVry University; AS, Thomas Edison State College

Sally S. Clewell, MSW, Temple University; BS, The Pennsylvania State University

Lisa M. Davenport, MS, Bellevue University; Bachelor of Technology, Peru State College; AAS, Metropolitan Community College

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Howard C. Davison, BS, Oregon State University

Sylvia R. DeAngelo, MBA, University of Phoenix; BS, St. Francis University

Shaashawn Dial, MPA, Shippensburg University; BA, Stephens College

Jennifer D. Duff, MAT and MA, Manhattanville College; BA, Binghamton University

Glen L. Dunbar, MPA and BA, University of North Texas

Osvaldo Espinosa, JD, Widener University School of Law; BA, University of Puerto Rico

F. William Finnerty, Jr., MS, Shippensburg University; BS, Mansfield University

Raymond C. Flagg, MS, Texas A&M University; BS, LaVerne College

Marianne K. Fogelsanger, JD, Widener University School of Law; BA, The Pennsylvania State University

Mark Foster, CCIE, CCNP, CCDP, CCNA, CCDA, BA, The Pennsylvania State University

Brian P. Garman, JD, Widener University School of Law; BS, The Pennsylvania State University

Robert X. Ge, MS, University of Cincinnati

Stahsha Giffing, MJ, Temple University; BA, York College of Pennsylvania

Vidya N. Girish, MPhil, MS, and BS, University of Madras; CINSY, The Pennsylvania State University

Adam M. Goldfeder, JD, Widener University School of Law; BA, The Pennsylvania State University

Randolph Greber, OD, Pennsylvania College of Optometry; MS, Shippensburg University; BS, Manhattan College

Lin Guo, CCNP, CCNA, MS, Herbert Lehman College, The City University of New York

Darryl R. Hamm, MBA, Shippensburg University; BA, Eastern University

Earl M. Henry, MBA, Mount Saint Mary's College; BBA, The Pennsylvania State University

David L. Holl, MPA, Pennsylvania State University; MS, University of New Haven; BS, Juniata College; Graduate, FBI National Academy, University of Virginia

Thomas J. Hughes, MS, BS, and BA, Shippensburg University

Sughra A. Husain, PhD, MEd, and BEd, A. M. University; BA, Isabella Thoburn College

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Spencer R. Martin, CPA, BS, The Pennsylvania State University

Joanne E. Matusko, JD, Widener University School of Law; MBA, Lebanon Valley College; BS, Beaver College; AS, Hahnemann University School of Allied Health Professions

Donald N. McClure, Jr., BA, The Pennsylvania State University

Kathleen McKernan, MBA and BA, Rutgers, The State University of New Jersey

David S. Miller, MBA, BA, and BS, Lebanon Valley College; University of Maryland

Karen A. Mitchell, MS, The University of Kansas; BA, Mary Washington College

Kelley A. Morrison, MA, University of Phoenix; BA, Villanova University

Mary Neagley, MS, State University of New York College at Albany; BS, State University of New York College at Oneonta

Donald J. Numer, BA and AA, Indiana University

Christine O'Leary-Rockey, MA, The Pennsylvania State University; MA, Lancaster Theological Seminary; BA, Towson University

Michael Romano, CCNA, CCNP, BA, Eastern College

Luis G. Rosa, MS, Saint Joseph's University; BA, The Pennsylvania State University

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Shawn Flickinger, Safety and Security Officer, Central Pennsylvania College

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Sarah Groff, Public Relations and Communications Specialist, BA, Bloomsburg University

Sue Hartman, Student Services Assistant

Steve Hassinger, Career Services Director, BA, The Pennsylvania State University

Joan M. Hassinger, Administrative Assistant, Academic Affairs, BS, Central Pennsylvania College; AS, Susquehanna University

Joan Hauenstein, Administrative Assistant, President's Office

Sarah Hayes-Brown, Records Office Assistant, BA and BE, St. Thomas University, NB, Canada

Rebecca Heid, Enrollment Assistant, Lehigh Center, MBA, Johnson & Wales University; BS, The Pennsylvania State University

Brittany L. Helm, Administrative Assistant, Lancaster Center, BS, Shippensburg University

Andrea Hoffman, Admissions Assistant / CHS Coordinator, BA, Susquehanna University

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Lalena Jimenez, Receptionist, Central Pennsylvania College

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Nancy D. Lockwood, Assistant Registrar, Records and Registration, AS, Minnesota School of Business, Rochester Area Community College

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David Lopez, Lehigh Valley Coordinator, Continuing Education

Megan N. Luft, Online Enrollment Counselor, University of Phoenix

Kristen M. Markus, Online Enrollment Director, MM, University of Phoenix; BS, Slippery Rock University

Barbara Maroney, Continuing Education Dean, MEd and BSW, Temple University; Indiana University of Pennsylvania (ABD)

Michelle S. Meiser, Continuing Education, Lancaster Coordinator, AS, Central Pennsylvania College

Megan E. Memoli, Residence Life Director, BA, Elizabethtown College

Todd A. Milano, President, BSIM, Krannert School of Management, Purdue University

Janice R. Moore, Dean of Students, EdM, Temple University; BS, The Pennsylvania State University

Edward J. Moran, Admissions Counselor, MEd and BS, Millersville University

Elizabeth Morgan, Assistant to the Dean of Students, Goldey Beacom Business School

Elizabeth A. Morgan, Part-time Librarian, MLS, Clarion University; BA, Mansfield University

Kent Mummau, Student Involvement Coordinator, BA Liberty University

Kathleen Panza, Strategic Initiatives Director, AA, Harrisburg Area Community College

Molly Pinkerton, Accounting Associate, AS, McCann School of Business

Diane Porterfield, Librarian, BS, Indiana University of Pennsylvania; Clarion University

Don Reinhart, Safety and Security Officer

William F. Rhinier, Jr., Financial Planning Coordinator, Lancaster/Lehigh Valley, BS, Central Pennsylvania College; AAS, Thaddeus Stevens College of Technology

Beth Romanski, Continuing Education Admissions Counselor, BS, University of Delaware

Patricia Rudy, Facilities Office Assistant

Christopher Rutter, Safety and Security Coordinator

Stacey N. Scott, Admissions Director, BS, Central Pennsylvania College

Brian J. Shelley, Lancaster Dean, PhD, Oxford Graduate School; MA, Moody Graduate School; BS, Lancaster Bible College

Kathy J. Shepard, Financial Aid Counselor, BA, University of Pittsburgh

Stephen D. Shoemaker, Assistant Database Administrator, MBA, The Pennsylvania State University; BS, Shippensburg University

Ronnice T. Terry, Transcript Evaluator, BS, Duquesne University; ASB, Central Pennsylvania Business School; The Pennsylvania State University

Michael D. Thompson, Career Services Associate, MA, Ball State University; BS, Edinboro State College

Richard Varmecky, CPA, Chief Financial Officer, BA, St. Vincent College

Melissa Vayda, Vice President and Chief Academic Officer, EdD, Argosy University; MA, The Pennsylvania State University; BA, Dickinson College

Ron Wells, Facilities Services

Mary E. Wetzel, Marketing Services Director, BSEd, Shippensburg University

Erika L. Wilkinson, Online Education Coordinator, MEd, Bloomsburg University; BS, State University of New York at Oneonta

Joshua Williams, Information Technology Support Specialist, Central Pennsylvania College

Michael Womick, Safety and Security Officer

Tami S. Zdunski, Administrative Assistant, Academic Affairs, AA, Harrisburg Area Community College

Shannon D. Zeller, Continuing Education Director, BS, Central Pennsylvania College; ASB, Central Pennsylvania Business School

ADVISORY COUNCIL

Accounting

R. Pete Gum, Chief Executive Officer, Harrisburg Builders Exchange, Harrisburg, PA

Keith R. Huntzinger, CPA, CPP, MST, Mechanicsburg, PA

Charles L. Kern, Chairman and CEO, Kern and Company, PC, Camp Hill, PA

Brad Morgan, CPA, Vice President of Finance/Controller, Giant Food Stores, LLC, Carlisle, PA

Karen Nickerson, HERSHA, New Cumberland, PA

Paula Pottinger, HERSHA, New Cumberland, PA

Paul Sheaffer, Jr., Controller (retired), IntelliMark, Mechanicsburg, PA

Tom Welsh, CPA, Hamilton & Musser, PC CPAs, Mechanicsburg, PA

Communications

Matt Lane, Foundation Director, Central Penn College and VP of PRSA Central PA Chapter

Liz Letcavage, Freelance Public Relations, Harrisburg, PA

Kristin Snow, Ph.D., Commonwealth of Pennsylvania Department of General Services

Kristin Wright, Anchor, abc27, Harrisburg, PA

Criminal Justice

Regina Bellish, Victims Compensation Division, Pennsylvania Commission on Crime and Delinquency (PCCD), Harrisburg, PA

Mary Ann Cebulesky, Defense Intelligence Agency (DIA) (retired), West Fairview, PA

Terry Davis, Director, Dauphin County Adult Probation and Parole, Harrisburg, PA

Dave L. Falgoust, Director, Security Services, Pinnacle Health Systems, Harrisburg, PA

Beth Gardner, Department of Corrections, Division of Planning/Research/Statistics/ Grants, Camp Hill, PA

Corky Goldstein, Esq., Attorney, Harrisburg, PA

Sgt. Harold F. Hartman, Pennsylvania State Police (retired), Harrisburg, PA

Graham S. Hetrick, F.D., B.C.F.E., Dauphin County Coroner, Harrisburg, PA

John Kilduff, Vice President, Pennsylvania League of Credit Unions, Harrisburg, PA

Thomas R. Klinger, III, Federal Corrections Specialist, Federal Bureau of Prisons, Lewisburg, PA

Christy J. McElhinny, Special Agent, Federal Bureau of Probation and Parole, Harrisburg, PA

Dennis McMaster, Chief of Police, East Pennsboro Township, Enola, PA

William J. Page, Law Enforcement Instructor, Cumberland Perry Area Vocational Technical School, Mechanicsburg, PA

Todd Rudy, Trooper, Pennsylvania State Police, Harrisburg, PA

Timothy Shellenberger, Corporate Director, Safety and Security, Hershey Entertainment and Resort Company, Hershey, PA

Serell Ulrich, Part-time Faculty, Criminal Justice, Central Pennsylvania College, Summerdale, PA

Digital Arts

Tom Castanzo, Principle, Primo 106, Harrisburg, PA

Gabriel Dunmire, Illustrator, GGS Information Services, Inc., York, PA

Chad Edwards, Executive Director, The HBG Broadcast Network, Harrisburg, PA

Craig Petrou, Web Master, PSECU, Harrisburg, PA

Kirstin Snow, PhD, Director, Commonwealth Media Services, Harrisburg, PA

Laura Sturgeon, Technical Illustrator/Writer III, GGS Information Services, Inc., York, PA

Entrepreneurship and Small Business

Michael DiSante, Co-owner, Philly Pretzel Factory, Camp Hill, PA

Romayne Johnson, President and Owner, The Drexel Group, Camp Hill, PA

Finance

Chad Bowser, Representative, Primerica Financial Services, Fort Washington, PA

Michael S. Midtvedt, Sr., Financial Advisor, Prudential Securities, Lemoyne, PA

James Poole, Financial Advisor, PRIMERICA Financial Services, Dillsburg, PA

Homeland Security

Chief Bernard Dugan, Fairview Township Police Department

Fern Harmon, Emergency Management Specialist, Pennsylvania Emergency Management Agency

David L. Holl, Lieutenant/Assistant Chief of Police, Township of Derry Police Department

Stephen J. Shaver, Director, Dauphin County Emergency Management Agency

Chief Dave Spots, Mechanicsburg Police Department

J. Theodore Wise, Director of Public Safety for Cumberland County

Legal Studies

Sandy Ballard, Esq., Dauphin County Bar Association, Harrisburg, PA

Karen Comery, Esq., Senior Deputy Prosecutor York County, York, PA

Malinda Elliott, Paralegal, Goldberg Katzman, Harrisburg, PA

Georgia Erimee, Human Resources Specialist, Defense Logistics Agency, New Cumberland, PA

Adam Goldfeder, Assistant Counsel, U.S. Navy – Office of General Counsel, Mechanicsburg, PA

Brandon Hanks, Paralegal, Clymer & Musser, Lancaster, PA

Ruth Kissinger, Paralegal, CGA Law Firm, York, PA

Kathryn J. Peifer, Esq., Executive Director, Pennsylvania Lawyers Fund for Client Security, Mechanicsburg, PA

Christopher Schmidt, Esq., Law Clerk, Commonwealth Court, Harrisburg, PA

James M. Zugay, Esq., Recorder of Deeds, Dauphin County, Harrisburg, PA

Management

James T. Bennett, Sergeant, Middletown Police Department, Middletown, PA

Guido Romagnoli, Marketing Director, Maple Leafs Foods, Inc., Toronto, Canada

Anthony Terrace, Application Consultant, Ajilon Inc., Mechanicsburg, PA

Marketing

Amy Beamer, Partner, Pavone, Harrisburg, PA

Kimberly Bindl, Financial Literacy Manager, AmeriChoice Federal Credit Union, Mechanicsburg, PA

Matthew Potter, Associate Store Manager, Aeropostale, Lancaster, PA

Medical Assisting

Jeannie Bower, BS, NRCAMA, Central Pennsylvania College

Charles E. Darowish, DO, FAAP, Darowish and Associates, PC, Harrisburg, PA

Amanda Feeser, CPC, Oculoplastic Consultants, Harrisburg, PA

Nancy Lockwood, Central Pennsylvania College

Joyce Morley, RN, Manager, Good Hope Family Physician, PC, Enola, PA

Franklin T. Seidlich, MD, FACOG, Harrisburg, PA

Katie Springman, Docuscript, CCC. Camp Hill, PA

Carrie Widdowson, MEd, Chair, Associate Degree Programs, Central Pennsylvania College

Office Administration

Andra Dobson, Manager, Administrative Services, Pennsylvania Blue Shield, Camp Hill, PA

Mary T. Geraets, Legal Secretary, Angino and Rovner, P.C., Harrisburg, PA

Lori Gonsar, Director of Benefit and Compensation Services, Select Medical Corporation, Mechanicsburg, PA

Megan Smeltz, Tristarr Staffing, Lemoyne, PA

Linda L. Ward, Supervisor, Pennsylvania Blue Shield, Camp Hill, PA

Paralegal

Naomi Atkins, Part-time Faculty, Central Pennsylvania College, Summerdale, PA

Sheila Britt, Esq., Attorney, Dauphin County Domestic Relations, Harrisburg, PA

Jennifer Brown, Paralegal, Surety Administrators, Reading, PA

Brandi Buckles, Paralegal, Pennsylvania Department of Transportation, Harrisburg, PA

Mary T. Geraets, Legal Secretary, Angino & Rovner, P.C., Harrisburg, PA

Genesis Griffin, Paralegal, Nationwide Insurance, Harrisburg, PA

Kelly J. Helsel, Paralegal, Fundamental Administrative Services, Sparks, MD

Kathy Kohr, Paralegal, Lavery, Faherty, Young & Patterson, Harrisburg, PA

Daphne Moore, Director of Human Resources, McNees, Wallace & Nurick, Harrisburg, PA

Joe Ricci, Esq., Attorney-at-Law, Harrisburg, PA

Jean Shaw, Esq., Staff Attorney, Nationwide Insurance Company, Harrisburg, PA

Amy Wenger, Office Manager, Wix, Wenger & Weidner, Harrisburg, PA

Physical Therapist Assistant

Brian Cardin, PT, C.Ped., Cardin and Miller Physical Therapy, Carlisle, PA

Jim Clahane, PT, Drayer Physical Therapy Institute, Harrisburg, PA

Jeff Conforti, DPT, Conforti Physical Therapy, Lemoyne, PA

Claudia Gazsi, PT, MHA, Assistant Professor, Director of Clinical Education, Lebanon Valley College, Annville, PA

Jennifer Harlacher, DPT, HealthSouth Rehab Hospital of York, York, PA

Timothy L. Kauffman, PhD, PT, Kauffman-Gamber Physical Therapy, Lancaster, PA

Chad Madden, PT, Madden Physical Therapy, Harrisburg, PA

Patricia Rohde, PT, CCCE, PinnacleHealth Systems, Harrisburg, PA

Hersh Shukla, PT, Orthopedic and Spine Physical Therapy, Carlisle, PA

Chuck Wolfe, DPT, First Choice Rehab, Halifax, PA 17032

Technology

Ebby Abraham, Department of Public Welfare, Commonwealth of Pennsylvania, Harrisburg, PA

Mark Foster, Foster Consulting, Harrisburg, PA

Carl Heininger, One System Consulting, Harrisburg, PA

Kathir Ramalingam, Adept Consulting, Harrisburg, PA

Mike Romano, Appalachia Technologies, Mechanicsburg, PA

Julie Snyder, Adept Consulting, Harrisburg, PA

Kerry Tenhusien, Adept Consulting, Harrisburg, PA

Travel and Tourism Operations

Harry Cheadle, CTC, AAA Travel, Harrisburg, PA

Margaret Richcreek, Owner, Richcreek Vacation Center, Harrisburg, PA

Roxanne Steel, Business Development Manager, Carnival Cruise Lines, Miami, FL

Carlson Wagonlit, Carlson Wagonlit Travel / SATO Travel, Elaine Balducci, Area Manager, Alexandria, VA

ACADEMIC CALENDAR 2010-2011

Summer Term 2010

Monday, July 5, 2010 - summer term begins for evening students

Wednesday, July 7, 2010 - summer term begins for day students

Monday, July 12, 2010 - day classes follow Tuesday schedule

Monday, September 6, 2010 - college closed - affected classes see Blackboard*

Saturday, September 18, 2010 - summer term ends

Fall Term 2010

Monday, October 4, 2010 - fall term begins evening students

Tuesday, October 5, 2010 - fall term begins for day students

Thursday, November 25, 2010 - college closed - affected classes see Blackboard*

Friday, November 26, 2010 - college closed - affected classes see Blackboard*

Saturday, November 27, 2010 - college closed - affected classes see Blackboard*

Sunday, November 28, 2010 - college closed

Saturday, December 18, 2010 - fall term ends

Winter Term 2011

Monday, January 3, 2011 - winter term begins for evening students

Tuesday, January 4, 2011 - winter term begins for day students

Saturday, March 19, 2011 - winter term ends

Spring Term 2011

Monday, April 4, 2011 - spring term begins for evening students

Tuesday, April 5, 2011 - spring term begins for day students

Monday, April 25, 2011 - college closed - affected classes see Blackboard*

Monday, May 30, 2011 - college closed - affected classes see Blackboard*

Saturday, June 18, 2011 - spring term ends

Summer Term 2011

Monday, July 11, 2011 - summer term begins for evening students

Tuesday, July 12, 2011 - summer term begins for day students

Monday, September 5, 2011 - college closed - affected classes see Blackboard*

Saturday, September 24, 2011 - summer term ends

Fall Term 2011

Monday, October 10, 2011 - fall term begins for evening students

Tuesday, October 11, 2011 - fall term begins for day students

Thursday, November 24, 2011 - college closed - affected classes see Blackboard*

Friday, November 25, 2011 - college closed - affected classes see Blackboard*

Saturday, November 26, 2011 - college closed - affected classes see Blackboard*

Sunday, November 27, 2011 - college closed

Saturday, December 24, 2011 - fall term ends

Monday, December 26, 2011 - college closed

Winter Term 2012

Monday, January 9, 2012 - winter term begins for evening students

Tuesday, January 10, 2012 -winter term begins for day students

Saturday, March 24, 2012 - winter term ends

Spring Term 2012

Monday, April 9, 2012 - spring term begins for evening students

Tuesday, April 10, 2012 -spring term begins for day students

Monday, May 28, 2012 - college closed - affected classes see Blackboard*

Saturday, June 23, 2012 - spring term ends

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

IMPORTANT DATES & EVENTS

July 5, 2010 – New Student Move-in Day
July 6, 2010 – New Student Orientation
July 17, 2010 – Showcase Saturday
July 21, 2010 – Part-time Job Fair
August 21, 2010 – Saturday Visit Day
September 2, 2010 – Networking Reception
September 18, 2010 – Saturday Visit Day
October 3, 2010 – New Student Move-in
October 4, 2010 – New Student Orientation
October 18, 2010 – FBLA Workshop
October 23, 2010 – Saturday Visit Day
October 16, 2010 – Fall Harvest
October 27, 2010 – Fall Career Expo
November 2, 2010 – Discovery Day
November 13, 2010 – Fall Open House
December 11, 2010 – Saturday Visit Day
January 3, 2011 – New Student Move-in Day
January 3, 2011 – New Student Orientation
January 15, 2011 – Saturday Visit Day
February 2, 2011 – Discovery Day
February 21, 2011 – Winter Visit Day
March 19, 2011 – Saturday Visit Day
April 2, 2011 – Junior Reception
April 4, 2011 – New Student Move-in Day
April 4, 2011 – New Student Orientation
April 22 & 23, 2011 – Closer Look Weekend
April 21, 2011 – Networking Reception
May 6, 2011 – Commencement
May 11, 2011 – Business Partner of the Year Breakfast
May 21, 2011 – Saturday Visit Day
June 18, 2011 – Saturday Visit Day
July 10, 2011 – New Student Move-in Day
July 11, 2011 – New Student Orientation
July 16, 2011 – Showcase Saturday (Summer Open House)
August 20, 2011 – Saturday Visit Day

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

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

Fall Harvest – Current students and their families, as well as, alumni celebrate Central Penn's Homecoming and join the campus community for a fun-filled day.

Future Business Leaders of America (FBLA) Days – A day of workshops for FBLA Clubs which include a keynote speaker, mini-sessions, lunch, and a tour of the campus. Pre-registration is required.

Networking Reception – An opportunity for students to engage in a business networking experience with area human resource professionals and alumni.

New Student Move-in – New resident students move into their campus residences.

New Student Orientation – (Mandatory) New freshmen will receive workshops to orient them to the college campus and prepare them for academic success.

Open House – Campus is open to the public for tours, program presentations, demonstrations, and question-and-answer sessions.

Part-time Job Fair – A job fair, which introduces students to area employers seeking part-time employees.

Visit Days – Saturday visits set aside for prospective students and their families to visit the campus and meet with the admissions team.

Showcase Saturday – Prospective students and families can visit the campus and sit in on program presentations, financial aid presentations, and tour the campus.

DIRECTIONS TO CENTRAL PENNSYLVANIA COLLEGE

From The East - Take I-76 West (PA Turnpike) get off at Exit 247 (Harrisburg East). Take center lane to I-83 North toward Hazleton/Lewistown. Follow signs to I-81. Take I-81 South toward Carlisle. Take Exit 65 (Enola). Take 11 & 15 South to the first red light and turn right onto Valley Road. Travel one mile. The campus of Central Penn is on the left at the intersection of Valley Road and B Street.

Or...

Take I-78 West. This road will merge with I-81 South. Stay on I-81 South and take Exit 65 (Enola). Take 11 & 15 South to the first red light and turn right onto Valley Road. Travel one mile. The campus of Central Penn is on the left at the intersection of Valley Road and B Street.

From The North - Take Routes 11 & 15 South or I-81 South to Exit 65 (Enola). Take 11 & 15 South to the red light and turn right onto Valley Road. Travel one mile. The campus of Central Penn is on the left at the intersection of Valley Road and B Street.

From The South - Take I-83 North to Rt. 581 West (Exit 41A). Follow Rt. 581 West to I-81 North (Exit 1A). Take I-81 to Exit 65 (Enola). Take 11 & 15 South to the first red light and turn right onto Valley Road. Travel one mile. The campus of Central Penn is on the left at the intersection of Valley Road and B Street.

Or...

Take Rt. 15 to Rt. 581 West. Follow Rt. 581 West to I-81 North (Exit 1A). Take I-81 to Exit 65 (Enola). Take 11 & 15 South to the first red light and turn right onto Valley Road. Travel one mile. The campus of Central Penn is on the left at the intersection of Valley Road and B Street.

From The West - Take I-76 East (PA Turnpike) to Exit 226 (Carlisle). Go north on I-81 to Exit 65 (Enola). Take 11 & 15 South to the first red light and turn right onto Valley Road. Travel one mile. The campus of Central Penn is on the left at the intersection of Valley Road and B Street.

INDEX

Academic Planning Pages

Bachelor of Science Degree

ACADEMIC PLANNING PAGES

*Bachelor degree students must limit the number of online courses to not exceed 61 credits.

All students must also take STS005 The Central Penn Experience.

Course Number	Course Name	Prerequisites	Credits	Grade
STS005	The Central Penn Experience		1	

Required Humanities credits: 18 credits; ENG100, ENG110, and ENG200 are required
9 other credits - at least 6 credits must be taken at the 300 level or higher.

Course Number	Course Name	Prerequisites	Credits	Grade
ENG100	English Composition I		3	
ENG110	Oral Communications		3	
ENG200	English Composition II	ENG100	3	

Required Social Science Credits: 12 credits; either IDS100 or IDS105 and 9
additional credits – at least 6 of which must be taken at the 200 level or higher

Course Number	Course Name	Prerequisites	Credits	Grade
IDS100 or IDS105	Freshman Seminar or College Success Seminar		3	

Math and Science: 15 credits; 3 credits in math taken at the 200 level
or higher; 3 credits in science at the 200 level or higher

Course Number	Course Name	Prerequisites	Credits	Grade

Open Electives: 15 credits; at least 12 must be taken at the 300 level or higher

Course Number	Course Name	Prerequisites	Credits	Grade

Program/Concentration Requirements: credits vary

Course Number	Course Name	Prerequisites	Credits	Grade

Concentration Requirements: credits vary

Course Number	Course Name	Prerequisites	Credits	Grade

Associate in Science Degrees and
Associate in Applied Science Degree in
Physical Therapist Assistant
ACADEMIC PLANNING PAGES

*Associate degree students must limit the number of online courses to not exceed 34 credits.

All students must also take STS005 The Central Penn Experience.

Course Number	Course Name	Prerequisites	Credits	Grade
STS005	The Central Penn Experience		1	

Required Humanities credits: 12 credits; ENG100, ENG110, and ENG200 are required

3 credits other than ENG200 must be taken at the 200 level or higher

Course Number	Course Name	Prerequisites	Credits	Grade
ENG100	English Composition I		3	
ENG110	Oral Communications		3	
ENG200	English Composition II	ENG100	3	

Required Social Science Credits: 9 credits; either IDS100 or IDS105
and 6 additional credits; 3 credits at the 200 level or higher

Course Number	Course Name	Prerequisites	Credits	Grade
IDS100 or IDS105	Freshman Seminar or College Success Seminar		3	

Math and Science: 9 credits; 3 credits in math and 3 credits in science;
at least 3 credits must be taken at the 200 level or higher

Course Number	Course Name	Prerequisites	Credits	Grade

General Education Electives: 6 credits

Course Number	Course Name	Prerequisites	Credits	Grade

Program/Concentration Requirements: credits vary

Course Number	Course Name	Prerequisites	Credits	Grade

Associate in Applied Science Degree in
Digital Arts, Medical Assisting, Office Administration, and Travel and Tourism Operations

ACADEMIC PLANNING PAGES

*Associate of Applied Science degree students must limit the number of online courses to not exceed 29 credits

All students must also take STS005 The Central Penn Experience.

Course Number	Course Name	Prerequisites	Credits	Grade
STS005	The Central Penn Experience		1	

Required Humanities credits: 9 credits; ENG100, and ENG200 are required
3 credits other than ENG200 must be taken at the 200 level or higher

Course Number	Course Name	Prerequisites	Credits	Grade
ENG100	English Composition I		3	
ENG200	English Composition II	ENG100	3	

Required Social Science Credits: 6 credits; either IDS100 or IDS105 and 3 additional credits

Course Number	Course Name	Prerequisites	Credits	Grade
IDS100 or IDS105	Freshman Seminar or College Success Seminar		3	

Math and Science: 6 credits; 3 credits in math and 3 credits in science

Course Number	Course Name	Prerequisites	Credits	Grade

General Education Electives: 3 credits

Course Number	Course Name	Prerequisites	Credits	Grade

Program/Concentration Requirements: credits vary

Course Number	Course Name	Prerequisites	Credits	Grade

Leadership Development Program Planning Section
PARTICIPATION IN THE PROGRAM

The Craiger C. Parker Leadership Development Program is open to all students pursuing a degree. This selective program allows students to develop their leadership skills to further improve preparation for their career or advancement in their chosen career. The program is setup to allow students to choose from three distinct designation levels to match their interests. The program involves an application process with the Leadership Development Program Committee. Upon acceptance, participants are expected to take ownership and responsibility for meeting designation level requirements. In order to ensure successful completion of The Craiger C. Parker Leadership Development Program, it is a necessity for participants to maintain on-going communications with the Leadership Development Committee and respective Academic Advisors. Students interested in The Craiger C. Parker Leadership Development Program should contact the Academic Dean for an application to begin the process.

Universal Aspirations for The Craiger C. Parker Leadership Development Program

The Craiger C. Parker Leadership Development Program expects students to continuously meet and exceed the challenges of leadership beyond earning high grades in preselected courses. During the pursuit of earning one of the designation levels, the applicant must also demonstrate active leadership participation in terms of student or leadership organizations. By obtaining a well-rounded Craiger C. Parker Leadership Development Program experience between theoretical and practical activities, one can gain the exposure needed to meet the overall objectives covered in all designation levels.

- Students will judge the value of a process or product through critical reading, discussion, and analysis in order to gain knowledge and recognition of leadership as a practicing process within a multitude of organizations.

- Students will develop an understanding of their own personal leadership style and how it correlates to business practices and decisions.

- Students will expand their knowledge base, understanding, and appreciation for varied social, cultural, ethical, and aesthetic values to compare the perceptions of followers and leaders based on those followership styles.

- Students will integrate effective written and oral communication into daily business and professional practices in order to discover how to handle and communicate effectively within a group or team setting.

Along with the opportunity for such designation, comes the challenge for the student to continuously serve and improve oneself, the team, and the community. This program will enable the student to obtain that competitive, leadership edge regardless of the situation in the professional world.

Students participating in the standard or advanced sections of The Craiger C. Parker Leadership Program will meet the above objectives and take the following coursework per designated level. The Craiger C. Parker Leadership Development Program standard and advanced level are appropriate for associate and bachelor degree level students. Also, certain specifications may differ due to field-related program accreditation requirements.

Standard Level for The Craiger C. Parker Leadership Development Program

Course Number	Course Name	Prerequisites	Associate Applied Science (DA/MA/OA/TRV)**	Special Alerts	Credits	Grade
COM215	Communications Ethics	PHI105	Humanities	3 extra credits may be required for COM courses counting also as program degree requirements.		
SOC400	Leadership in Society	ENG200	Social Science	-----		
PHI105	Ethics	None	General Education Electives	-----		

**Note: DA (Digital Arts), MA (Medical Assisting), OA (Office Administration), TRV (Travel and Tourism Operations)

Advanced Level for The Craiger C. Parker Leadership Development Program

Course Number	Course Name	Prerequisites	Assoc. in Science Degree/ Assoc. in App. Sci. PTA*	Special Alerts	Credits	Grade
IDS325	Nature of Leadership	PHI105	Social Science	-----		
HIS315	Martin Luther King	ENG200	Social Science	-----		
PHI105	Ethics	None	General Education Electives	-----		
COM215	Communications Ethics	PHI105	General Education Electives	3 extra credits may be required for COM courses counting also as program degree requirements.		

*Note: PTA (Physical Therapist Assistant)

Honors Designation Level for The Craiger C. Parker Leadership Development Program Objectives

For Bachelor degree seeking students who wish to challenge themselves to expand their horizons a bit further, they can apply for acceptance into the honors level of The Craiger C. Parker Leadership Development Program. In addition to reaching the overarching objectives of the program, students involved in this level will also refine application of theory by meeting the following additional objectives:

- Students will differentiate between leadership and management concepts by analyzing and reviewing variety of processes.

- Students will explore and examine leadership roles within their chosen career field through the demonstration of professional competence and confidence.

- Students will discuss the knowledge needed to develop and motivate followers.

- Students will gain knowledge on and techniques to continually improve an organization by using critical thinking, problem solving, and various research methods to support decisions.

Honors Designation Level for The Craiger C. Parker Leadership Development Program

Course Number	Course Name	Prerequisites	Bachelor	Special Alerts	Credits	Grade
PHI105	Ethics	None	Humanities	-----		
PSY100 or SOC100	Psychology or Sociology	None	Social Science	-----		
SOC400	Leadership in Society	ENG200	Social Science	-----		
IDS325	Nature of Leadership	PHI105	Social Science	-----		
BUS220	Principles of Management	None	Open Electives	3 to 9 extra credits may be required for BUS courses counting also as program degree requirements		
BUS365	Organizational Behavior	BUS220 and PSY100 or SOC100	Open Electives	3 to 9 extra credits may be required for BUS courses counting also as program degree requirements		
BUS402 or BUS401	Organizational Change Management or Organizational Process Improvement	BUS220 for BUS402 or BUS365 for BUS401	Open Electives	3 to 9 extra credits may be required for BUS courses counting also as program degree requirements		
HIS315	Martin Luther King	ENG200	Open Electives	-----		
LDS400 or HON400	Leadership Project or Honors Project	Please refer to catalog for specific requirements.	Open Electives	-----		

NOTES

NOTES

2011-2012 Academic Calendar

Summer Term

JULY 2011
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2011
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2011
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Fall Term

OCTOBER 2011
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2011
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2011
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Winter Term

JANUARY 2012
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2012
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

MARCH 2012
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Spring Term

APRIL 2012
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2012
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2012
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Summer Term:

Evening Students — Begin: Monday, July 11, 2011   End: Saturday, September 24, 2011

Day Students — Begin: Tuesday, July 12, 2011   End: Saturday, September 24, 2011
Monday, September 5, 2011 - Labor Day-College Closed - affected classes see Blackboard

Fall Term: Begin: Monday, October 10, 2011   End: Saturday, December 24, 2011
Thursday - Sunday, November 24 - November 27, 2011 -
Thanksgiving Holiday - College Closed - affected classes see Blackboard

Winter Term: Begin: Monday, January 9, 2012   End: Saturday, March 24, 2012

Spring Term: Begin: Monday, April 9, 2012   End: Saturday, June 23, 2012
Monday, May 28, 2012 - Memorial Day - College Closed - affected classes see Blackboard

Central Pennsylvania College
Campus on College Hill & Valley Roads
P. O. Box 309
Summerdale, PA 17093-0309
1-800-759-2727
www.centralpenn.edu
admissions@centralpenn.edu

IMPORTANT PHONE NUMBERS

Office	Phone
Academics	ext. 2202
Activities and Athletics	ext. 2530
Business	ext. 2224
Career Resource Center	ext. 2262
Comm Center	ext. 2390
Computer Help Desk	ext. 4357
Dean of Students	ext. 2202
Facilities	ext. 2258
Financial Aid	ext. 2261
Housing	ext. 2398
Library	ext. 2280
Maintenance	ext. 2264
Operator	0
President	ext. 2237
Records & Registration	ext. 2229
Scoozi Café	ext. 2293 or 2304
Security	ext. 2364 or 982-1808
Student Services	ext. 2390
Student Services Dean	ext. 2273
Vice President/Chief Academic Officer	ext. 2202

INCLEMENT WEATHER

In cases of inclement weather or other emergency situations, Central Pennsylvania College will announce schedule changes through the college Website www.centralpenn.edu, student emails, and the answering service. Schedule changes may include moving classroom courses to Blackboard during inclement weather. During these situations, students must use Blackboard to access their coursework.

On days when the college is having a modified snow schedule, it is considered a casual dress day.

The modified snow schedule of classes is as follows:

Normal Class Time	Snow Schedule
7:30 a.m.	9:00 - 9:45 a.m.
8:40 a.m.	9:55 - 10:40 a.m.
9:50 a.m.	10:50 - 11:35 a.m.
11:00 a.m.	11:45 - 12:30 p.m.
12:10 p.m.	12:40 - 1:25 p.m.
1:20 p.m.	1:35 - 2:20 p.m.
2:30 p.m.	Return to regular schedule

integrity | professionalism | service | respect | educational focus