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 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 a drug and alcohol 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.
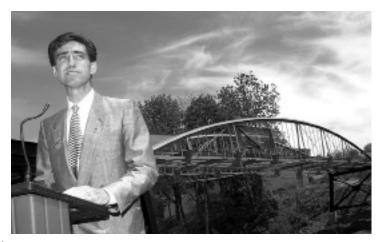
A Message from the President

photo by

Don Fisher

Your Bridge to Success

What does a college education mean to you? It could mean new possibilities, new beginnings, and new skills for making your dreams a reality. That's what Central Pennsylvania College is all about. It is about being the bridge that connects students to their dreams. That is "the Central Penn experience."

These are exciting times. Central Penn, with more than 120 years of success, has evolved into a bachelor's degree granting and associate's degree granting college. The new Advanced Technology Education Center offers state-of-the-art education and training in information technology. Another recent addition, the Charles "T" Jones Leadership Library is designed to provide traditional resources as well as tools for students to learn vital life skills for living lives of success and significance. The number of academic programs offered continues to increase, and on-line courses are available. I am delighted that you have chosen to become a member of the Central Penn family.

This is your college, your stepping stone, your bridge to your future. At the back of the new Craiger C. Parker Memorial Amphitheather, you will see five bronze plaques in which are inscribed the core values that guide us and give Central Penn its distinct characteristics.

Caring faculty and staff, embracing hands-on learning and today's technology, measure their success by your success. Whether you are fresh from high school or are here to continue your education to obtain the job or promotion you want, know that we are totally committed to helping you reach your career dreams.

Let's walk across this bridge together. Enjoy your Central Penn experience!

A student is automatically withdrawn after missing four consecutive hours of classes. If a withdrawn student plans to return to Central Penn, they should contact Admissions.

*For additional information on the following policies please refer to the Student Handbook or the College Web site: sexual harrassment, drug and alcohol policy, big eight.

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 30 days of the time that he/she requests in writing to the Director, Records and Registration to initiate such a release.

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

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, but their main focus was always clear – to be a career-oriented educational institution.

In 1922, Professor William H. Hartsock was relieved from his position as head of the accountancy department at the Harrisburg Business College/School of Commerce located at 15 S. Market Square. Numerous faculty and anywhere from 150 to 250 Harrisburg Business College students followed Professor Hartsock, who, on October 30 that same year, opened the doors to Central Pennsylvania Business College, less than three blocks away. By 1923, all predecessor institutions (Pennsylvania Business College, Harrisburg Business College, and 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 operated by the Hilton Harrisburg & Towers. Later that year, Henszey's Bridge, a 133 year-old wrought iron structure listed in the National Historic Register, was installed in the center of the campus. It serves both practical and symbolic purposes. The newest building on campus is the Charles "T" Jones Leadership Library which, in addition to serving Central Penn's academic needs, houses a collection of personal development and leadership materials from many of the country's top motivational speakers and authors.

Central Pennsylvania College is Harrisburg's four-year, private, residential coeducational college. In addition to the above-mentioned academic buildings, conference center, library, and historic bridge, the 35-acre campus includes furnished apartments, townhouses, recreational facilities, a travel agency, and a child development center. Central Penn's mission is to provide an education that prepares its graduates to obtain employment 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 education, which is provided by a highly 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 using the latest, state-of-the-art technology 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 work force.

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

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). 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. You will also receive the Health Record form, which should be returned to the Student Affairs Office. Consider this your invitation to call the Admissions Office at 1-800-759-2727 and set up a campus visit for you and your family or friends.

Admission Requirements for the Child Care Management Program

All applicants will be required to have a current physical with a Mantoux Method TB test, Act 34 Clearance (State Police Criminal History-Background check of Prospective Employees), and Act 151 Clearance (PA Child Abuse History Clearance). These three documents must be presented on or before the first day of classes in order for the student to enroll in the program.

Students enrolled in the Child Care Management program will be required by the Department of Public Welfare to have a yearly update on their physical condition including a TB test. Students may be required to apply for new clearances for internship or employment purposes.

Admission Requirements for the Computer Information Systems and Accounting Programs

All applicants must successfully complete two units of secondary math to include Algebra and higher. This adequately prepares students for learning upper level college math required in the programs and within specific courses.

Admission Requirements for the Medical Assisting and Medical Secretarial Programs

All applicants must have at least a 2.0 GPA (or C average), all required current immunizations, and a completed physical form.

Admission Requirements for the Optometric Technician Program

All applicants entering the Optometric Technician program must successfully complete at least one unit of math (high school algebra required, geometry preferred or recommended) and have at least a 2.0 GPA (or C average). You must have a completed physical form and all required immunizations.

Admission Requirements for the Physical Therapist Assistant Program

1. To enter the Physical Therapist Assistant program, you must have completed the following secondary school courses: one unit biology and chemistry or physics, two units of math, one of which is algebra. A grade point average of 2.5 or better is required overall and in specified courses. Class rank in the top one-half of the class is required.

2. If you have been out of high school for more than five years, you may enroll into the program by: (a) completing two prerequisite courses on the college level; one unit of math (at least college algebra or higher) and one unit of science (science courses can be biology, chemistry, physics, or anatomy and physiology) or (b) entering the summer term of the program under a probationary status until the completion of Biology (PTA110) with a C or better.

3. If you meet the above criteria, your next step is to complete 20 observation hours. It is required that you spend 10 hours in each of two different physical therapy facilities. A PT or PTA working in each facility must validate all observation hours. Observation should begin prior to admission and must be completed by the end of the first term of coursework.

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. Campus housing facilities are limited.

Application Procedures

instill in our students a lifelong desire to learn and to be a contributing member of society.

Vision

Our vision for Central Pennsylvania College is a diverse student population composed of traditional students, as well as working adults, who benefit from caring faculty and staff – credentialed practitioners who delight in teaching. Collectively, we work to create the bridge that connects students to their professional dreams through a rich assortment of career-centered programs by embracing hands-on learning and today's technology. Our vision is of a career college that reaches out to form partnerships with employers and educational institutions, to build strong ties with alumni, and to earn their respect.

Mission

Central Penn's mission is to provide an education that prepares its graduates to obtain employment 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 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 premiere 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 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 be successful in the field of his or her choice and be a contributing member of society.

ACCREDITATIONS AND APPROVALS

Accredited by: Middle States Commission on Higher Education.

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 & Approvals:

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 enroll in a degree program, you must be a high school graduate, have received your GED, or Pennsylvania Home School Diploma. We

Applications. Contact your academic chair for more information.

Transfer Student Application Procedures

If you are interested in transferring credits to Central Penn from 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 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 the course .
5. You will receive a listing of the credits accepted. 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.
7. For the Bachelor Degree Program, transfer students must complete a minimum of 30 credit hours (21 of them in the major field of study) at Central Pennsylvania College, regardless of the number of credits transferred. For the Associate programs, 15 credits must be earned at Central Penn.

While attending Central Penn, if you wish to take a course off campus and transfer those credits, you should make an appointment with your Academic Chair who will help you to determine if that course credit may be transferred to Central Penn.

FINANCIAL INFORMATION

Application Fee

There is no application fee.

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

Note: These 2003-2004 rates are subject to change October 2004.

Fixed Expenses Per Term
Tuition (per credit) all majors $275
Student Fee (5 or more credits) $180
Student Fee (4 or less credits*). $100
* some zero credit classes may have a student fee

Single Room Occupancy. $1,750
Double Room Occupancy $1,450
Triple Room Occupancy $1,150

Board (approx. 4 meals per week) $275
Board (approx. 8 meals per week) $550
Board (approx. 12 meals per week) $700

Variable Expenses Per Term
Textbooks (estimated - amount will vary
if able to buy used books) . . . . . $300 - $450
Personal (estimated) . . . . $110 - $220
Transportation (estimated) . . . . . $100 - $300

One-time Expenses
Graduation Fee $125
Uniform . . . . $50 - $300

Bills and Payments

SUMMER 2003

1. For an application, please call the Admissions Office at 1-800-759-2727 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.

3. Admission is based upon high school grade performance and requires a personal interview. Admission for students over 21 is based on high school and/or college performance, work experience, and a personal interview.

4. In some cases the Admissions Committee may accept you as a freshman under a probationary status. This means that you must achieve no less than a C average (2.00 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 two weeks of 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, after you pay your $100 enrollment deposit and submit the Intent to Enroll form, you will receive a housing packet which will include a housing information form and a lease.

To reserve a space on campus, return the signed lease and housing information form with your security deposit of $250. This deposit is refundable only after the terms of the lease are fulfilled. Space is limited, so early payment of the housing deposit is suggested.

International Student 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 US citizens whose primary language is other than English. 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 5 or more years of experience, contact the Assistant Dean, Academic and Student Affairs, for further information. The process may involve competency testing in addition to proof of work experience. The cost of courses waived via Lifelong Learning is equal to one-third the tuition of the course being waived. Lifelong Learning credits cannot exceed nine credits for associate degree seeking students and eighteen credits for bachelor degree seeking students.

Standardized Testing after Admission

Placement Tests (noncredit, no fees):
Central Penn administers the COMPASS test offered through ACT, Incorporated. The COMPASS test is a self-adaptive test used to determine placement in English or algebra. Students may be required to take a remedial course based on placement examination results.

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.

Proficiency Tests (noncredit, no fees):
There are certain courses that you may waive (may not have to take) as you enter Central Penn. If you demonstrate proficiency in the courses, you will take another course in its place. Proficiency tests are given for the following courses: ACC105 Concepts of Accounting, EXE110 Notehand I, EXE120 Survey of Windows, EXE210 Notehand II, and MTH100 Mathematics for Business

When a student completely withdraws from Central Pennsylvania College and is receiving federal Title IV student aid, the Financial Aid Office must determine what portion of the student's quarter aid (not including Federal Work-Study funds) will revert to the federal programs. As of July 1, 2000, the Financial Aid Office uses a Return of Title IV Funds formula established by the U.S. Department of Education to determine what percentage of federal aid paid to college charges has been "earned" and what percentage must be considered "unearned." Based on the Return of Title IV Funds formula, the College will determine the amounts of federal funds to be returned by the College and the amount to be returned by the student, if any. If money is due back to the federal government, the financial aid is returned back in the following order: unsubsidized loan, subsidized loan, PLUS Loan, Pell Grant and FSEOG. Copies of the formula and examples of calculations are available for students in the Financial Aid and Business Offices.

If a student does not register or return for a new term, or fails internship, the student is automatically withdrawn.

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

[1]If the college cannot determine the last day of class attendance, the institution shall use the date that the college had knowledge of the student's withdrawal.

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 costs (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 your family's contribution with the financial aid resources that we administer. In fact, over 85 percent of Central Penn students received some form of financial assistance during the fall 2002 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; however, students enrolled on a less-than-full-time basis may have their financial aid reduced. Some students enrolled on a less-than-half-time basis may qualify only for a Federal Pell Grant.
- Be a U.S. citizen, national, or permanent resident (eligible non-citizen).
- 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).

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 2004-2005 Free Application for Federal Student Aid (FAFSA) form and the Central Penn Financial Aid Form. These forms are used

Bills Mailed - May 23, 2003
Payment Due - June 13, 2003

FALL 2003
Bills Mailed - August 22, 2003
Payment Due - September 12, 2003
WINTER 2004
Bills Mailed - November 21, 2003
Payment Due - December 12, 2003

SPRING 2004
Bills Mailed - February 20, 2004
Payment Due - March 12, 2004

SUMMER 2004
Bills Mailed - May 28, 2004
Payment Due - June 11, 2004

FALL 2004
Bills Mailed - August 20, 2004
Payment Due - September 10, 2004

WINTER 2005
Bills Mailed - November 19, 2004
Payment Due - December 10, 2004

Tuition Payment

Tuition is paid by the term approximately three weeks before the term starts. Tuition may be paid by MasterCard, VISA, DiscoverCard, or check. If unusual circumstances or extreme hardship make it impossible for you to make full payment, contact the Business Office to make special arrangements.

Student Fee

A student fee of $100 (4 or less credits) or $180 (5 or more credits) per quarter is required. It covers all the services listed below as long as you are enrolled at Central Penn. The student fee is nonrefundable. If you are taking three credits or less, you do not have to pay this fee.

The student fee includes, in part, the following: local phone service; voice mail service; postal services; campus security; weekend monitor; full- and part-time employment assistance; insurance (details in your Student Handbook); a copy of your first transcript; upkeep of and equipment for the student union; fitness room; swimming pool; spa; volleyball court; picnic areas; activities such as dances, sporting events, campus clubs and organizations; orientation weekend and picnic; and The Knightline (student newspaper).

Graduation Fee

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

Uniforms

If you enroll in Child Care Management, Medical Assisting, Medical Secretarial, Optometric Technician, Physical Therapist Assistant, or Travel and Tourism Operations, you are required to wear a uniform. You will receive information regarding uniforms after enrolling.

Textbooks

All Central Penn students order new and/or used textbooks directly from MBS Direct via Internet, telephone, mail, or fax. 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.

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, tuition reduction will be calculated in accordance with the following guidelines, and any refund is made within 30 days. The last day of class attendance shall be considered the withdrawal date.[1] Please note this reduction applies only to tuition. Fees are not refundable.

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 or 3rd week	55%
4th week through midterm	30%
After midterm	0%

more) may borrow up to a maximum of $5,500 per academic year. Fourth-year or senior students' loans are prorated based on the number of credits attempting 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.

Parent Loan for Undergraduate Students (PLUS) - 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 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 who provide qualified students with additional sources of financial assistance. Some of these agencies include Office of Vocational Rehabilitation (OVR), Office of Blindness and Visual Services, and the Trade Readjustment Act through Office of Employment 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 Scholarships - Central Pennsylvania College offers numerous scholarships, totaling over $500,000 each year. All 2004 U.S. high school graduates may apply. Scholarship criteria varies, but may include: academic record, activities, essays, financial need, and a personal interview. Some scholarship students are required to maintain a 2.80 minimum cumulative grade point average and live on campus to retain the scholarship. Information and application forms will be available from high school guidance counselors or from the Central Penn Admissions Office. Additional scholarships may be available from those listed. Please contact the Financial Aid or Admissions Office for details.

Academic Scholarship - An academic scholarship will be awarded to those students who demonstrated academic excellence throughout their four years of high school. The

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 new students file the FAFSA and the Central Penn Financial Aid Application by March 15, 2004. By filing the forms by March 15, 2004, 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, 2004, 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.

The Financial Aid Office has the capability of transmitting need analysis data electronically. This allows us the ability to send and receive a need analysis and loan eligibility data quickly. Please contact the Financial Aid Office to see how we can utilize this electronic data exchange to assist you with your application.

Financial Aid Programs

The following programs are the major financial aid resources available to you. You may receive assistance from any one of these, or from a 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 can receive the grant even if enrolled less than half time. Students who have earned a bachelor's degree are not eligible for a Federal Pell Grant.

PHEAA State Grant - The state of Pennsylvania provides grants to bona fide residents who demonstrate financial need, have not received their first baccalaureate degree in any field, and are enrolled in classes on at least a half-time basis in an approved two-year program of study. The Pennsylvania Higher Education Assistance Agency (PHEAA) administers the program, but the institution certifies the eligibility of the student to receive the funds.

PHEAA also administers a grant program with the Pennsylvania National Guard 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. Central Penn utilizes a preferred lender which provides students with excellent service and discounted Stafford Loans.

First-year (freshmen) students may borrow up to a maximum of $2,625 per academic year, and second-year (sophomore) students (earned 36 credits or more) may borrow up to a maximum of $3,500 per academic year. Third-year (junior) students (earned 72 credits or

Central Penn receives notification throughout the year about local private scholarships that are made available to prospective and current students. Students who are viable candidates are notified of the available scholarships by the Financial Aid Office through various sources. 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 maintain satisfactory academic 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. All eligible VA students follow this policy. These programs include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal Work-Study Program, the Federal Stafford Loan, the Federal Unsubsidized Stafford Loan, and the Parent Loan for Undergraduate Students. Also, Central Penn has agreements with the private lenders that students in violation of SAP requirements are not eligible to receive funding.

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 quarter to determine academic progress. The entire record will be reviewed even if the student was not a financial aid recipient during part or all 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. 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:

Students cannot exceed the equivalent of nine quarters or 113 credits to complete their associate's degree requirements. For the bachelor's degree, students cannot exceed the equivalent of 15 quarters or 180 credits. All students must obtain a cumulative GPA of a 2.0 or a "C" average once they have completed at least 12 credits. A review of their GPA will be performed after each quarter is completed.

Students must successfully complete at least 80% of their courses attempted to maintain academic progress. This review of courses attempted versus courses completed will be done after each quarter to determine academic progress. Grades of "F" (failure), "I" (incomplete), and "W" (withdrawals) are considered courses attempted but not successfully completed. Financial aid may be awarded for repeated courses only if the original grade in the course is below a "C". Repeated courses will be calculated as a course attempted for purposes of satisfactory academic progress.

If unusual circumstances occur such as injury or illness to the student or death of an immediate family member, the college may waive the satisfactory academic progress requirement. Also, the college may choose to waive the satisfactory academic progress requirement if the student has experienced undue hardship due to special circumstances. Waivers will be reviewed on a case-by-case basis. For special consideration, a student must complete a Financial Aid Appeal Request Form and submit it to the Financial Aid Director. The appeal will then be reviewed by the Financial Aid Advisory Committee. The student will be notified in writing of the disposition of the appeal.

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

scholarship is worth one-half of tuition (50%) for your first three terms of study in 2004-2005. It is awarded to 2004 high school seniors graduating in the top 20% of their class. To remain eligible for the academic scholarship you must maintain a 3.25 semester GPA during your time at Central Penn. You must submit the Academic Scholarship application no later than March 15, 2004.

Central Pennsylvania Business College Educational Foundation Scholarships - The foundation was established by the Susquehanna Trail Chapter of the American Business Women's Association and the Alumni Association of Central Pennsylvania College as a nonprofit foundation to award scholarships to students attending Central Penn. Scholarships are awarded on the basis of scholastic achievement and financial need. You may obtain an application from the Financial Aid Office.

J. Martin Engle DECA Scholarship - If you are an eligible member of a Pennsylvania DECA chapter, you are eligible for a $1,500 scholarship (6 quarterly disbursements of $250) awarded by our alumni association's scholarship foundation.

FBLA and DECA Club Scholarships - Your membership in FBLA or DECA can help pay for your college education. A scholarship of $500 per term up to $1500 will be awarded to every member in each of these two clubs. To qualify, you must be a 2004 high school graduate; enroll as a full-time, degree-seeking student; and submit a Central Penn Club Scholarship application no later than June 1, 2004. (The J. Martin Engle DECA Scholarship awards the $1,500 DECA Scholarship.)

Legacy Scholarship - The Legacy scholarship program was established by the Central Penn Alumni Association to assist entering freshmen to enroll at central Pennsylvania college. Full-time students who are childre on grandchildren of Lifetime Alumni Association Members are eligible for $1,200 in tuition assistance to attend Central Pennsylvania College.

Multi-cultural Student Scholarship - The Multi-cultural Student Scholarship is limited to those high school seniors identifying most closely with one of the following racial and ethnic groups: African-American, Asian-American, Hispanic-American and Native American. Awards will range from $500 - $1500 for the first three terms of study in 2004-2005 depending on your financial need. It is awarded to 2004 high school seniors graduating in the top 50% of their class. You must submit a Multi-cultural Student Scholarship application no later than March 15, 2004.

Other Club Scholarships - Your membership in HOSA, VICA, TSA, Key and SADD can help pay for your college education. A scholarship of $500 per term up to $1500 for associate degree, will be awarded to every member in each of these clubs. To qualify, you must be a first-year student; enroll as a full-time, degree-seeking student; and submit a Central Penn Club Scholarship Application no later than June 1, 2004.

Summer Start Scholarships - Get a head-start on your college education and save $1,200. Be one of the first 180 students accepted to start in July 2004 and you will receive a $1,200 scholarship! To be eligible, you must be a first-time Central Penn freshman; enroll as a full-time, degree-seeking student; and pay the standard $100 registration fee.

Transfer Scholarship - You can receive a guaranteed $2000 scholarship. That's $500 per term, up to $2000, to continue your education. You are eligible for the scholarship if you fully complete an associate's degree from an accredited institution.

Out-of-State Student Scholarship - The Out-of-State Student Scholarship is available to all students who have attended high school outside the state of Pennsylvania. The scholarship is worth one-fourth of tuition (25%) for your first three terms of study in 2004-2005. It is awarded to 2004 high school seniors graduating in the top 50% of their class. To remain eligible for the Out-of-State Student Scholarship you must maintain a 3.0 semester GPA during your time at Central Penn. You must submit the Out-of-State Student Scholarship application no later than March 15, 2004.

accommodations on any college campus. The two-bedroom furnished apartments and the three-bedroom furnished townhouses provide students with the opportunity to experience college life to the fullest. If you choose to live on campus, you will enhance your sense of belonging to the Central Penn community, an important part of the total educational experience.

Furnished townhouses and apartments have complete kitchens, air conditioning, and are wired for cable television service. All of the campus housing is wired for the college computer network. A phone system provides direct dialing to every bedroom on campus with every student having his or her own voice mail box. Local phone service is free and students receive individualized bills for their toll calls. Three coin-operated laundry rooms are also available for your use on campus.

Roommates

Countless lifetime friendships begin at Central Penn. We work with you to get the best match of roommates possible. You will be asked to answer a questionnaire inquiring about certain personal traits. You may also request to live with someone whom you already know. The Student Affairs Office will be happy to provide you with more details.

While most students share a bedroom with one other person, you may request to have your own bedroom. Single rooms can be offered only when there is space available and are priced at a higher rate. Contact the Student Affairs Director at (717) 728-2273.

Physically-Challenged Accommodations

We try to make our campus accessible to the needs of physically-challenged students. Students requiring further accommodations should contact the Dean, Academic and Student Affairs.

Academic Year-Day

Courses are offered Monday through Thursday in the evenings and Tuesday through Friday during the daytime. Saturday 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 student's academic chair and by the dean's office.

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, volleyball, golf, tennis, or one of many excellent clubs or professional organizations, the student affairs 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. This offers you many social, cultural, and educational activities. Attractions include HERSHEYPARK, Hershey stadium and arena (site of many sport events and concerts), soccer, volleyball, and minor league baseball games on Harrisburg's City Island, trade shows and professional soccer at the state Farm Show Complex, plus concerts, museums, movie theaters, and malls all within a short distance from campus.

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. The Scoozi Cafe is open for breakfast, lunch, and dinner. The student union, in the Advanced Technology Education Center, offers snack

successfully complete 12 credit hours with a minimum 2.0 term grade point average (C). No aid will be given until this requirement is accomplished and the student requests a review of his/her permanent academic record by the Financial Aid Advisory Committee. Students who have an appeal granted must complete their next quarter with a GPA of 2.0 or better and complete all courses they register for successfully.

Students will be issued a Financial Aid Warning if they attempt less than 12 credits during their first quarter of enrollment and get less than a 2.0 term GPA, or if during a quarter, they withdraw from a course or are notified of a failing mid-quarter 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 enrolled students who start at Central Penn or Grade Level One students, must successfully complete a minimum of 36 credits to be considered in Grade Level 2 or Sophomore Level. For those students in the Bachelor's program, students must successfully complete at least 72 credits or more to be considered a Grade Level 3 or Junior. Also, students must successfully complete at least 108 credits or more to be considered a Grade Level 4 or Senior. Students who transfer credits into their Central Penn major, and for whom the Records and Registration Office posts applicable credits onto their permanent academic record, will be permitted to have these credits applied toward determining their grade-level status. Students who transfer between majors at Central Penn will have only those credits which apply to their new major count toward academic grade level. This policy is established for determining Grade Level Status for Federal Family Educational Loans. *All information presented regarding financial aid eligibility and program availability reflect current regulations and policies. This information is subject to change.*

CAMPUS LIFE

Student Affairs Philosophy

At Central Penn, student affairs embodies all the educational and developmental aspects of a student's life which 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 work force.

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 affairs 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 affairs 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 from 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.
- intercollegiate athletic programs -- Central Penn belongs to the Eastern Pennsylvania Collegiate Conference.
- 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 townhouses and apartments on campus. They are considered some of the finest living

The Center is staffed by faculty and a schedule is posted each term. Appointments are suggested, but students may just walk-in.

Students are required to take placement exams to determine proficiency in areas of English and Math. A student may be required to take developmental courses elsewhere, prior to becoming a fully-matriculated student. Students accepted provisionally are evaluated on an individual basis. Credits earned in remedial courses are pre-requisite to a degree program and are therefore not applicable to a degree program. Students in need of assistance beyond that offered in the Student Assistance Center should seek guidance from his/her Academic Advisor and the Dean, Academic and Student Affairs.

PHILOSOPHIES & POLICIES

The philosophies and policies explain where the College stands on certain issues; 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 companion publication known as 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 and a four-credit internship. Students are limited to receiving two bachelor degrees from Central Pennsylvania College.

Associate degree students primarily take 100 and 200 level courses. A small number of 300 level courses are required in the associate level programs, and are reserved mostly for the program areas. Bachelor level programs contain 100, 200, 300, and 400 level courses. 300 and 400 level courses reflect advanced levels of study and reflect 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 this catalog (see pages 130-133).

Academic Probation

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. You will receive written notification from the Dean's Office informing you of your status.

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 "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 Suspension

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 suspended. 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 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.

American Disabilities Act Compliance

Learning Disabilities

As of July 1, 2003, students must submit a current psychological evaluation, audio logical

machines, cable TV, games, and a place to study or just relax between classes. Coin-operated laundry facilities are available in Gale, Anne, and Mindy Halls.

Computer Services

An open computer lab and most computer classrooms are located on the 3rd floor of the ATEC. For your convenience, the ATEC is open Monday through Friday from 7 a.m. to 11 p.m. The open lab has extended weekend and late night hours, posted on a quarterly basis. Central Penn is on the Internet. 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. Students must provide a Central Penn ID to use campus computers. No guests are permitted to use campus computers. Food and drinks are prohibited in all classrooms and computer labs.

Employment After Graduation

Central Penn believes in graduate success. We make every effort to help you in your job search. The Career Services Director 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 two career expos and a summer part-time job fair. The on-line 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 Services Office. Employment services are provided for you for your lifetime. Whether you are a recent graduate or have been out of Central Penn for many years, we are here to assist you. So please ask.

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, and periodical resources as well as interlibrary loan agreements. Students will be required to use the library to complete research assignments. 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 Room 43 of 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 Director keeps 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 work approximately 15-20 hours per week, so they are still able to devote adequate time to their studies.

Student Assistance Center and Student Services

Counseling
Student Affairs maintains a list of local contacts in which to refer students experiencing difficulties.

Remediation
Central Penn is committed to student success. The Student Assistance Center has been designed to help students with tutoring and writing needs. Students often benefit from a different perspective or style of explanation, or a little extra attention on a difficult subject. The center allows you to take the initiative to seek help, without having to go through a difficult process. It is important that you use this service to your benefit, it can help you excel as a student.

Changing Your Major
(Interdivisional Transfer)

You are encouraged to investigate the possibility of transferring to a new major rather than withdrawing. We offer 16 bachelor concentrations and 24 associate level degrees with a core curriculum that makes transfer easier. Perhaps a different major would better fit your career interest.

The Dean, Academic and Student Affairs; Strategic Enrollment Support Director, Career Services Director; Director, Records and Registration; and Academic Chairs are available to answer your questions and discuss possibilities. If you have financial aid, you should contact the Financial Aid Director for clarification of credit regulations.

Class Scheduling

The schedule for the first term full-time student is established by the Director, Records and Registration and is usually comprised of 3 general education courses and one program specific course. Future schedules are the primary responsibility of the student. Advisor input should be sought. Registration is accessible online at www.centralpenn.edu. Students are advised to keep proper degree-audit records in this catalog on pages 130-133. After the 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 one faculty. Classes range in size from 7-35 students.

Conduct

You are expected to conduct yourself in an appropriate manner which is defined in the Student Handbook and the Residence Hall Lease Agreement. Your living comfort, classroom atmosphere, and personal rights are important and should not be infringed upon; therefore, guidelines for conduct are a benefit to you. 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 could result in appropriate disciplinary action. This process is published in the Student Handbook and can be discussed with the staff in the Student Affairs Office.

Course Load

A typical full-time student carries 12 credits. Students taking fewer than 12 credits may be classified as part-time students. On-line courses should not exceed one-half of the total credits taken in a term for financial aid purposes. All of these items may impact a student's financial aid package. For further information, contact the Financial Aid Office.

Credit Hour Definition

Fifteen hours of classroom lecture equal one credit; 40 hours of laboratory work equal one credit; minimum of 60 hours of internship or practicum 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 remain off 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. To reinforce our commitment, the survey results are published in the student newspaper, The Herald. 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

report, or other professional documentation to the Dean's Office 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 the Dean's Office will review and render a decision. A Notice of Accommodations will be prepared for the student. A meeting will be called between Dean's Office 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 is the Notice of Accommodations, documentation, or meetings an indicator that the student will pass coursework or receive a degree. A student is the only person to guarantee their success through hard work and perseverance. The student also has the responsibility to inform all professors of the need for assistance.

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

Physical Disabilities – The existing campus meets ADA requirements and the College attempts to reasonably accommodate the needs of physically challenged students. Students needing further accommodations should contact the Dean, Academic and Student Affairs.

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.

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.

Alternative Credits

Students seeking credits through advanced placement in high school, CLEP testing, lifelong learning, exam wavier, etc.,should explore these opportunities with the Dean or Assistant Dean.

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 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.

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 your Academic Chair.

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 student designated lots.

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 chair via a scheduled meeting, phone call, or in writing.

2. If the academic chair and the other party cannot come to a resolution regarding the compliant, the party should appeal to the Dean, Academic and Student Affairs.

3. The 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. The decision of the Dean is final.

4. The academic chair will receive notice of any final agreement that is made by the Dean, Academic and Student Affairs. The complaint and any resolution will be analyzed by the academic chair for the purpose of determining the program's involvement in the complaint and appropriate changes in program/major policies and procedures will follow if warranted.

5. The decision of the Dean, Academic and Student Affairs is final.

Internship

As a career-oriented college, all students are required 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 students are eligible for alternative internship arrangements through petition and proposal. For further information on this process and its requirements, see the academic chair of your division.

Lifelong Learning and Transfer 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. Questions regarding Lifelong Learning should be directed to the Dean's Office.

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. Mid-term warnings and advisor meetings are designed to help student improve in needed areas.

On-line Courses

The College offers a variety of on-line courses taught in an asynchronous fashion. Students in an associate level program must limit the number of on-line credits to no more than 34. Students in a bachelor level program must limit the number of on-line credits to no more than 61.

On-line Registration

Returning students register for classes through iCampus.

Off Site Courses

The College offers courses at an off campus site in the Lancaster area. Students cannot earn a complete degree at this location, however, students may find the Lancaster location to offer a needed/desired course not offered at the Summerdale Campus. Bachelor degree seeking students are limited to fewer than 20 courses at an off site location.

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. Students who fail to register by the close of the second week of classes will be withdrawn from the College.

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 Director, Records and Registration can provide further information.

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 tagline added to the College logo in 2002, Your Bridge to Success, reflects our purpose. 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

If you are a full-time student earning a grade point average of 3.5 or better during a quarter, you have earned a place on the Dean's List.

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.

Dropping or Adding Courses

The Director, Records and Registration 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. In order to withdraw from a course with a grade of "W," a student must do so prior to the close of week five. Students withdrawing after week five will receive "Fs." It is also important that you contact the Financial Aid Office prior to making your decision. The student is responsible for obtaining financial clearance from the Business Office (signature on the form).

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 receive a grade in all credit courses. The following are the letters used to assign grades and the values used to calculate a student's cumulative GPA:

Grade	Description	Grade Point
A	Exceptional	4
B	Above Average	3
C	Average	2
D	Passable	1
F	Impaired Understanding	0
AU	Audit	0
I	Incomplete	0
L	Lifelong Learning	0
P	Pass	0
T	Transfer	0
W	Withdraw	0
Y	Passed Waiver Test	0

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."

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 grievances.

2. If the student and the faculty member do not come to a satisfactory agreement, the student may appeal to the academic chair of the division having responsibility for the course.

3. Should the student wish to pursue the matter further, the student's concern will be reviewed by the Dean, who may request that the student submit the matter in writing (which includes a brief summary of the grievance or concern). The Dean will review the concern and meet with the student.

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

5. The decision of the Dean, Academic and Student Affairs is final.

Other Complaints:

15. Place of Employment

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 Director, Records and Registration and shall be effective only with respect to the release of directory information not prepared for release at the time of the request's receipt by the Director, Records and Registration. Such a request remains effective until revoked by the student; such a revocation must be in writing to the Director, Records and Registration.

Written Policy
The items referred to in this notice are more fully explained in the college's policy pertaining to the Educational Rights and Privacy Act, a copy of which may be obtained from the Director, Records and Registration.
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

Repeating Courses

If a course is failed, students may repeat that course one additional time at Central Penn. If the course is failed a second time, the student must earn the credits elsewhere.

Special Academic Opportunities

Students seeking specific academic opportunities including Independent Studies, Practicums, and Honor Studies should contact their advisor and the Dean's Office.

Student Definitions

Continuing Education Student

Students who primarily enroll in evening, Saturday or on-line courses shall be assigned to Continuing Education for purposes of advising and pre-registration. Non-degree students who take courses to benefit their work skills at the request of their employer or independently shall also be assigned to Continuing Education for advising and pre-registration.

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 pre-registration.

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's degree, should you continue your education at Central Penn or another bachelor's degree-granting institution. Acceptance of transfer credits is determined by the college to which you intend to transfer. 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 its career center regarding transfer.

If you are interested in transferring credits from another institution, you should notify the admissions office. Only grades of "C" or higher (through articulation agreements or from outside institution) will be considered for transfer credits and each situation is dealt with on a case-by-case basis. The majority of your total credits must be earned 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 should meet with the Director, Records and Registration or Dean to discuss previously earned credits. This will help maximize the use of credits earned at the associate level. Grades below "C" will not count as transfer credits (within Central Penn) if they were earned more than five years previous to enrollment in a bachelor program and must fulfill the current degree requirements.

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

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

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 12 credits before declaring a major, at which time an application for admission into a degree program must be submitted to the Admissions Office. To assist you in choosing a career, a member of the General Studies Division will be your academic advisor until your acceptance into a specific program. An Admissions Committee interview will be required if you do not declare a major. ***You must declare a major prior to receiving financial aid.***

Withdrawal

Students can initiate a withdrawal from the College at any time. However, prior ro doing so, it is advised that the student meet with their advisor, the Business Office, and the Dean.

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

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

A hearing officer/panel will be designated by the President (or 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 in writing a 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 information from records, files, and data directly related to a student 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 Attendance
8. Date of Graduation
9. Degrees and Awards Received and Where Received
10. Most Recent Educational Institution Attended
11. Name and Address of Parents, Guardian, Spouse
12. Photos
13. e-mail address
14. Student Schedule

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 emphasize 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. 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 to allow us to stay current with technology and other trends in the field. In addition, Central Penn's highly-qualified faculty insure that you receive a quality education.

Students pursuing a degree at central Penn must complete 1/3 of their degree requirements in general education.

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

Bachelor of Science
Degree Programs

Business Administration Division
Business Administration Program with a concentration in one of the following:
• e-Business
• Finance
• Healthcare Administration
• Management
• Marketing

Information Technology Division
Information Technology Program with a concentration in one of the following:
• Applications Development
• Cyber Security
• Database Management
• Multimedia/Internet Production
• Network Management
• Office Technology

Legal Studies Division
Criminal Justice Administration Program with a concentration in one of the following:
• Corporate Security
• Financial Crimes
• Governmental Criminal Justice
• Law Enforcement
• Legal Studies

Associate of Science Degrees

Allied Health Division
Child Care Management Program

Business Administration Division
Accounting Program
Accounting Information Systems Program
Entrepreneurship and Small Business Program
Finance Program
Marketing Program
Retail Management Program

General Studies Division
Communications Program
Graphic Design Program

Information Technology Division
Computer Information Systems Program with a concentration in one of the following:
• Applications Development concentration
• Database Management concentration
• Network Management concentration

Legal Studies Division
Criminal Justice Program
Paralegal Program

Associate of
Applied Science Degrees

Allied Health Division
Medical Assisting Program
Medical Secretarial Program
Optometric Technician Program
Physical Therapist Assistant Program

Business Administration Division
Hotel and Restaurant Program
Office Administration Program
• Legal Studies concentration
Travel and Tourism Program

General Studies Division
Multimedia/Internet Production Program

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

Social and Behavioral Science:
Integrate effective written and oral communication into daily business practices.
Use critical thinking, problem solving, and various research methods to support decisions.
Expand one's knowledge base, understanding, and appreciation for varied social, cultural, ethical, and aesthetic values.
Correlate business practices and decisions that are reflections of societal beliefs, attitudes, and market trends.

Upon graduation from an Applied Associate of Science or an Associate of Science degree program, all students will be able to fulfill the following objectives:

Associate Degree Objectives:

Business:
Demonstrate effective written and oral communication.
Identify and describe the qualities and behaviors necessary for positive business relations and effective communication.
Demonstrate knowledge of chosen career field.

Humanities:
Demonstrate effective written and oral communication.
Identify and describe the qualities and behaviors necessary for positive business relations and effective communication.
Gain knowledge and develop an appreciation for various social, cultural, ethical, and aesthetic values.

Math/Science/Technology:
Demonstrate effective written and oral communication.
Identify and describe the qualities and behaviors necessary for positive business relations and effective communication.
Demonstrate the ability to complete science or math problems or case studies.

Social and Behavioral Science:
Demonstrate effective written and oral communication.
Gain knowledge and develop an appreciation for various social, cultural, ethical, and aesthetic values.

How to use this catalog

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

Course Prefixes
• **Allied Health** - ALH, CCM, OPT, PTA
• **Business Administration** - ACC, BUS, EXE, HRM, TRV
• **General Studies** - ART, BIO, CHEM, COMM, ENG, GEO, GRP, HIS, HON, HUM, LNG, MIP, MTH, PE, PHI, POL, PSY, SCI, SOC, STS
• **Information Technology** - CIS, MIP, OFT
• **Legal Studies** - CRI, PRL

Course Numbering
001-199: indicate general education, introductory, or developmental courses
200-299: indicate usually, but not always, second-year courses
300-399: indicate usually, but not always, third-year courses
400-499: indicate usually, but not always, 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. A waiver may be granted by the academic chair.

Information Technology Division
Office Technology Program

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 STS005 Central Penn Experience and a four-credit internship.

1. Central Penn Experience: One of the courses that each degree-seeking student must take during his/her first term, introduces students to College policies and academic philosophies. This online, one credit course is designed to promote student success and familiarize all students, continuing education and traditional, with the collegiate culture of Central Penn.

2. General Education;
    a. Humanities
    b. Math, Science and Technology
    c. Social and Behavioral Sciences

3. Program Requirements: Degree seeking students should select a program of study that relates to his/her career-goals. Students are strongly encouraged to declare a program of study upon acceptance. A program of study must be selected prior to the completion of 12 credits. You must declare a major prior to receiving financial aid. Most programs of study consist of field specific courses, in addition to several elective courses.

4. Concentrations: Students have the option of choosing a concentration with in programs of study. This is widely available within the Bachelor of Science degree. Concentrations consist of specially focused courses.

5. Internship: Internships are a vital aspect of the Central Pennsylvania College experience. Central Penn measures its success by the extent of career success experienced by our students. All students, continuing education and traditional, must fulfill the internship requirement of their program. Internship hour 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.

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 to track your progress.

Upon graduation from a Bachelor of Science degree program, all students will be able to fulfill the following objectives:

Bachelor Degree Objectives:

Business:
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.
Demonstrate competence and confidence in chosen career field.

Humanities:
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.
Expand one's knowledge base, understanding, and appreciation for varied social, cultural, ethical, and aesthetic values.

Math/Science/Technology:
Integrate effective written and oral communication into daily business practices.

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 Courses - 18 credits
ENG100 and ENG200 are required courses*
12 Other credits - at least 3 credits must be taken at the 300 or higher level

ALH170	Medical Law and Ethics
ART105	Arts and Humanities
ART115	Theater & the Performing Arts
ENG100	English Composition I*
ENG110	Oral Communications
ENG200	English Composition II*
ENG300	Creative Writing
ENG305	The Modern Short Story
ENG400	Great American Novels
EXE220	Business Communications
HUM300	Women in Literature
HUM305	Comparative Religion
HUM310	World Mythology
HUM315	William Shakespeare: In Text and Film
HUM320	Computers and Society
HUM325	Feminism: Impact and Evolution
HUM405	Women in the Bible
PHI105	Ethics
PHI205	Critical Thinking
PHI305	Problems of Philosophy
PHI405	The Meaning of Life
PRL310	Legal Communications

English placement determined by test results

Math, Science, & Technology - 15 credits - at least 3 credits at 200 level or higher must be taken; 3 credits must be taken in Math; 3 credits must be taken in Science.

ACC105	Concepts of Accounting
ALH120	Anatomy & Physiology I
ALH130	Anatomy & Physiology II
BIO100	Human Biology
BIO260	Microbiology
CHEM100	Chemistry I
CIS120	Structured Programming
CIS125	Database Management
CIS140	Microcomputer Systems
CIS231	Networking I
EXE120	Survey of Windows
MTH100	Mathematics for Business Applications
MTH105	College Algebra
MTH110	Profitable Merchandising
MTH120	Pre-Calculus
MTH200	Statistics
MTH220	Calculus
SCI100	Basic Nutrition
SCI120	Holistic Health

Social and Behavioral Sciences - 12 credits

BUS365	Organizational Behavior
GEO100	Cultural Geography
HIS220	American History 1865-1940
HIS230	American History Since 1941
HIS400	Poverty in America
POL200	The Origins of Modern Civil Liberties
POL210	World Politics
POL225	Congress and the American Presidency
PRL180	Historical Perspectives of the Constitution
PRL220	Torts
PSY100	Psychology
PSY210	Medical Psychology
SOC100	Sociology
SOC110	Marriage and the Family
SOC200	Social Deviance

Open Electives: 15 – 18 credits;
at least 2/3 credits must be taken at the 300 level or higher

*All students must also take STS005 the Central Penn Experience (1 credit).

Concentration:
Students should select a concentration from among the departments offering major programs of study. Programs consist of required credits, with options to concentrate in a specialty consisting of various credits.

Requirements for the Associate of Science and Associate of 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.

Humanities Courses - 12 credits
ENG100 and ENG200 are required courses*
3 credits must be taken at the 200 level

ALH170	Medical Law and Ethics
ART105	Arts and Humanities
ART115	Theater & the Performing Arts
ENG100	English Composition I*
ENG110	Oral Communications
ENG200	English Communications II*
ENG300	Creative Writing
ENG305	The Modern Short Story
EXE220	Business Communications
HUM325	Feminism: Impact and Evolution
PHI105	Ethics
PHI205	Critical Thinking
PRL310	Legal Communications

English Placement determined by test results

Math, Science, & Technology - 9 credits
3 credits must be taken in Math; 3 credits must be taken in Science.

ACC105	Concepts of Accounting
ALH120	Anatomy & Physiology I
ALH130	Anatomy & Physiology II
BIO100	Human Biology
BIO260	Microbiology
CHEM100	Chemistry I
CIS120	Structured Programming
CIS125	Database Management
CIS140	Microcomputer Systems
CIS231	Networking I
EXE120	Survey of Windows
MTH100	Mathematics for Business Applications
MTH105	College Algebra
MTH110	Profitable Merchandising
MTH120	Pre-Calculus
MTH200	Statistics
SCI100	Basic Nutrition
SCI120	Holistic Health

Social and Behavioral Sciences - 9 credits

GEO100	Cultural Geography
HIS220	American History 1865-1940
HIS230	American History Since 1941
POL200	The Origins of Modern Civil Liberties
POL210	World Politics
POL225	Congress and The American Presidency
PRL180	Historical Perspectives of the Constitution
PRL220	Torts
PSY100	Psychology
PSY210	Medical Psychology
SOC100	Sociology
SOC110	Marriage & The Family
SOC200	Social Deviance

General Education Electives - 6 credits

*All students must also take STS005 the Central Penn Experience (1 credit).

Program/Concentration:

Students should select a program from among the departments offering major fields of study. Programs consist of additional specialized credits that vary in number. An Associate of Science or Applied Science degree will be awarded upon successful completion of all requirements, as met through the required course of study.

Allied Health Division

equipment, themes, learning objectives, and child development. This course is intended to give an overview of the child care field and present the fundamentals necessary to prepare for a career with young children.

CCM105   GUIDING CHILDREN'S
**   BEHAVIOR**   3 Credits
This practical course focuses on identifying typical developmental characteristics and the needs of children. Students are provided with suggestions to understand, solve, and prevent everyday behavior problems of children by using positive communication. Theories and practical skills that are needed to administer discipline to promote the educational development and personal achievement of young children will be presented.
Prerequisite: CCM110

CCM110   BEHAVIOR, OBSERVATION,
**   AND EVALUATION**   3 Credits
A course designed to introduce the student to an actual child care setting. Following on-site visits of early childhood programs, the student will participate in a discussion and evaluation of the types of preschool activities, situations, and behavior patterns that were observed.
Prerequisites: ALH110, CCM100

CCM120   CHILDREN'S HEALTH
**   AND WELLNESS**   3 Credits
This course is designed to teach the basics of health, safety, and nutrition. Emphasis is placed on the nutritional needs of the young child and specific health care and safety issues. Infant & Child CPR, First Aid training, and Childhood Diseases are presented.
Prerequisites: ALH110, CCM100

CCM130   INFANT AND
**   TODDLER CARE**   3 Credits
This course is designed to teach students about the care and guiding of infants and toddlers. An introduction to methods of caring and working with infants and toddlers in a stimulating environment is provided. The emphasis is on developing the skills needed to provide a challenging and developmentally appropriate atmosphere.
Prerequisite: ALH110

CCM140   THE EXCEPTIONAL
**   CHILD**   3 Credits
This course is designed to teach students about interacting with children with special needs in the early childhood classroom. The course provides

knowledge and skills that early childhood directors and teachers need to understand. It also covers numerous hands-on activities for children that are physically and/or mentally challenged.
Prerequisite: ALH110

CCM150   LANGUAGE DEVELOPMENT
**   AND EXPRESSION**   3 Credits
Children's literature is adapted to the child care environment with emphasis on language development, communication, and the importance of self-expression. Creative activities involving storytelling, dramatic play, visual perception, and expression are also included.
Prerequisite: CCM100

CCM210   CREATIVE ACTIVITIES   3 Credits
This course is designed to promote creative awareness in all areas of an early childhood curriculum. Students will plan and present exercises in selected topics and themes that include music, art, science, math, social studies, and health.

CCM300   ADMINISTRATION OF
**   EARLY CHILDHOOD**
**   PROGRAMS**   3 Credits
The knowledge, skills, and values needed to operate a day-care facility are discussed along with regulations governing personnel and the environment. The essential aspects of creating and maintaining a safe, healthy, and effective day-care environment for children and staff are reviewed. Students will synthesize knowledge of business and child care to create a working child care facility.
Prerequisite: Senior Status

CCM305   CURRICULUM
**   PLANNING**   3 Credits
Curriculum planning allows students to fuse prior knowledge from child development and foundation courses to create developmentally appropriate curriculum to foster the development of young children. Curriculum planning at the early childhood level revolves around two basic themes of education - how children learn and what they should learn. This course describes the leading curriculum approaches and explains the focus, goals, structure, and implementation techniques for each approach. Students will also learn how to develop curriculum goals and how to plan various classroom activities to help meet these goals.
Prerequisites: ALH110 and CCM100

CCM399   INTERNSHIP FOR CHILD CARE

**   MANAGEMENT**   4 Credits

Child Care Management Program

Associate of Science Degree

This program concentrates on two areas: progressive child care and effective business management. Through classroom instruction and hands-on experience working in a child care facility, you will learn how to develop programs that will effectively stimulate the intellectual, emotional, social, and physical growth of today's children. The growing demand for professional child care providers makes this a field of endless possibilities. The business portion of your curriculum will teach you to develop an operating budget, manage employees, and establish meaningful provider/parent relations. You will also get practical experience as you complete an internship in a child care facility. Refer to admission requirements for this program on page 7.

Jobs for which graduates qualify:

- assistant group supervisor
- group supervisor (with prior experience)
- day care administrator (with three years of experience working with children)
- nanny

Recommended preparation:

- experience working with children
- at least one business course—math, accounting, business law—in high school
- strong communication skills

Program objectives:

Upon completion of the Child Care Management program, the graduate should be able to:

- Demonstrate knowledge of oral and written communication skills for conversing and writing in professional and personal settings.
- Examine and evaluate the various issues required of child care providers.
- Develop a self-image that reflects professionalism and self-esteem.
- Relate knowledge of specific terminology, procedures, and principles of ethics in the child care field.
- Demonstrate the knowledge required to assess developmental needs of the child, and plan an appropriate curriculum geared to the physical, social, emotional, and intellectual readiness of the individual child.
- Create an interactive learning environment where the children learn by doing through sequential learning experiences based on a child-centered philosophy.
- Establish meaningful provider/parent relationships.
- Develop a business plan that includes an operating budget.
- Direct the activities of children at Kids on Campus.
- Use research tools, including the Internet, to gather information.

Program Recommendation:

ACC105 is a recommended preparation course for this program of study.

Course#	Course Title	Credits
ALH110	Child Development	3
CCM100	Child Care Foundations	3
CCM105	Guiding Children's Behavior	3
CCM110	Behavior, Observation, and Evaluation	3
CCM120	Children's Health and Wellness	3
CCM130	Infant and Toddler Care	3
CCM140	The Exceptional Child	3
CCM150	Language Development and Expression	3
CCM210	Creative Activities	3
CCM300	Administration of Early Childhood Programs	3
CCM305	Curriculum Planning	3
CCM399	Internship for Child Care Management	4
EXE220	Business Communications	3

To be eligible for internship, students must have on file documented State Police and Child Abuse clearances, a physical, and TB test. Students are required to attend two Capital Area Association of Education of Young Children (CAAEYC) events to meet program requirements.

Medical Assisting Program

Associate in Applied Science Degree

Associate in Applied Science Degree

The medical secretary in a medical practice, clinic, hospital, or other healthcare-related business provides administrative and clerical assistance to doctors in delivering effective and compassionate medical care. Patient advocacy, filing, scheduling, telephone triage, billing, medical records, transcription, and insurance are often primary day-to-day responsibilities of the medical secretary. Graduates of Central Penn's Medical Secretarial program may also enter the medical field as a medical transcriptionist.

Central Penn's Medical Secretarial program provides in-depth knowledge of current health care policies and procedures. Emphasis is placed on current medical office administrative procedures, including computerized medical records, accounting, word processing, insurance, medical transcription, and business communication. Refer to admission requirements for this program on page 7.

Jobs for which graduates qualify:
• medical office manager or administrative assistant
• transcriptionist
• administrator in physicians' offices, clinics, insurance companies, and hospitals

Recommended preparation:
• business math
• good communication and spelling skills
• strong English background
• keyboarding and computer skills

Program objectives:
Upon completion of the Medical Secretarial program, the graduate should be able to:
• Examine and evaluate the various issues, areas, and judgments, required of medical secretaries.
• Develop a self-image that reflects professionalism and self-esteem to meet the constant challenges and changing needs of the allied health field.
• Relate knowledge of specific terminology, procedures, and principles of ethics necessary in the medical profession.
• Demonstrate specialized knowledge of transcription and clerical skills necessary in a modern medical office.

• Operate, maintain, and be responsible for record keeping and clinical equipment and supplies found in a health care facility.
• Demonstrate knowledge of oral and written communication skills in professional settings.
• Apply communication skills to interpersonal relations.
• Develop research skills.

Program Requirement:
ALH120, ALH130, and ALH170 are prerequisite knowledge needed for this program of study.

Course#	Course Title	Credits
ALH100	Allied Health Principles	2
ALH105	Medical Terminology	3
ALH115	Medical Insurance	4
ALH145	Allied Health Procedures	3
ALH160	Pharmacology	2
ALH180	Medical Administrative Procedures	3
ALH200	Medical Machine Transcription	3
ALH215	Advanced Medical Machine Transcription	3
ALH230	Diseases & Diagnostic Methods	3
ALH300	Applied Medical Transcription	3
ALH350	Medical Seminar	3
ALH395	Medical Secretarial Internship	4
EXE220	Business Communications	3

To be eligible for internship, the student must have on file documented proof of required immunizations and liability insurance. Students must complete 21 hours of professional development in order to meet program requirements.

*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived courses and/or electives, see the academic chair.

Optometric Technician Program

In this program you, will learn both the clinical and administrative skills necessary to be a successful health care professional. You will learn how to prepare patients for exams, assist with minor office surgery, draw blood, administer tests and treatments, give injections and medications, and keep medical records. Students may sit for the Certified Phlebotomy Technician (CPT) exam while enrolled in the program. Medical assistants work primarily in physicians' offices, hospitals, and clinics.

Our educational program for Medical Assisting is recognized by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in collaboration with the American Association of Medical Assistants. Effective January 1998, only graduates of a CAAHEP accredited medical assisting program are eligible to sit for the Certified Medical Assistant (CMA) exam. Refer to admission requirements for this program on page 7.

Jobs for which graduates qualify:
- clinical medical assistant in hospitals, physicians' offices, out-patient clinics
- administrator in health or general insurance companies, and other health care-related businesses
- phlebotomist

Recommended preparation:
- a strong science background
- knowledge of computers
- at least one general business course
- good communication skills

Program objectives:
Upon completion of the Medical Assisting program, the graduate should be able to:
- 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 areas of competence as specified by the American Association of Medical Assistants.

- Demonstrate knowledge of oral and written communication skills in professional settings.
- Apply communication skills to interpersonal relations.
- Perform advanced-level skills, phlebotomy, injections, EKGs, catheterizations, under the supervision of a physician.
- Develop research skills.

Program Requirement:
ALH120, ALH130, and ALH170 are prerequisite knowledge needed for this program of study.

Course#	Course Title	Credits
ALH100	Allied Health Principles	2
ALH105	Medical Terminology	3
ALH115	Medical Insurance	4
ALH145	Allied Health Procedures	3
ALH150	Clinical Techniques	3
ALH160	Pharmacology	2
ALH180	Medical Administrative Procedures	3
ALH200	Medical Machine Transcription	3
ALH215	Advanced Medical Machine Transcription	3
ALH230	Diseases & Diagnostic Methods	3
ALH310	Medical Laboratory	3
ALH350	Medical Seminar	3
ALH399	Internship for Medical Assisting	4

To be eligible for internship, the student must have on file documented proof of required immunizations and liability insurance. Students must complete 21 hours of professional development in order to meet program requirements.

*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived courses and/or electives, see the academic chair.

Medical Secretarial Program

Therapy Association (CAPTE/APTA). Graduates of Central Penn's PTA program will be eligible to sit for the state physical therapist assistant licensing examination. Admission requirements are rigid. Refer to admission requirements for this program on page 7.

Jobs for which graduates qualify:
• rehabilitation centers, community agencies, sport programs, geriatric centers, private practices and hospitals

Recommended preparation:
• one unit of biology and chemistry, or physics
• two units of mathematics, one of which is algebra

Program objectives:
The academic rigor and the clinical experiences of our program are designed to prepare our graduates to be able to:
• 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 with 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 Requirement:
ALH120, ALH130, ALH170, PSY100, and PSY210 are prerequisite knowledge needed for this program of study.

Course#	Course Title	Credits
ALH105	Medical Terminology	3
ALH145	Allied Health Procedures	3
ALH230	Diseases & Diagnostic Methods	3
BIO100	Human Biology	3
BIO105	Human Development	3
PTA100	Fundamentals of Physical Therapy	2
PTA140	Applied Kinesiology	4
PTA145	Modalities	4
PTA210	Therapeutic Exercise	4
PTA220	Physical Therapy Administrative Procedures	2
PTA300	Physical Therapist Assistant Clinical Practice	2
PTA305	Neurological Rehabilitation	4
PTA399	Internship for PTA	4

Students are required to complete 20 hours of volunteer services in various physical therapy settings in order to enhance clinical observation and meet program requirements.

To be eligible for internship, the student must have on file documented proof of required immunizations and liability insurance.

*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived

Associate in Applied Science Degree

Central Penn's Optometric Technician program prepares you to work in a professional eye-care setting. You will learn to take an eye health history, prepare a patient for examination by the doctor, and perform visual assessments. You will learn to educate patients in contact lens care and assist a doctor in eye examinations. As a graduate of the Optometric Technician program, you will also learn to make choices regarding materials for frames and lenses; evaluate fit and style of eyeglasses; and make repairs on eyeglasses. Refer to admission requirements for this program on page 7.

Jobs for which graduates qualify:
• optometric technician in offices of ophthalmologists, optometrists, opticians, clinics
• technician in optical lab
• salesperson for optical company

Recommended preparation:
• a strong science and math background
• knowledge of computers
• at least one general business course
• good communication skills

Program objectives:
Upon completion of the Optometric Technician program, the graduate will be able to:
• Examine and evaluate the interpersonal skills required of allied health professionals.
• Develop a self-image that reflects professionalism and self-esteem to meet the constant challenges and changing needs of health professionals.
• Relate knowledge of specific terminology, anatomy, and medical knowledge necessary in the allied health field.
• Under the direction of a doctor, perform an eye examination.
• Demonstrate knowledge of oral and written communication skills in professional settings.
• Make repairs on eyeglasses and educate patients on eyewear.
• Perform the administrative skills necessary to operate a successful practice.
• Develop research skills.

Program Requirement:
ALH120, ALH130, and ALH170 are prerequisite knowledge needed for this program of study.

Course#	Course Title	Credits
ALH100	Allied Health Principles	2
ALH105	Medical Terminology	3
ALH145	Allied Health Procedures	3
ALH160	Pharmacology	2
ALH230	Diseases & Diagnostic Methods	3
OPT100	Basic Optometric Science	3
OPT110	Disorders of the Eye	3
OPT120	Optics	3
OPT140	Optician Practices	3
OPT300	Optometric Procedures	4
OPT305	Contact Lenses	3
OPT399	Internship for Optometric Technician	4
EXE220	Business Communications	3

To be eligible for internship, the student must have on file documented proof of liability insurance. Students must complete 21 hours of professional development in order to meet program requirements.

*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived courses and/or electives, see academic chair.

Physical Therapist Assistant Program

Associate in Applied Science Degree,

As a physical therapist assistant (PTA), you will work with physical therapists in treating people with a wide range of physical and neuromuscular disorders.

The PTA program provides a thorough background in the rehabilitation of musculoskeletal and neuromuscular disorders while incorporating an understanding of the psychosocial aspects of disability. Hands-on laboratory classes and clinical internships at area physical therapy facilities enable students to practice what they are learning in the classroom.

This program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical

administrative planning, supply and task organization, time management, scheduling appointments, processing mail, filing, treatment of clinical and financial records, accounts payable, accounts receivable, billing, and credit and collection procedures. 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, ENG100, and EXE105

**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, ENG100, EXE105

**ALH210   CLINICAL
              TECHNIQUES**   3 Credits
This course will outline the principles and procedures of 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.   The principles and procedures of medication administration are also presented.
Prerequisites: ALH145

**ALH215   ADVANCED MEDICAL MACHINE
              TRANSCRIPTION**   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   DISEASES 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.
Prerequisite: ALH105 and ALH 130

**ALH290   ALLIED HEALTH
              TRANSFER**   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.

**ALH300   APPLIED MEDICAL
              TRANSCRIPTION**   3 Credits
This is a comprehensive course that challenges the medical secretarial student to apply their knowledge of the English language, medical terminology, anatomy and physiology, diseases and diagnostics, and pharmacology to transcribing medical reports. The student is challenged with tapes from specialty practices, practical situations, foreign physicians, and more advanced terminology. Along with routine operative, diagnostic, and discharge reports, the student transcribes specialty reports such as pathology, psychiatric, oncology, cardiology, plastic surgery, oral surgery, orthopedics, neurology, urology, OB/GYN, pediatric, ENT, ophthalmology, respiratory, and gastrointestinal reports. In addition, critical thinking/decision-making activities are included to challenge the students problem-solving abilities and proofreading skills. Additional computer time is necessary to complete assignments.
Prerequisite: ALH215

ALH310   MEDICAL LABORATORY 3 Credits
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, urinalysis, hematology, blood chemistry, immunology, and microbiology. While being observed by the instructor, the student will perform 23 successful venipunctures. The CPT exam is offered at the completion of this course.
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.
Prerequisites: ALH180

**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, health care, and

courses and/or electives, see the academic chair.

Course Decriptions

ALH100 ALLIED HEALTH PRINCIPLES   2 Credits

This course is designed as a basic introduction to the health field. Review of the history of medicine and the development of allied health professions is presented as well as an overview of our health care system today. Students become knowledgeable of safety issues related to health care, abiding by OSHA regulations. A comprehensive review of basic math theory is also given. Students will learn the concepts used to calculate medication dosages. Communication skills related to health care provider/patient relations are introduced.

ALH105 MEDICAL TERMINOLOGY   3 Credits

This course provides the student with the ability to recognize, analyze, define, spell, and correctly utilize the medical language used to convey information about anatomy, physiology, disease, control and treatment of 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.

ALH110 CHILD 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 psychological growth so the student can recognize normal development, as well as deviations from the normal.

ALH115 MEDICAL INSURANCE   4 Credits

In this course, the student is introduced to the major nationwide medical insurance programs. Students will be trained in the preparation of the medical insurance claim form for reimbursement utilizing the computer. An overview of the types of coverages available will be provided including Blue Cross, Blue Shield, Medicare, Medicaid, Tricare, Workers' Compensation, Disability, Health Maintenance Organization (HMO), and Preferred Provider Organization (PPO). 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 discussed.

ALH120 ANATOMY AND PHYSIOLOGY I   4 Credits

This course is a study of the normal structure and function of the human body. The course covers the basic cell, body chemistry, and then provides an in depth investigation into the integumentary system, the skeletal system, and muscular system. The musculoskeletal system dominates the laboratory portion of this course.

ALH130 ANATOMY AND PHYSIOLOGY II   4 Credits

This course builds on knowledge obtained in Human 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.
Prerequisite: ALH120

ALH145 ALLIED HEALTH PROCEDURES   3 Credits

This course provides the student with a presentation of medical records and documentation. Students will learn the equipment and procedures of physical exams, assessment of vital signs, and preparing and assisting with minor surgical procedures. The principles of universal precautions and medical and surgical asepsis will be developed. Ambulatory assistive devices, therapeutic massage, and goniometry are also demonstrated.
Prerequisites: ALH100 or PTA100 and 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

ALH170 MEDICAL LAW AND ETHICS   3 Credits

A study of law and ethics as they pertain to the health care field. There is in-depth discussion of specific aspects of law which affect medical office personnel and the physician. Common medical issues are examined.

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. Areas emphasized include important aspect of office procedures includes: communicating and interacting with patients, the role of the receptionist, effective telephone usage,

**PTA210   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.
Prerequisites: ALH145 and ALH230

**PTA220   PHYSICAL THERAPY
              ADMINISTRATIVE
              PROCEDURES   2 Credits**
This course covers administrative responsibility for the physical therapist assistant student. Course content covers the areas of human resources, administrative procedures communication, and managerial dictation.
Prerequisite: PTA100

**PTA300   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: PTA145

**PTA305   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. The student will learn proper patient instruction and application of specific neurological treatment techniques.
Prerequisite: PTA210

**PTA399   INTERNSHIP FOR PHYSICAL
              THERAPIST ASSISTANT   4 Credits**
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on-the-job educational experience. This hands on-opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisites: The student is required to have successfully completed all other required courses in the Physical Therapist Assistant program and to have passed all required competency tests.

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 health care system.
Prerequisites: ALH170

ALH350   MEDICAL SEMINAR   3 Credits
This is an upper level course which will allow students to practice in the Medical Learning Center all of the skills taught throughout the entire program. 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/MS plays in promoting a professional image for the practice and of health care resources available. CPR, first aid training, and emergency management are presented.
Prerequisites: Medical Assisting: ALH210 or current registration, Medical Secretarial: ALH180

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.

ALH395   INTERNSHIP FOR MEDICAL
SECRETARIAL   4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on- the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: The student is required to have successfully completed all courses and requirements in the medical secretarial program.

ALH399   INTERNSHIP FOR
MEDICAL ASSISTING   4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on- the-job educational experience. This hands-on opportunity, allows students to apply their knowledge

and skills learned in the classroom to the working environment.
Prerequisite: The student is required to have had and successfully completed all courses and requirements.

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 shadow administrators in each of three different types of healthcare facilities, to compare the similarities and differences. The student will arrange their internship project as an outcome of this course.
Prerequisites: This course is taken the final term before the internship.

ALH410   HEALTH ECONOMICS AND
FINANCING STRATEGIES 3 Credits
Analysis of financial flows, third party payment programs, and reimbursement practices in the health sector. Economic analysis of U.S. health care system: organization and financing policy issues.
Prerequisites: ALH115 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: ALH330

CCM100   CHILD CARE
FOUNDATIONS   3 Credits
The basic theories of program planning are presented with emphasis on incorporating specific objectives into a practical day care program. Included in this course is the preparation of daily and monthly activity plans based on environment, availability of

The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on- the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: Successful completion of all program requirements and skills of the child care management program.

**OPT100   BASIC OPTOMETRIC
                SCIENCE**   3 Credits
This course will emphasize the gross and microscopic anatomy of the human eye and the neuroanatomy of the visual pathway. Pharmacologic agents used in an eye doctor's office will be discussed. There will be an introduction to ocular photography and angiography.
Prerequisite: ALH105

OPT110   DISORDERS OF THE EYE 3 Credits
This course will cover the causes of eye dysfunction, including general medical disorders, eye diseases, neoplasms associated with the eye, and refractive error.
Prerequisite: ALH105

OPT120   OPTICS   3 Credits
This course will examine the physical, geometric, and physiologic aspects of light. These principles will be applied to optical prescriptions in the Optometric Exam Room.
Prerequisite: OPT100

OPT140   OPTICIAN PRACTICES   3 Credits
This course will introduce students to the clinical skills necessary to work in an optician's office or a dispensing doctor's office. Skills taught will include lens measurement, frame selection, frame adjustment, contact lens care, salesmanship, and customer service.
Prerequisite: ALH105

**OPT300   OPTOMETRIC
                PROCEDURES**   4 Credits
This course will introduce the student to examination procedures used in an eye care center. Included will be instruction in taking a general history and physical, an ocular history/ physical, and elicitation of a chief complaint. Basic visual assessment techniques will be emphasized. Students will be required to synthesize information relating to the eye and use of instruments to conduct complete eye examinations, under the supervision of a doctor.
Prerequisite: OPT100

OPT305   CONTACT LENS   3 Credits
A study of the clinical skills needed to function in an eye doctors office. Emphasis will be placed on development of skills necessary to test visual fields and ocular motility. This course will also deal with all aspects of contact lens prescription and care. Students will utilize effective patient communication skills pertaining to the benefits, drawbacks, and use of contact lenses.
Prerequisites: OPT100

**OPT399   INTERNSHIP FOR OPTOMETRIC
                TECHNICIAN**   4 Credits
The Internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career service function. The second element includes an on-the-job educational experience. This hands-on opportunity, allows students to apply knowledge and skills learned in the classroom to the working environment.
Prerequisite: The student is required to have had and successfully completed all courses and requirements.

**PTA100   FUNDAMENTALS OF
                PHYSICAL THERAPY**   2 Credits
Fundamentals of Physical Therapy develops 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.

PTA140   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 and PTA100

PTA145   MODALITIES   4 Credits
This course provides the student with an understanding of the basic physical therapy modalities including indications/ contraindications, patient preparation, and documentation, with an emphasis on practical application and skill development. Successful completion of competency evaluations is required for the course.
Prerequisite: ALH145

of resources, develop basic and complex recipes for practice purposes. At the same time, students learn how to manage and maintain standard sanitation practices. Sanitation standards are presented for food and beverage, housekeeping, public facilities, garbage disposal, and sewage treatments. Environmental issues are discussed in detail. In order to properly relate classroom learning to a real-life work situation, students must successfully complete assigned work hours in the on-campus food service facility.

**HRM115 FOOD AND BEVERAGE
CONTROL**   3 Credits
This course explains the principles and procedures needed to develop an effective food and beverage control system. This control system gives insight into determination of standards, budgets, income and cost control, menu pricing, and computer application.

**HRM120 HOUSEKEEPING
MANAGEMENT**   3 Credits
This course provides a practical study into the principles of managing housekeeping operations within a hospitality operation. Utilizing a variety of resources, students receive a broad view of the needs, innovations, and techniques to manage housekeeping operations in today's multi-faceted hospitality market.

**HRM130 FRONT OFFICE
MANAGEMENT**   3 Credits
A study of the techniques used in the management of the front office of a hotel. Topics include guest services, communication between hotel departments, front office accounting, recruitment and selection of employees, and the front office role in hotel security.

**HRM200 COMPUTER APPLICATIONS
FOR HOSPITALITY**   3 Credits
This course is designed to introduce the student to the application of computers in hotel-motel management and the food service fields. Instruction covers applications for room reservations, labor management, inventories, and food and beverage costing. Students use the computer for completion of these hospitality applications.

**HRM210 HOSPITALITY MARKETING
AND SALES**   3 Credits
This course is designed to show students various forms of sales planning and the marketing of those plans. Utilizing a variety of sources, students analyze individual, group, and convention sales techniques and design promotional material aimed at these markets.

**HRM220 BEVERAGE
MANAGEMENT**   3 Credits
This course provides students with a basic understanding of the history and significance of beverage management in the hospitality industry. The course details planning, selection and scheduling of employees, marketing, equipment and tools, and beverage characteristics and the importance of each of these factors to the overall success of the bar or beverage operation.

HRM225 FOOD MANAGEMENT   3 Credits
This course provides the student with a basic understanding of the principles of food production and service management, sanitation procedures, menu planning, purchasing, and storage. This understanding will show how all areas of food service must work together for the success of the entire hospitality operation.

**HRM240 LEGAL ASPECTS OF
HOSPITALITY**   3 Credits
This course provides an awareness of the rights and responsibilities that the law grants or imposes upon a hospitality operator. Through research, illustration, and case studies, students learn the possible consequences of failure to satisfy legal obligations.
Prerequisite: HRM100

**HRM250 MANAGING CATERING
OPERATIONS**   3 Credits
This course provides an overview of internal and external catering operations. Students will study banquets, menu development, menu pricing, food and beverage control, and the use of computers and marketing in catering management. The class will plan and cater a large affair for the campus community as a final project, which will tie together all classroom material.
Prerequisite: HRM110

**HRM260 CONVENTION MANAGEMENT
AND SERVICES**   3 Credits
This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains techniques to meet those needs as part of meeting and convention service.
Prerequisite: HRM130

**HRM300 HOSPITALITY
ACCOUNTING**   3 Credits
This course is designed to instruct the student in managerial accounting techniques in the hospitality industry. Students learn inventory procedures, cost accounting, menu pricing, food and beverage costing,

- e-Business designers
- system managers
- consultants
- e-Business communication liaisons
- logistics positions
- e-Business system administrators.

e-Business concentration objectives:

Upon completion of the Bachelor of Science Degree program in Business Administration with a concentration in e-Business, the graduate should be able to:

- Understand and apply e-Business concepts to business models.
- Develop an e-Business simulation using programming techniques.
- Communicate with all levels of management in an organization while integrating digital applications.
- Understand and evaluate the various e-Business concepts used in developing a marketing strategy.
- Develop an e-Business strategy with an effective advertising and Internet marketing plan.
- Understand the importance of the growth of international markets and how e-Business is used to develop plans to market products.

Business Administration Core Requirements:

Course#	Course Title	Credits
ACC100	Accounting I	3
ACC110	Accounting II	3
BUS100	Business Principles	3
BUS200	Finance I	3
BUS215	Microeconomics	3
BUS220	Principles of Management	3
BUS230	Principles of Marketing	3
BUS260	International Business	3
BUS325	Electronic Business Or	3
BUS326	e-Business Development	
BUS340	Human Resources	3
BUS365	Organizational Behavior	3
BUS380	Business Policy Formulation	3
BUS499	Bachelor's Business Administration Internship	4
PRL250	Business Law	3

e-Business Concentration

(21 credits; at least 15 of 21 credits must be at the 300/400 level):

ACC210	Data Management Applications	3
BUS250	Advertising	3
BUS255	Customer Service	3
BUS315	Merchandise Information	3
BUS325	Electronic Business or	
BUS326	e-Business Development	3
BUS355	Project Management	3
BUS375	HTML for e-Business	3
BUS385	JAVA for e-Business Managers	3
BUS400	Advertising and Internet Marketing	3
BUS420	International Trade	3
BUS425	Internet Technology	3
BUS430	Marketing Management	3
BUS470	Business Seminar	3
CIS120	Structured Programming	3
CIS225	Visual Programming	3
MIP115	Digital Image Editing	3

Finance Concentration

Bachelor of Science Degree, Program in Business Administration

The Bachelor of Science Degree program in Business Administration's Finance concentration provides the student with an understanding of financial definitions, concepts, relationships, and strategies involving individuals, financial institutions, and non-financial business activities. Skill in finance is widely recognized as an important component needed for professional success within the corporate environment. The Central Pennsylvania College's experience prepares students for entry level and advanced positions.

The student learns to understand the challenges of obtaining and allocating monetary resources and financial risk management. The concentration helps develop a student's analytical skills, use of computers for analysis and presentations, and communication skills. The program will focus on the main aspects of business as well as finance courses that will enable the student to prepare for financial positions including financial managers, account executives, financial agents, and loan officers.

**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; 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 &
                    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. Travel students must successfully complete 30 hours in the college's travel agency.
Prerequisites: TRV100; TRV120

**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 and 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

**TRV350   TRAVEL AND TOURISM
                    SEMINAR**   3 Credits

This is a course that is taken in the student's final quarter 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 for management of the school's travel agency. Students will take the Travel Agency Proficiency Test at the completion of this course.
Students in final quarter only, or permission of professor.

**TRV399   INTERNSHIP FOR TRAVEL AND
                    TOURISM OPERATIONS**   4 Credits

An internship is an on-site training program where each student works in several departments that exist within a hospitality operation. All internship locations have a job rotation schedule listing duties that the student must perform. This is a non-paid program.
Prerequisites: Successful completion of required courses and requirements listed for the Travel and Tourism Operations program.

Program in Business Administration

The Bachelor of Science in Business Administration will prepare students to meet the demands of business. This program is designed with an overall structure in business and includes separate concentrations for each specialization. The program will provide an extensive business background, management preparation, human resource and communication skills, ethics in business and society, and a background in international business. In addition, it allows the student to select from among a list of elective courses that will enable him or her to concentrate in the areas of e-Business, Finance, Healthcare Administration, Management, and Marketing.

These five concentrations will give the student the foundation to obtain employment in any business environment because they will give the general knowledge and specialized training that employers seek. The concentrations will allow the graduates to be prepared in a specific business discipline without diluting the broad areas currently needed.

Recommended preparation:
• strong background in oral and written communications
• math through Algebra II
• high school GPA of 2.0 (C average) or better.

General Graduation Requirements:
To graduate with a Bachelor of Science degree in Business Administration, a student must:
1. Complete a minimum of 125 semester hour credits.
2. Satisfy General Education requirements.
3. Satisfy all course requirements in the Business Administration degree program.
4. Attain a minimum cumulative grade point average of 2.0 in all courses completed at Central Pennsylvania College.
5. Attain a minimum grade point average of 2.0 in the Business Administration courses.
6. Transfer students must complete a minimum of 30 credit hours (21 of them in the major field of study) at Central Pennsylvania College, regardless of the number of credits transferred.

Program objectives:
Upon completion of the Bachelor of Science degree in Business Administration, the graduate should be able to:
• Understand and apply business concepts to business models.
• Communicate with all levels of management.
• Understand the importance of the growth of the international markets and how a business must function within that market.
• Demonstrate problem-solving/research ability in a business setting.
• Demonstrate appropriate professional manner with the highest ethical standards.

e-Business Concentration

Bachelor of Science Degree, Program in Business Administration

The digital world is transforming the business environment, making it essential that managers understand the issues and opportunities presented by the electronic marketplace. Information systems, particularly those dealing with Electronic Business, have become a critical part of the products, services, and management of organizations. The effective and efficient use of information technology is an important element in achieving competitive advantage for business organizations and excellence in service for government and nonprofit institutions.

The e-Business concentration of the Bachelor of Science Degree program in Business Administration at Central Pennsylvania College prepares students to meet the business challenges posed by the World Wide Web and the Internet. It combines e-Business strategies, marketing, and operations with traditional business courses necessary to succeed in an e-Business environment. The student will not only have the skills to develop, implement, and manage an infrastructure of information technology but will be able to assist in incorporating information technology into an organization's strategy, planning, and practices.

Jobs for which graduates qualify:

Jobs for which graduates qualify:

• Advanced positions in a professional or technical career field related to finance in industries such as investment firms, banks, manufacturing companies, the service industry, the securities industry, and government services.

Finance concentration objectives:

Upon completion of the Bachelor of Science Degree program in Business Administration with a concentration in Finance, the graduate should be able to:

• Understand the acquisition and administration of funds by business firms.
• Use current computer skills including word processing, spreadsheets, databases, and presentation graphics.
• Communicate with all levels of management in an organization including financial, operations, administrative, and executive personnel.
• Understand and evaluate the various financial options used in industry and personal decision-making.
• Apply financial theories in a simulated business environment.
• Research and analyze the various types of investments available and their appropriateness in business and personal planning.
• Understand the environment and methods of international financial management.

Business Administration Core Requirements:

Course#	Course Title	Credits
ACC100	Accounting I	3
ACC110	Accounting II	3
BUS100	Business Principles	3
BUS200	Finance I	3
BUS220	Microeconomics	3
BUS220	Principles of Management	3
BUS230	Principles of Marketing	3
BUS260	International Business	3
BUS325	Electronic Business	3
	Or	
BUS326	e-Business Development	
BUS340	Human Resources	3
BUS365	Organizational Behavior	3
BUS380	Business Policy Formulation	3

BUS499	Bachelor's Business Administration Internship	4
PRL250	Business Law	3

Finance Concentration
(21 credits; at least 15 of 21 credits must be at the 300/400 level):

ACC200	Managerial Accounting	3
ACC210	Data Management Applications	3
ACC320	Cost Accounting	3
ACC330	Advanced Income Tax	3
ACC400	Advanced Accounting	3
ACC405	Auditing	3
ACC410	Accounting Communications	3
BUS210	Macroeconomics	3
BUS225	Customer Service	3
BUS300	Finance II	3
BUS305	Investments	3
BUS320	Money & Banking	3
BUS335	Insurance	3
BUS410	Options, Futures, & Derivatives	3
BUS420	International Trade	3
BUS435	Personal Financial Management	3
BUS440	International Finance	3
BUS455	Compensation and Benefits	3
BUS470	Business Seminar	3

Healthcare Administration Concentration

Bachelor of Science Degree, Program in Business Administration

The Bachelor of Science Degree program in Business Administration's Healthcare Administration concentration provides students with a means of preparing for administrative and strategic planning positions in all branches of the healthcare industry, and in government agencies which regulate and direct public healthcare programs.

Central Pennsylvania College's program provides a wide scope of preparation, to permit students to gain a broad overall conceptual framework for understanding and operating in a managerial capacity in any of the various sectors of the healthcare industry. Industry internship positions allow for specialization and the development of specific expertise within one particular segment of the industry.

	Communications	3
BUS255	Customer Service	3
BUS270	Entrepreneurship and Small Business Management	3
BUS301	Retail Management	3
BUS302	Health, Safety, and Security	3
BUS303	Recruitment, Selection, and Placement	3
BUS310	Fashion Analysis	3
BUS315	Merchandise Information	3
BUS330	Nonprofit Organizations	3
BUS335	Insurance	3
BUS345	Operations Management	3
BUS355	Project Management	3
BUS370	Management Techniques	3
BUS420	International Trade	3
BUS425	Internet Technology	3
BUS430	Marketing Management	3
BUS435	Personal Financial Management	3
BUS450	Labor Relations	3
BUS455	Compensation and Benefits	3
BUS460	Evaluation and Assessment	3
BUS465	Training and Development	3
BUS470	Business Seminar	3

Marketing Concentration

Bachelor of Science Degree, Program in Business Administration

Increasing competition in the world of business requires companies to employ well-educated professionals to implement programs that are up to date, relevant, and effective to market their goods and services throughout the world. The Bachelor of Science degree program in Business Administration's Marketing concentration prepares students for a wide variety of careers. To be successful, a modern organization must discover the needs and desires of its customers and adapt its goods and services to fulfill them. This process requires planning, research, and analysis.

The Bachelor of Science Degree program in Business Administration's Marketing concentration curriculum is designed to prepare students for careers in both the public and private sectors of the economy. This major is application oriented and stresses interaction with many businesses and explores new product introductions, advertising, market research, and international marketing.

Jobs for which graduates qualify:
• international marketing specialists
• business-to-business sales agents
• sales managers
• product brand specialists
• market researchers
• retail managers
• marketing communications specialists
• logistics personnel and managers
• purchasing agents and managers

Marketing concentration objectives:

Upon completion of the Bachelor of Science degree in Business Administration in Marketing, the graduate should be able to:
• Understand and apply marketing concepts to business models.
• Use current computer software, including word processing, spreadsheets, databases, and presentation graphics.
• Communicate with all levels of management in an organization including financial, operations, administrative, and executive personnel.
• Understand and evaluate the various marketing concepts used in industry.
• Demonstrate the ability to develop a marketing strategy with an effective advertising campaign.
• Understand the importance of the growth of international business and how companies can develop marketing plans.
• Understand business relationships between the departments within a business and how they must work together in developing marketing plans.

Business Administration Core Requirements:

Course#	Course Title	Credits
ACC100	Accounting I	3
ACC110	Accounting II	3
BUS100	Business Principles	3
BUS200	Finance I	3
BUS215	Microeconomics	3
BUS220	Principles of Management	3
BUS230	Principles of Marketing	3
BUS260	International Business	3
BUS325	Electronic Business Or	3
BUS326	e-Business Development	

Together the two facets of the program provide the necessary preparation to allow students to obtain entry level or advanced positions in healthcare management, and to perform competently in any specific position because of their broad vision and their specific skills developed through actual hands-on work experience.

Jobs for which graduates qualify:
• Management and financial positions in hospital administration
• Administration of retirement homes and communities, private clinics offering medical services, substance abuse and rehabilitation clinics, federal and state programs or agencies which are directed toward healthcare services
• Strategic Planning positions in the healthcare sector or in government, or the healthcare insurance industry

Healthcare Administration concentration objectives:
   Upon completion of the Bachelor of Science degree in Business Administration in Healthcare Administration, the graduate should be able to:
• Understand the organization and structure of components of the healthcare industry sector to permit development and implementation of successful management strategies within the industry.
• Understand the role of public policy and politics as these influence the practical aspects of managing and administering any specific sector of the healthcare industry.
• Communicate and plan effectively with all levels of organization within any sector of the healthcare industry, and between sector components of the industry.
• Understand and evaluate the various financial options and strategies within and between component sectors of the healthcare industry.
• Apply financial theories and management strategies in simulated and practical situations.
• Understand and apply the relevant legal and ethical foundations of the healthcare industry in practical management situations.

Business Administration Core Requirements:

Course#	Course Title	Credits
ACC100	Accounting I	3
ACC110	Accounting II	3
BUS100	Business Principles	3
BUS200	Finance I	3
BUS220	Microeconomics	3
BUS215	Principles of Management	3
BUS230	Principles of Marketing	3
BUS260	International Business	3
BUS325	Electronic Business	3
	Or	
BUS326	e-Business Development	
BUS340	Human Resources	3
BUS365	Organizational Behavior	3
BUS380	Business Policy Formulation	3
BUS499	Bachelor's Business Administration Internship	4
PRL250	Business Law	3

Healthcare Administration Concentration (21 credits; at least 15 of 21 credits must be at the 300/400 level):

ALH115	Medical Insurance	3
ALH170	Medical Law and Ethics	3
ALH180	Medical Administrative Procedures	3
ALH320	Health Services Organization and Management	3
ALH330	Healthcare Policies and Politics	3
ALH400	Hospital and Health Services Administration	3
ALH410	Health Economics and Financing Strategies	3
ALH420	Healthcare Planning and Marketing	3
BUS255	Customer Service	3
BUS270	Entrepreneurship and Small Business Management	3
BUS302	Health, Safety, and Security	3
BUS303	Recruitment, Selection, and Placement	3
BUS325	Electronic Business	3
BUS335	Insurance	3
BUS370	Management Techniques	3
BUS405	Business Marketing	3
BUS450	Labor Relations	3
BUS455	Compensation and Benefits	3
BUS460	Evaluation and Assessment	3
BUS465	Training and Development	3

| BUS470 | Business Seminar | 3 |

Management Concentration

Bachelor of Science Degree, Program in
Business Administration

Business today requires management to be able to make prudent decisions based on knowledge and skills. The Bachelor of Science in Business Administration's Management concentration prepares students with the theory and skills to compete in business management. The graduate will learn, understand, and use concepts and skills in management, international business, marketing, and business operations.

The Bachelor of Science Degree program in Business Administration's Management concentration curriculum is designed to prepare students for careers in both public and private sectors of the economy. It stresses general management principles and interactions with businesses by application of theory. The concepts taught are practiced in actual business situations and through simulated business environments.

Jobs for which graduates qualify:
• advanced positions in a professional or technical career field related to management
• office managers
• business managers
• administrative Assistants
• shift managers
• supervisors

Management concentration objectives:

Upon completion of the Bachelor of Science degree in Business Administration in Management, the graduate should be able to:
• Understand and apply generally-accepted accounting principles and standards to a business environment.
• Use current computer software, including word processing, spreadsheets, databases, and presentation graphics.
• Communicate with all levels of management in an organization including financial, operations, administrative, and executive personnel.
• Understand and evaluate the various planning and information packages used in industry.
• Apply management theories in a business environment.
• Understand the correlation between the different management disciplines in a business.
• Understand the relationships required in business between various departments and how they must work together.

Business Administration Core Requirements:

Course#	Course Title	Credits
ACC100	Accounting I	3
ACC110	Accounting II	3
BUS100	Business Principles	3
BUS200	Finance I	3
BUS215	Microeconomics	3
BUS220	Principles of Management	3
BUS230	Principles of Marketing	3
BUS260	International Business	3
BUS325	Electronic Business	3
	Or	
BUS326	e-Business Development	
BUS340	Human Resources	3
BUS365	Organizational Behavior	3
BUS380	Business Policy Formulation	3
BUS499	Bachelor's Business Administration Internship	4
PRL250	Business Law	3

Management Concentration
(21 credits; at least 15 of 21 credits must be at the 300/400 level):

Course#	Course Title	Credits
ACC200	Managerial Accounting	3
ACC210	Data Management Applications	3
ACC220	Income Tax	3
ACC330	Advanced Income Tax	3
ACC400	Advanced Accounting	3
ACC405	Auditing	3
ACC410	Accounting Communications	3
ALH320	Health Services Organization and Management	3
ALH400	Hospital and Health Services Administration	3
ALH410	Health Economics and Financing Strategies	3
BUS105	Fundamentals of Selling	3
BUS225	Integrated Marketing	

BUS340	Human Resources	3
BUS365	Organizational Behavior	3
BUS380	Business Policy Formulation	3
BUS499	Bachelor's Business Administration Internship	4
PRL250	Business Law	3

**Marketing Concentration
(21 credits; at least 15 of 21 credits must be at the 300/400 level):**

ALH420	Healthcare Planning and Marketing	3
BUS105	Fundamentals of Selling	3
BUS225	Integrated Marketing and Communications	3
BUS235	Consumer Behavior	3
BUS250	Advertising	3
BUS255	Customer Service	3
BUS270	Entrepreneurship and Small Business Management	3
BUS280	Retail Advertising and Promotion	3
BUS301	Retail Management	3
BUS303	Recruitment, Selection, and Placement	3
BUS305	Investments	3
BUS310	Fashion Analysis	3
BUS315	Merchandise Information	3
BUS335	Insurance	3
BUS350	Visual Merchandising	3
BUS360	Marketing Research	3
BUS400	Advertising and Internet Marketing	3
BUS405	Business Marketing	3
BUS410	Options, Futures, and Other Derivatives	3
BUS420	International Trade	3
BUS425	Internet Technology	3
BUS430	Marketing Management	3
BUS435	Personal Financial Management	3
BUS470	Business Seminar	3

Associate Degree Programs

Accounting Program

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.

With 30 or more credits in accounting, your curriculum at Central Penn gives you the flexibility to adapt to a number of positions in this broad field. You will receive specialized training in areas of cost accounting, tax accounting, and computer utilization.

You will also receive a solid foundation in management, which can open additional doors for you in the accounting field.

Jobs for which graduates qualify:

• full charge bookkeeper
• accountant
• accounts payable clerk
• accounts receivable supervisor
• assistant controller
• various banking and investment positions

Recommended preparation:
• strong background in communications
• two units of high school math including algebra recommended

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 all levels of people 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 performed and personal appearance.
• Demonstrate problem-solving/research abilities in a business setting.

BUS220	Principles of Management	3
BUS230	Principles of Marketing	3
BUS270	Entrepreneurship and Small Business Management	3
BUS330	Nonprofit Organizations	3
BUS340	Human Resources	3
BUS399	Internship for Business Administration	4
COM230	Desktop Publishing I	3

Students are required to complete assigned hours in a campus business in order to meet program requirements. Students must also complete 80 hours of community services in order to meet program requirements.

*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived courses and/or electives, see the academic chair.

Finance Program

Associate in Science Degree

The ability to work with numbers and make sound financial decisions are important traits of finance students. Central Penn's Finance program prepares students with the ability to work in any financial environment.

Students in the Finance program take a number of accounting and finance courses, analyze case studies, develop an investment portfolio, and study key banking and economic trends. Students also visit key financial centers such as Wall Street and the Federal Reserve.

Jobs for which graduates qualify:

• position in banks, credit unions, investment/brokerage firms, insurance companies, and real estate offices

Recommended preparation:
• sound background in math, accounting, communications, and computers

Program objectives:
Upon completion of the Finance program, the graduate should be able to:

• Plan, prepare, and deliver written and oral individual reports and group presentation.
• Demonstrate interpersonal skills.
• Plan, organize, and execute a supervisory-level management assignment.
• Construct, organize, and manage a project within budget.
• Identify and evaluate potential management careers.
• Conduct management activities with a professional leadership style.
• Calculate the figures needed to develop financial statements.
• Assess the long-term impact of financial transactions.
• Understand the workings of the banking system and the economy.
• Demonstrate an understanding of the use of investment and security operations and financial activities.
• Perform financial procedures with computer software.
• Demonstrate appropriate professional manner with the highest ethical standards and good time management.
• Exhibit social responsibility through community service.
• Demonstrate the ability to use necessary basic math skills.
• Analyze information through research.

Program Recommendation:
MTH200 is the recommended preparation course for this program of study.

Course#	Course Title	Credits
ACC100	Accounting I	3
ACC110	Accounting II	3
ACC200	Managerial Accounting	3
BUS100	Business Principles	3
BUS200	Finance I	3
BUS215	Microeconomics	3
BUS220	Principles of Management	3
BUS270	Entrepreneurship and Small Business Management	3
BUS300	Finance II	3
BUS305	Investments	3
BUS320	Money and Banking	3
BUS330	Nonprofit Organizations	3
BUS399	Internship for Business Administration	4

Students are required to complete assigned hours in a campus business in order to meet

Program Recommendation:

MTH120 and MTH200 are recommended preparation courses for this program of study.

Course#	Course Title	Credits
ACC100	Accounting I	3
ACC110	Accounting II	3
ACC200	Managerial Accounting	3
ACC210	Data Management Applications	3
ACC220	Income Tax	3
ACC230	Intermediate Accounting I	3
ACC300	Intermediate Accounting II	3
ACC310	Nonprofit Accounting	3
ACC320	Cost Accounting	3
ACC399	Internship for Accounting	4
BUS215	Microeconomics	3
MTH105	College Algebra	3
PRL250	Business Law	3

Students are required to complete assigned hours in a campus business in order to meet program requirements.

*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived courses and/or electives, see the academic chair.

Accounting Information Systems Program

Associate in Science Degree

As business moves toward the use of sophisticated information systems and software packages, the accounting professional must be knowledgeable in analyzing, designing, specifying, evaluating, justifying, setting-up, operating, and assisting with these systems. The Accounting Information Systems program offers specialized training in accounting and computer information systems for the service industry, merchandising firms, and manufacturing companies. A strong accounting background and the technical knowledge of software applications, structured programming, system hardware requirements, and data communications using a local area network will enable the graduate to obtain jobs in this increasingly complex field.

Jobs for which graduates qualify:
- accounting information specialists
- entry-level consultants and systems analysts
- systems trainers
- software/systems specialists and technical support representatives
- network support personnel
- entry-level systems specialists for banking and investment firms
- accounting/systems design specialists

Recommended preparation:
- strong background in oral and written communications
- two units of high school math including algebra recommended
- high school GPA of 2.0 (C average) or better

Program objectives:
Upon completion of the Accounting Information Systems 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, spreadsheets, databases, presentation graphics, and automated accounting packages on a local area network.
- Communicate with all levels of management in an organization including programmers, clerical personnel, analysts, and system users.
- Understand and evaluate the various planning and information packages used for the service industry, merchandising firms, and manufacturing companies.
- Demonstrate the ability to train users in software and network applications on a microcomputer system.
- Understand the correlation between accounting, mathematical, and business practices and the ability to use the microcomputer in this setting.
- Select and install appropriate hardware components and software applications.
- Troubleshoot, modify, debug, and correct hardware and software errors.
- Demonstrate problem-solving/research ability in a business setting.
- Demonstrate professionalism with the highest ethical standards through work performed and personal appearance.

Program Requirement:

CIS120 is prerequisite knowledge needed for this program of study.

Program Recommendation:

MTH105 and MTH120 are recommended preparation courses for this program of study.

Course#	Course Title	Credits
ACC100	Accounting I	3
ACC110	Accounting II	3
ACC200	Managerial Accounting	3
ACC210	Data Management Applications	3
ACC230	Intermediate Accounting I	3
ACC300	Intermediate Accounting II	3
ACC320	Cost Accounting	3
ACC399	Internship for Accounting	4
CIS111	Operating Systems	3
CIS125	Database Management	3
CIS140	Microcomputer Systems	3
CIS231	Networking I	3
CIS390	Systems Analysis and Design	3

Students are required to complete assigned hours in a campus business in order to meet program requirements.

*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived courses and/or electives, see the academic chair.

Entrepreneurship and Small Business Program

Associate in Science Degree

America's economy has been and will continue to be driven by the successful management of small businesses. Central Penn's Small Business program is helping to prepare students for the competitive small business environment.

This program provides a thorough background in marketing, finance, computer applications, accounting, sales and promotion, and management skills needed to operate a small business. All students prepare a loan package which could be used in starting a small business. This program is ideal for people who have aspirations of opening their own business or who will eventually operate a family business.

Jobs for which graduates qualify:
• manage own business
• perform functions in family-operated business
• business manager

Recommended preparation:
• well-rounded background in math, English, and computer software applications
• previous work at a small business

Program objectives:

Upon completion of the 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 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.

Course#	Course Title	Credits
ACC100	Accounting I	3
ACC110	Accounting II	3
ACC200	Managerial Accounting	3
BUS100	Business Principles	3
BUS200	Finance I	3
BUS215	Microeconomics	3

program requirements. Students must also complete 80 hours of community service in addition to college service requirements in order to meet program requirements.

*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived courses and/or electives, see the academic chair.

Hotel and Restaurant Management

Associate in Applied Science Degree

This program will prepare you to enter the fast-paced and challenging fields of hotel and/or restaurant management. You will learn management and supervisory techniques, accounting principles, legal aspects of the hospitality industry, customer service, and marketing and sales techniques. You will gain hands-on experience at an internship in a hotel or restaurant and through work in the campus restaurant and the Central Penn Inn. On your overnight field trips to world-class hotels in major U.S. cities, you will observe hotel and restaurant professionals. Employment of hotel and restaurant managers is expected to expand rapidly between now and 2005.

Jobs for which graduates qualify:

• assistant manager of hotel, restaurant, or lounge
• assistant catering/banquet manager
• hotel sales representatives
• assistant front desk manager
• assistant director of housekeeping
• assistant food and beverage manager

Recommended preparation:
• jobs involving interpersonal contact such as retail, food service/restaurant, or hotels
• basic business math
• computer skills

Program objectives:

Upon completion of the Hotel and Restaurant Management program, the graduate should be able to:
• Demonstrate a working knowledge of management techniques in the front office, housekeeping operations, accounting, food and beverage operations, and sales.
• Demonstrate a working knowledge of hotel and restaurant operations in purchasing and inventory management, legal issues, and sanitation.
• Demonstrate an awareness and understanding of the wide range of career opportunities available within the hospitality industry.
• Utilize Pennsylvania Department of Agriculture regulations in maintaining a disciplined Hazard Analysis Critical Control Point (HACCP) program.
• Demonstrate proficiency in using computers for word processing, spreadsheets, and database management for hospitality industry related tasks.
• Plan, prepare, and deliver written and oral individual reports and group presentations.
• Use print and electronic (including Internet) resources to complete research.
• Develop and implement plans to achieve personal and professional goals.
• Demonstrate professional demeanor, interpersonal skills, high ethical standards, and good time management.
• Demonstrate basic mathematical skills necessary for success in the hospitality industry.

Course#	Course Title	Credits
ACC100	Accounting I	3
BUS220	Principles of Management	3
HRM100	The Hospitality Industry	3
HRM110	Basic Food Preparation and Sanitation	3
HRM115	Food and Beverage Control	3
HRM120	Housekeeping Management	3
HRM130	Front Office Management	3
HRM220	Beverage Management	3
HRM225	Food Management	3
HRM240	Legal Aspects of Hospitality	3
HRM300	Hospitality Accounting	3
HRM350	Hospitality Management Seminar	3

administrative skills. Executives and lawyers rely on administrative assistants and legal office administrators 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, computer applications, and accounting principles. The Office Administration student may choose courses focusing on Legal Office Administration. The Legal Office Administration student at Central Penn will master traditional clerical skills and learn how to manage a lawyer's practice, prepare legal documents, and interact with clients and legal professionals.

Central Penn's internship program places office administration students in corporate offices, law practices, or government agencies to further develop their professional skills and give them valuable references upon graduation.

Jobs for which graduates qualify:
• a wide variety of administrative assistant positions in business, government, legal, and medical office settings.
• Students electing legal office administration courses will be able to work in private law firms, courthouses, governmental agencies, legislative offices, and insurance companies, as well as, corporations and businesses.

Recommended preparation:
• detail-oriented, personable students with an academic or business background, with emphasis on communications

Program objectives:
Upon completion of the Office Administration program, the graduate should be able to:
• 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, PowerPoint, PageMaker, and Desktop Publishing.
• Demonstrate proficiency and professionalism in organization of meeting and travel arrangements, and supervisory skills.
• Cooperate 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 accounting and management skills.
• Be able to prepare a variety of professional documents for a spectrum of employers.

Course#	Course Title	Credits
BUS220	Principles of Management	3
EXE105	Word Processing	3
EXE215	Advanced Word Processing	3
EXE225	Document Production	3
EXE300	Advanced Document Production	3
EXE399	Internship for Office Administration (Legal Concentration)	4
PRL130	Principles of Legal Research	3
PRL135	Legal Research and Writing I	3
PRL140	Civil Litigation I	3
PRL200	Contracts	3
PRL220	Torts	3
PRL250	Business Law	3
PRL310	Legal Communications	3

Retail Management Program

Associate in Science Degree

Retail Management graduates are highly-skilled and capable of solving problems, analyzing trends, and succeeding in the exciting field of retail. Retail Management students gain hands-on experience. This training enables students to experience all aspects of retail operations, including purchasing, visual merchandising, pricing, inventory management, point-of-sale operations, and customer relations.

Retail Management students go on field trips to selected retail companies.

Jobs for which graduates qualify:
• department store/specialty shop manager
• sales associate
• customer service representative
• with experience, graduates may become buyers or store owners

Recommended preparation:
• strong background in communications
• desire to work with people

HRM399 Internship for Hotel and
Restaurant Management   4

*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived courses and/or electives, see the academic chair.

Practical experience is a vital part of each degree at Central Pennsylvania College. Students enrolled in the Hotel and Restaurant Management program are required to work a minimum of 4 hours a week in the campus food establishment, in order to fulfill lab requirements. This accounts for 20% of your grade in every Hospitality-related course.

Marketing Program

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.

Jobs for which graduates qualify:
• sales associate
• marketing assistant
• telecommunication, advertising, and customer service representative
• retail management

Recommended preparation:
• solid background in oral and written communications
• creative courses, such as graphics or advertising design
• desire to work with people

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.
• Construct, organize, and manage a project within budget.
• Identify and evaluate potential management careers.
• Develop and implement an effective sales promotion campaign.
• Research, design, and test a marketing strategy for both consumer and industrial 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 Recommendation:
MTH200 is the recommended preparation course for this program of study.

Course#	Course Title	Credits
ACC100	Accounting I	3
BUS105	Fundamentals of Selling	3
BUS215	Microeconomics	3
BUS220	Principles of Management	3
BUS225	Integrated Marketing Communications	3
BUS230	Principles of Marketing	3
BUS235	Consumer Behavior	3
BUS250	Advertising	3
BUS330	Nonprofit Organizations	3
BUS340	Human Resources	3
BUS360	Marketing Research	3
BUS399	Internship for Business Administration	4
COM230	Desktop Publishing I	3

Students are required to complete assigned hours in a campus business in order to meet program requirements. Students must also

complete 80 hours of community services in order to meet program requirements.

*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived courses and/or electives, see the academic chair.

Office Administration Program

Associate in Applied Science Degree

Maximizing the efficiency of today's hectic corporate office and legal office environment requires effective management and administrative skills. Executives and lawyers rely on administrative assistants and legal office administrators 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, computer applications, and accounting principles.

Central Penn's internship program places office administration students in corporate offices, law practices, or government agencies to further develop their professional skills and give them valuable references upon graduation.

Jobs for which graduates qualify:
• a wide variety of administrative assistant positions in business, government, legal, and medical office settings.
• Students electing legal office administration courses will be able to work in private law firms, courthouses, governmental agencies, legislative offices, and insurance companies, as well as, corporations and businesses.

Recommended preparation:
• detail-oriented, personable students with an academic or business background, with emphasis on communications

Program objectives:
Upon completion of the Office Administration program, the graduate should be able to:
• 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, PowerPoint, PageMaker, and Desktop Publishing.
• Demonstrate proficiency and professionalism in organization of meeting and travel arrangements, and supervisory skills.
• Cooperate 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 accounting and management skills.
• Be able to prepare a variety of professional documents for a spectrum of employers.

Course#	Course Title	Credits
BUS220	Principles of Management	3
BUS340	Human Resources	3
EXE105	Word Processing	3
EXE110	Notehand I	3
EXE130	Office Systems Management	3
EXE210	Notehand II or	
PRL250	Business Law	3
EXE215	Advanced Word Processing	3
EXE220	Business Communications	3
EXE225	Document Production	3
EXE300	Advanced Document Production	3
EXE310	Machine Transcription	3
EXE320	Administrative Office Procedures	3
EXE399	Internship for Office Administration	4

*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived courses and/or electives, see the academic chair.

Legal Office Administration Concentration

Associate in Applied Science Degree, Program in Office Administration

Maximizing the efficiency of today's hectic corporate office and legal office environment requires effective management and

• previous work at a retail establishment is helpful

Program objectives:

Upon completion of the Retail Management 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.
• Construct, organize, and manage a project within budget.
• Identify and evaluate potential management careers.
• Conduct management activities with professional leadership style.
• Design systematic operations of a retail establishment.
• Maintain and operate equipment common to a retail business, including computers.
• Select, purchase, price, and promote saleable merchandise, recognizing general fashion trends.
• Establish and maintain good 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.

Course#	Course Title	Credits
ACC100	Accounting I	3
BUS105	Fundamentals of Selling	3
BUS110	Principles of Retailing	3
BUS220	Principles of Management	3
BUS230	Principles of Marketing	3
BUS255	Customer Service	3
BUS280	Retail Advertising and Promotion	3
BUS315	Merchandise Information	3
BUS330	Nonprofit Organizations	3
BUS340	Human Resources	3
BUS350	Visual Merchandising	3
BUS399	Internship for Business Administration	4
MTH110	Profitable Merchandising	3

Students are required to complete assigned hours in a campus business in order to meet program requirements. Students must also complete 80 hours of community services in order to meet program requirements.

*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived courses and/or electives, see the academic chair.

Travel and Tourism Operations Program

Associate in Applied Science Degree

This program gives you a world of knowledge. You will learn what it takes to pursue a successful career in the exciting, fast-paced, and ever-changing field of travel. Central Penn's Travel and Tourism Operations major is one of the oldest and most respected programs of its kind in the nation.

You will receive thorough classroom instruction in every aspect of the travel industry, including extensive training on the SABRE computerized reservation system. Outside the classroom you will gain hands-on experience in the campus travel agency, Central Penn Travel and in local agencies or other tourism industry businesses during an internship experience. You will see the travel industry in action as you travel by plane, train, and bus on your overnight field trips.

Jobs for which graduates qualify:

• travel agent, car rental agent, or tour guide
• cruise ship reservations and sales
• airline reservations or ramp agent
• meeting or event coordinator

Recommended preparation:

• geography and math
• oral communications
• computer skills

Program objectives:

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

• Demonstrate a knowledge of oral and written communication skills for conversing and writing in professional and personal settings.

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.
Prerequisite: CIS111 or EXE120

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
AND MTH010*

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
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.

BUS225   INTEGRATED MARKETING
COMMUNICATIONS   3 Credits
A comprehensive study of the use of sales promotion
activities as part of the promotional strategies of
marketing a product, service, or idea.

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.

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 local 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 political,
social, and the 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

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

- 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 a knowledge of 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.

Course#	Course Title	Credits
EXE220	Business Communications	3
TRV100	Reservations/Tariffs I	3
TRV110	Reservations/Tariffs II	3
TRV120	Domestic Tourism	3
TRV125	International Tourism	3
TRV200	SABRE Automation I	3
TRV210	SABRE Automation II	3
TRV250	Client Relations and Retail Travel Sales	3
TRV260	Western Hemisphere Geography for Travel Professionals	3
TRV265	Eastern Hemisphere Geography for Travel Professionals	3
TRV300	The Cruise Industry	3
TRV350	Travel and Tourism Seminar	3
TRV399	Internship for Travel and Tourism Operations	4

*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived courses and/or electives, see the academic chair and/or the travel professor.

Students are required to complete assigned hours in the campus travel agency, take the Travel Agency Proficiency Test, and obtain a passport by graduation.

Course Descriptions

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 long term 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 changes in price levels, changes in cash flows, financial statement analysis, departmental accounting, budgets, cost and revenue concepts, and management reports with special analysis.
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

ACC399 INTERNSHIP FOR
ACCOUNTING   4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on- the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: Successful completion of all courses and requirements listed for the Accounting program.

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 transactions are also examined.
Prerequisite: ACC300

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.
Prerequisites: ACC300 or successful completion of ACC300 final exam

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, EXE220

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, labor, data processing, 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.

BUS110 PRINCIPLES OF
RETAILING   3 Credits
This is a study of retailing–its characteristics, objectives, retail strategies, retail institutions, and careers. This course develops an understanding of retail management. Using the case study method, students develop the ability to apply course material to solving retail-related problems.

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

BUS280 RETAIL ADVERTISING AND PROMOTION   3 Credits
This course is a study of all activities related to the planning and uses of advertising of retail goods and services. Students develop a knowledge of all advertising media, with special application to retail businesses. Through class work and out-of-class research, a complete advertising schedule for a retail business is developed.
Prerequisite: BUS100

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 or another marketing or advertising course

BUS302 HEALTH, SAFETY, AND SECURITY   3 Credits
This course is designed to identify key occupational health, safety, workplace security theory and concepts. The course covers legal and regulatory requirements affecting health related programs, policies, and employment liabilities.
Prerequisite: BUS340

BUS303 RECRUITMENT, SELECTION, AND PLACEMENT   3 Credits
This course studies the successful person/organization match. The course discusses the external influences such as economics 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: BUS340

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.
Prerequisites: BUS200 or BUS215 or MTH010

BUS310 FASHION ANALYSIS   3 Credits
This course analyzes the nature and scope of fashion and investigates the basic knowledge and terminology with regard to garment design as it relates to merchandising. Sketching of basic styles is introduced, and designs are created. This course also explores career opportunities, and the students assist in producing a fashion show.

BUS315 MERCHANDISE INFORMATION   3 Credits
This course is an in-depth study to develop an understanding of various textiles and non-textiles. The fiber content, fiber structure, and fabric construction of textiles are discussed. Non-textile merchandise information related to store buyers, sales people, and the consumer is presented. Projects and presentations prepared by the student utilize practical buying and selling techniques. Field trips to various locations are taken to expose the students to major industries in the United States.

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 of 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.
Prerequisites: BUS100 or BUS220 AND EXE120 or another college level computer course

BUS326 e-BUSINESS DEVELOPMENT   3 Credits
This course provides students with the knowledge base required to understand the nature of the Internet as a marketing medium and the use of information systems for businesses. Students gain hands-on experience with various tools and techniques as they work to develop the plans for electronic commerce.

business talks. Students study how real- world problems are solved from the decision to export or import, packaging and transportation, terminology, required documentation, financing trade, international quality factors, and an overview of international trade laws.
Prerequisite: BUS260

BUS425   INTERNET TECHNOLOGY   3 Credits
This course is a study of what is required for establishing and operating an electronic business. It covers the information needed by the entrepreneur and executive making e-business plans. Covered in this course is how to choose the right technologies, avoid the legal pitfalls, and Web security.
Prerequisites: BUS325 or BUS326 and EXE120 or another college level computer course

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 as 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.
Prerequisites: 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 BUS340

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: BUS340

BUS460   EVALUATION AND ASSESSMENT   3 Credits
This course prepares the student to understand effective performance management in a quality context, to use multi-source feedback for employee development, and current legal issues in performance appraisals.
Prerequisite: BUS340

BUS465   TRAINING AND DEVELOPMENT
This course covers the field of training and development from orientation and skills training, to career and organization development.
Prerequisite: BUS340

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, BUS220, BUS230 AND BUS260 or BUS325 or BUS326

BUS499   BACHELOR'S BUSINESS ADMINISTRATION INTERNSHIP   4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on-the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: Successful completion of all courses and requirements listed for the Business Administration option.

EXE105   WORD PROCESSING 3 Credits

They use various methods to gain an insight into electronic commerce and what makes electronic business different from electronic commerce.
Prerequisites: BUS100 or BUS220 AND EXE120 or another college level computer course

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. Students must complete 80 hours of volunteer service as part of the course.
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

BUS340   HUMAN RESOURCES   3 Credits
This course provides guideposts for effective performance in the following areas: 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

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 EXE120 or another college level computer course

BUS350   VISUAL MERCHANDISING   3 Credits
This course explores design principles of visual merchandising and store layout. Students gain practical experience through designing and creating display windows throughout the campus. A design

and color portfolio and a store layout project are integral parts of the 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 projects, including manufacturing scheduling, construction, research and development projects, and engineering design through the use of computer simulations and applications.
Prerequisites: BUS100 or BUS220 AND EXE120 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 will conduct the Central Penn College Community Awareness Survey and prepare a project report.
Prerequisite: BUS230

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

BUS370   MANAGEMENT TECHNIQUES   3 Credits
Designed as an upper-level management course, Management Techniques covers the major concepts of management using an experimental approach to achieve learning on an individualized basis. A series of exercises is used in which the student participates to gain actual experience with the concept under consideration.
Prerequisite: BUS220

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.
Prerequisites: CIS211 or another 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

BUS385 JAVA FOR e-BUSINESS MANAGERS 3 Credits
This course covers the basics of Java Programming for business and Computer Information Systems students. It covers Java applications and applets with emphasis on business applications. The method of teaching is through the "Programming Algorithm"-a step-by-step process used to start on the right program by considering problem definition, solution planning via algebra and good documentation.
Prerequisites: CIS211 or another college level computer course

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. The credits are given for the completion of an upper level (300/400) transferred. This course is available only when the student has taken a class not offered by Central Penn.

BUS399 INTERNSHIP FOR BUSINESS ADMINISTRATION 4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on-the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: Successful completion of all courses and requirements listed for the Business Administration option.

BUS400 ADVERTISING AND INTERNET MARKETING 3 Credits
The Internet is emerging both as an extremely useful tool for business planning and also as part of a company's marketing mix. This course is a study of search and resource sites and how to develop them to aid any discipline by opening a high-speed gateway. The topics covered give the student a detailed review

of Internet customers, information sources, product development and pricing for the Net, distribution channels, and an Internet marketing plan.
Prerequisites: BUS230 or BUS250 or a 300/400 level marketing course AND BUS325 or BUS326

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.
Prerequisites: BUS230 or concurrent registration

BUS401 ORGANIZATIONAL PROCESS IMPROVEMENT 3 Credits
Efficient organizational processes, product and service quality, and customer satisfaction are consistently moving targets. Organizations who aspire to the best that they can be must create a cycle of continuous process improvement within their organization. This course examines the organizational process for: assessing expectations of internal and external constituents, identifying the difference between the current state and the desired state, and empowering organizational teams to close the identified gaps between the current and desired states.
Prerequisite: BUS365

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.
Prerequisites: BUS200 or BUS305

BUS415 INTERNATIONAL BUSINESS SEMINAR 3 Credits
This course is a capstone course integrating concepts, principles, and practices of international business from prior courses and Internet research. The student is required to participate in the research for group decision making and presentations in a business currently or desiring to compete in the international markets. A written comprehensive case analysis of the simulation is prepared.
Prerequisites: BUS200 or concurrent registration AND BUS260

BUS420 INTERNATIONAL TRADE 3 Credits
This course answers the question of whether to export or import. International trade is a topic that has been discussed in the news media and in government/

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.

EXE110   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.

EXE120   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, spreadsheets, 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.

**EXE130   OFFICE SYSTEMS
                MANAGEMENT**   3 Credits
This course introduces the concepts of computer systems and opportunities available to workers in modern offices and the rapidly expanding technology and terminology. The impact of modern office technology upon office work and those who perform it is explored.

EXE210   NOTEHAND II   3 Credits
Students are trained to take dictation at increasing rates of speed and to transcribe into mailable copy.
Prerequisite: EXE110

**EXE215   ADVANCED WORD
                PROCESSING**   3 Credits
Students learn the advanced functions of Microsoft Word. Desktop Publishing is utilized to produce professional-quality documents and newsletters. Students produce a professional portfolio that highlights their word processing/desktop publishing accomplishments for use in their job search.
Prerequisite: EXE105

**EXE220   BUSINESS
                COMMUNICATIONS**   3 Credits
The application of English, research, and communication skills to the writing of business correspondence and reports are studied and practiced in this course.
Prerequisite: ENG200

**EXE225   DOCUMENT
                PRODUCTION**   3 Credits
This course provides skill and speed in preparing business letters, administrative communications,

tables, reports, business forms, and employment-related activities.

**EXE300   ADVANCED 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 higher speed goals on straight copy.
Prerequisite: EXE225

**EXE310   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; EXE225

**EXE320   ADMINISTRATIVE OFFICE
                PROCEDURES**   3 Credits
This course emphasizes procedures and management skills for the automated office; specifically, time management, records management, mail management, business meetings and travel arrangements, reprographics, and office ethics.
Prerequisite: EXE105

**EXE399   INTERNSHIP FOR OFFICE
                ADMINISTRATION**   4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on-the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: Successful completion of all courses and requirements listed for the Office Administration program.

**HRM100   THE HOSPITALITY
                INDUSTRY**   3 Credits
This course provides students with a basic understanding of the history of the hospitality industry. The course details how the industry began and traces the growth in lodging service, food and beverage concepts, industry growth, career opportunities, and industry trends.

**HRM110   BASIC FOOD PREPARATION
                AND SANITATION**   3 Credits
This course explains techniques to ensure quality of quantity food production. Students, utilizing a variety

and budgeting. In addition, students learn how to read and analyze a profit and loss statement, compute occupancy percentages, and complete a hotel's daily report.
Prerequisite: ACC100 or permission of instructor

HRM310 HOSPITALITY PURCHASING MANAGEMENT   3 Credits
This course shows the student how to design and institute a cost and needs effectiveness purchasing program. Techniques for supplier selection, performance evaluation of service, and price negotiation are learned. Utilizing a variety of resources, students learn all purchasing categories for food, beverage, non-food, and equipment.
Prerequisite: HRM115 or HRM120 or HRM225

HRM350 HOSPITALITY MANAGEMENT SEMINAR   3 Credits
Taken in the student's final quarter, this course utilizes the practical application of all learned hotel and restaurant management skills. Students will hone skills necessary for success in the "real world" of hotel and restaurant management. Discussion of current hotel and restaurant management issues will constitute a large portion of class time. Students will also complete a quarter-long project in which they will work with a local hotel or restaurant to develop a marketing plan, security plan, or other similar activity which will benefit the business to which they are assigned.
Prerequisite: Student must have 108+ credits prior to registration.

HRM399 INTERNSHIP FOR HOTEL & RESTAURANT MANAGEMENT   4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on-the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: Successful completion of all courses and program requirements of the Hotel and Restaurant Management program.

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 travel procedures in the business world. The differences between corporate and leisure travel, techniques for negotiating rates with service providers, choosing and working with a travel agent, and career opportunities in corporate travel are all explored.
Prerequisite: TRV120

TRV150 MEETING PLANNING AND MANAGEMENT   3 Credits
This course provides a thorough analysis of the meetings 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 1,000 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. The students are trained on the school's SABRE system.
Prerequisite: TRV110

TRV210 SABRE AUTOMATION II   3 Credits
This course is a continued study of the airline computer system and its functions in the tourism industry. All areas of ground reservations, including hotels, AMTRAK, car rentals, tours, and cruises are covered. The students are trained on the school's SABRE system.
Prerequisite: TRV200

courses below the 300 or 400 level will be accepted. This course is available only when the student has taken a Multimedia/Internet Production class not offered by Central Penn.

MIP399 INTERNSHIP FOR MULTIMEDIA/ INTERNET PRODUCTION 4 Credits

The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on-the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: Successful completion of all courses and requirements listed for Multimedia / Internet Production.

MTH010 BASIC ALGEBRA 0 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.

MTH100 MATHEMATICS FOR BUSINESS APPLICATIONS 3 Credits

This course will focus on the practical applications of elementary algebra to the business environment. Topics to be covered include: operations with positive and negative numbers, linear equations, ratios and proportions, mathematics of buying and selling, elements of payroll, interest computations, introduction to graphs and statistics, and applications to specific business arenas. The student will gain a broad understanding of the mathematical knowledge and skills needed to continue on into more advanced business courses.

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

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

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.

PE100 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.
Prerequisites: CRI350 and CRI399

PHI105 ETHICS 3 Credits

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,

- Identify and solve professional problems in areas of multimedia, desktop publishing, journalism, photography, public relations, and advertising.
- Develop and present a professional portfolio.
- Responsibly operate professional equipment.
- Communicate effectively both orally and in writing.
- Demonstrate professionalism in both dress and demeanor.
- Differentiate between acceptable and unacceptable media copy and materials by applying industry standards.
- Meet entry-level requirements in multimedia production, photography, desktop publishing, journalism, public relations, and/or advertising.

Course#	Course Title	Credits
BUS100	Business Principles	3
BUS250	Advertising	3
COM100	Survey of Mass Communications	3
COM110	Basic Photography	3
COM130	Public Relations	3
COM220	Journalism I	3
COM230	Desktop Publishing I	3
COM300	Advertising Applications	3
COM320	Journalism II	3
COM330	Desktop Publishing II	3
COM340	Communications Law	3
COM399	Internship for Communications	4
MIP115	Digital Image Editing	3

Graphic Design Program

Associate in Science Degree

Organizations rely heavily on graphics specialists to create and refine printed materials for use in publishing, marketing, and communicating. Central Penn's Graphic Design program will prepare you to succeed in this cutting-edge field by offering instruction in both technology and design.

Hands-on experience is the key to success in Graphic Design, and Central Penn offers the latest in computer technology to help you master the needed skills. Studio classes that use traditional media balance the technology instruction, and together these classes enable you to design and produce high-quality print media for a diverse range of organizations. In addition, Central Penn has recently dedicated a $50,000 high-tech lab for the exclusive use of Communication majors that incorporates PCs and MACs, CD and CDROM burners, and VTS (video transfer station).

Once you acquire the needed computer and creative skills, you will put them to work during a 180-hour internship at a professional site.

Jobs for which graduates qualify:
- graphic designer
- print production specialist
- typesetter
- web designer
- freelance graphic artist/designer

Recommended preparation:
- Strong interest in computers and visual design with a desire to exercise creativity and an ability to work both individually and as part of a team.

Program Objectives:
Upon completion of the Graphic Design program, the graduate should be able to:
- Demonstrate proficiency in several industry-standard software applications taught during course work.
- Create printed materials that are both readable and visually interesting.
- Understand print production procedures for both printed materials and web graphics.
- Understand and use professional terminology specific to graphic design.
- Understand the history and evolution of visual communication.
- Oversee a graphic design project from beginning to end.
- Work within budget and deadline constraints.
- Work professionally with clients.
- Work effectively both individually and as part of a creative team.
- Communicate effectively both orally and in writing.
- Develop and present a professional portfolio.

Course#	Course Title	Credits
BUS250	Advertising	3
COM110	Basic Photography	3
COM230	Desktop Publishing I	3

General Studies

General Studies houses Associate in Science degree in Communications, Graphic Design, and Multimedia/Internet Production. In addition the division supports all degree programs by serving to offer a well-rounded education to all students.

The career-oriented focus of Central Pennsylvania College prepares students for success by providing a well-rounded education. In today's competitive environment, employers deem a set of essential skills to be the most desirable in a prospective employee. These items include the ability to communicate clearly and accurately, and the ability to problem solve or think critically.

General Study courses offer a wide range of perspectives and experiences that enable each student to understand and appreciate society and culture and communicate effectively in all realms of business.

Aside from the requirements of any job, a well-rounded education will enhance the overall qualities of each and every student. The Division of General Studies strives to provoke thought, encourage individual expression, and enhance written and oral communication skills.

Students in all majors will have to take a core group of General Studies courses and also choose a set of electives to complete each major program at Central Penn. In the tradition of all Central Penn programs, General Studies includes hands-on learning experiences in each course. Although not traditionally seen as the specific tasks one may perform while on the job, General Studies introduces students to situations, personalities, cultures, and climates that may be encountered in the workplace.

Division Student Services:
- Annual Central Pennsylvania College Literary Journal
- Tutoring and remedial education
- Honors program
- Administer English and Algebra placement exams
- The Knightline - student newspaper
- Gamma Beta Phi Honor Society

Objectives:

Upon completion of any program at Central Pennsylvania College, the graduate will:
- Demonstrate effective written communication.
- Demonstrate effective oral communication skills.
- Gain a knowledge, understanding, and appreciation of varied social, cultural, ethical, and aesthetic values.
- Demonstrate adequate skill in information literacy.
- Demonstrate a sense of community mindedness.
- Use critical thinking, problem solving, and various research methods.
- Acquire knowledge through critical reading, discussion, and analysis.

Course#	Course Title	Credits
ART100	Drawing and Illustration	3
ART105	Arts and Humanities	3
ART115	Theater & the Performing Arts	3
ART250	Art Transfer Credit	3
BIO100	Human Biology	3
BIO105	Human Development	3
BIO260	Microbiology	3
CHEM100	Chemistry I	3
ENG010	Developmental English	0
ENG100	English Composition I	3
ENG110	Oral Communications	3
ENG200	English Composition II	3
ENG250	English and Literature Transfer Credit	3
ENG300	Creative Writing	3
ENG305	The Modern Short Story	3
ENG400	Great American Novels	3
GEO100	Cultural Geography	3
GEO105	Global Geography	3
GEO200	Geography of the Eastern Hemisphere	3
GEO205	Geography of the Western Hemisphere	3
GEO250	Geography Transfer Credit	3
HIS220	American History 1865-1940	3
HIS230	American History Since 1941	3
HIS250	History Transfer Credit	3
HIS400	Poverty in America	3
HIS405	Business History I (Colonial Times - 1900)	3
HIS410	Business History II (1900 - Present)	3

HON400	Honors Studies	3
HUM250	Humanities Transfer Credit	3
HUM300	Women in Literature	3
HUM305	Comparative Religion	3
HUM310	World Mythology	3
HUM315	William Shakespeare: In Text and Film	3
HUM320	Computers and Society	3
HUM325	Feminism: Impact and Evolution	3
HUM405	Women in the Bible	3
LNG100	Conversational Spanish	3
MTH010	Basic Algebra	0
MTH100	Mathematics for Business Applications	3
MTH105	College Algebra	3
MTH110	Profitable Merchandising	3
MTH120	Pre-Calculus	3
MTH200	Statistics	3
MTH220	Calculus	3
MTH250	Math Transfer Credit	3
PE100	Defensive Tactics/Fundamental Marksmanship	3
PHI105	Ethics	3
PHI205	Critical Thinking	3
PHI250	Philosophy Transfer Credit	3
PHI305	Problems of Philosophy	3
PHI405	The Meaning of Life	3
POL200	The Origins of Modern Civil Liberties	3
POL210	World Politics	3
POL225	Congress and the American Presidency	3
POL250	Political Science Transfer Credit	3
POL300	Modern Terrorism–A Proactive Response	3
PSY100	Psychology	3
PSY250	Psychology Transfer Credit	3
PSY400	Forensic Psychology	3
SCI100	Basic Nutrition	3
SCI120	Holistic Health	3
SCI250	Science Transfer Credit	3
SOC100	Sociology	3
SOC110	Marriage and the Family	3
SOC200	Social Deviance	3
SOC250	Sociology Transfer Credit	3
STS005	The Central Penn Experience	1
STS200	Practicum	3

Communications Program

Associate in Science Degree

As the world becomes more technological, there is an ever greater demand for people who can communicate effectively using different media. Central Penn's Communications program provides students with a variety of skills and experiences.

In many cases, hands-on experience—and personal contact with working professionals—will be the key to securing your first position in your career. At Central Penn, you will learn multimedia production and, graphic design in the Media Production Lab, and photographic techniques in our Photography Suite. Advertising, public relations, and journalism are other areas of communications you will learn and practice as you work with clients and develop projects. All communication majors are required to work on the Knightline throughout their course of study to help build a portfolio of work.

You will put all your newly acquired skills and abilities to work as part of a 180-hour internship at a professional media site.

Jobs for which graduates qualify:
• layout artist/desktop specialist
• print production specialist
• advertising/PR consultant
• multimedia producer
• technical writer
• journalist

Recommended preparation:
• strong background in communications, verbal and/or in writing, with a desire to experience many different media and a willingness to apply yourself in a variety of fields.

Program objectives:
Upon completion of the Communications program, the graduate should be able to:

General Studies Division

COM330	Desktop Publishing II	3
GRP100	Principles of Visual Communication	3
GRP105	Elements of Graphic Design	3
GRP200	Color Theory	3
GRP205	Dimension in Design	3
GRP250	Print Production	3
GRP290	Graphic Design Applications	3
GRP399	Internship for Graphic Design	4
MIP115	Digital Image Editing	3
MIP325	Visual Web Design	3

Multimedia/Internet Production Program

Associate in Applied Science Degree

The Multimedia/Internet Production program is designed for students planning careers in multimedia. The program integrates theory, hands-on practice, and internship experience in media production. You will master skills in electronic animation, multimedia and Internet authoring, and interactive multimedia production. Education and training techniques and project management courses will give you additional tools to work effectively in this exciting field.

Jobs for which graduates qualify:
• web designers and developers

• intranet and Internet designers and developers
• interactive site specialists
• technical and script writers
• media project managers

Recommended preparation:
• strong interest in dynamic communication
• fundamental knowledge and interest in computers

Project objectives:
Upon completion of the Multimedia/Internet Production program, the graduate will be able to:
• Identify and solve problems professionally in areas of multimedia, media production, and project management.
• Develop and present a professional portfolio.

• Photograph and videotape subjects for public presentation.
• Design and create web sites.
• Animate characters and texts.
• Communicate effectively both orally and in writing.
• Demonstrate professionalism in both dress and demeanor.

Program Requirement:
CIS120 is prerequisite knowledge needed for this program of study.

Course#	Course Title	Credits
BUS250	Advertising	3
CIS111	Operating Systems	3
CIS125	Database Management	3
CIS140	Microcomputer Systems	3
CIS231	Networking I	3
CIS390	Systems Analysis & Design	3

Multimedia / Internet Production (Select 7 Courses, 21 Credits)

MIP100	Education & Training Techniques**	3
MIP115	Digital Image Editing**	3
MIP120	History of Traditional Animation Techniques	3
MIP215	Multimedia	3
MIP220	Media Management	3
MIP225	Structures of Web Design**	3
MIP230	Non-Linear Video Editing	3
MIP235	Character Design	3
MIP300	Electronic Animation for Multimedia Applications	3
MIP305	3-D Modeling Methods	3
MIP325	Visual Web Design	3
MIP330	Multimedia Project Management**	3
MIP335	Visual Effects	3
MIP340	Advanced Web Design	3
MIP350	Advanced Electronic Animation	3
MIP399	Internship for Multimedia/ Internet Production**	4

**These courses are required.

Course Descriptions

Additional time outside class is needed to complete projects.
Prerequisite: COM230

COM340 COMMUNICATIONS LAW 3 Credits
This is an advanced public 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 and access to public sources of information.
Prerequisite: ENG200 with a "C" or better

**COM399 INTERNSHIP FOR
            COMMUNICATIONS**   4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on- the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: Successful completion of all courses and requirements listed for the Communications program.

**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 publics. 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; COM410

**ENG010 DEVELOPMENTAL
            ENGLISH**

                                    0 Credits

This is a course to teach basic grammar and punctuation skills to the under-prepared student.
Corequisite: ENG100

**ENG100 ENGLISH
            COMPOSITION I**   3 Credits
This course applies the concepts of grammar usage, sentence structure, and punctuation to the writing of paragraphs and essays.

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.
Prerequisite: ENG100

**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

**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

ART100   DRAWING AND ILLUSTRATION   3 Credits

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 & 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.

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.

BIO100 HUMAN BIOLOGY 3 Credits

This course provides an introduction to the study of the living organism. Emphasis is placed on the structure and function of the cell as the basis of life. Additional topics will include genetics, ecology, evolution, taxonomy, and microbiology.

BIO105   HUMAN DEVELOPMENT   3 Credits

A study of human development through the life span, from the prenatal period through aging. Aspects of human growth and development throughout the life span are emphasized. 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 course is a basic level microbiology course, which introduces students to the use of the microscope and to laboratory procedures for diagnostic determination of microbial types. Students will survey bacterial species, and become familiar with common pathogenic microbial strains, including bactericidal and antiseptic procedures, and basic sterile techniques.

CHEM100 CHEMISTRY I   3 Credits

An introduction to inorganic chemistry. Includes atomic structure, bonding, molecular structure, solutions, acids/bases/salts, nomenclature, and stoichiometry. Explores the role of organic chemistry in daily lives.

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.

COM110 BASIC PHOTOGRAPHY   3 Credits

A basic photography course designed to give students proficiency in picture taking with emphasis on light, color composition, darkroom techniques, and computer manipulation. Students taking this course are required to provide their own 35mm camera, film, and developing paper.

COM130 PUBLIC RELATIONS   3 Credits

A study of the 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 publics, 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 the 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.
Corequisite: EXE120

COM235 MANAGEMENT PROPOSAL WRITING   3 Credits
This course is a comprehensive approach to the development of business proposal and persuasive writing. 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

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, 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.

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: A "C" or better in 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

**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, Lee, and Conrad. Contributions to the canon of American Literature will be discussed.
Prerequisite: A "C" or better in ENG200

GEO100   CULTURAL GEOGRAPHY   3 Credits
A fundamental course in world cultures to inform 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.

**GRP100   PRINCIPLES OF VISUAL
                 COMMUNICATION**   3 Credits
A 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.

**GRP105   ELEMENTS OF
                 GRAPHIC DESIGN**   3 Credits
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.

GRP200   COLOR THEORY   3 Credits
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 applied.
Prerequisites: GRP100 or GRP105

GRP205   DIMENSION IN DESIGN   3 Credits
Introduces students to two dimensional and three dimensional design. Using a variety of media, students explore areas of design such as form, space, mass, shape, texture, and color. This exploration enables students to produce a wide range of media.
Prerequisites: GRP200; Special exception for Graphic Design

**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 above 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 a historical and contemporary perspective. Emphasis is placed on the cultural framework of the women recorded in biblical text, interpretations of biblical women throughout history, and the impact of the biblical definition of women on the role of modern woman.
Prerequisite: ENG200 with a "C" or better

**LNG100   CONVERSATIONAL
                SPANISH**   3 Credits
This course teaches the student how to understand others and to make oneself understood using the Spanish language in the Latino community through practical exercises and activities that are specifically geared for the criminal justice major through real life scenarios.

**MIP100   EDUCATION AND TRAINING
                TECHNIQUES**   3 Credits
Course begins with the presentation of educational needs assessment and analysis, and progresses to the discussion of instructional design techniques. With an understanding of needs and the principles of design, students can begin to plan effective multimedia projects that will meet stated. Multimedia evaluation techniques are also covered.
Prerequisite: ENG100

**MIP115   DIGITAL IMAGE
                EDITING**   3 Credits
This course is an introduction to digital image editing. It covers the use of both vector and raster based applications, the combination of graphic and images, and photo manipulation. The class will use the industry standard for pre and post processing of images. It will cover topics such as the manipulation of digital images, and such practices as photo repair, distortion, and collage. It will also cover such techniques as the removal of backgrounds through use of alpha channels, and the preparation of images for output to print and web. Additional time outside of class is needed to complete projects.

**MIP120   HISTORY OF
                TRADITIONAL ANIMATION
                TECHNIQUES**   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.

**MIP130   MANAGEMENT OF MIP TRAINING
                TECHNIQUES**   3 Credits
Course begins with a discussion of learning principles and the impact of computers on the educational process. The course proceeds to discuss methodologies: tutorials, hypermedia, drills, simulations, educational games, and tests. Project management includes exercises in the planning, design and development of an educational multimedia project.
Prerequisite: ENG100

MIP215   MULTIMEDIA 3 Credits
In this course the student will delve deeper into the uses and the effects of multimedia in modern society. Advanced techniques in image manipulation, and the combination of graphics and typography will be 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: MIP115

MIP220   MEDIA MANAGEMENT   3 Credits
This course will teach the integration of multimedia in a page layout environment. Focus on combining graphics, text, and images in a logical and visually appealing manner will be emphasized. Preparing these projects for output to the World Wide Web and for print environments will be covered.
Prerequisite: MIP115

**MIP225   STRUCTURES OF
                WEB DESIGN**   3 Credits
This course emphasizes basic Internet/Intranet Web creation tools, such as HTML. Effective use basic programming in HTML and debugging.
Prerequisite: MIP115

**MIP230   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. Also includes sound characteristics, acoustic principles and basic recording techniques, as

GRP250   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 MIP115

GRP290   GRAPHIC DESIGN
              APPLICATIONS   3 Credits
The capstone course for the Graphic Design program. As a creative team, students produce a major graphic design project for a professional client using skills learned in previous graphic design classes.
Prerequisites: GRP250

GRP399   INTERNSHIP FOR
              GRAPHIC DESIGN   4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on- the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: Successful completion of all courses and requirements listed for the Graphic Design Program.

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.

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 any one Social Science Core Curriculum Required Course

HIS405   BUSINESS HISTORY I
              (Colonial Times – 1900)   3 Credits
This course surveys the business organizations and the 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 and 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 to include globalization are examined. Their impact on the business community and the business community's impact on society are analyzed and assessed.
Prerequisite: BUS100

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 Honor Studies course (HON400) 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 General Studies Division. General Studies 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 in addition to regular courses (it will be a fifth class). 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.

By the beginning of the tenth week of class, the student will have completed the project and will meet with a representative of the General Studies Division to arrange the presentation portion of the course. 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 General Studies Division 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 (95% or higher) on the project, then a *Division Recommendation for Graduating Honors* form is completed by the student's division and submitted to the General Studies Division. The process to ensure that the student graduates with honors will be coordinated by the General Studies Division and the Director, Records & Registration.

Questions about the honors process should be directed to the Honors Program Director in the General Studies Division.

HON400   HONORS STUDIES   3 Credits
                                      Not Towards Graduation
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 General Studies Division. 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 4th term or above students who have attained a minimum of a 3.8 GPA and who have developed an approved research topic and plan.

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 and women as topics in literature and this 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 any one Social Science Core Curriculum Required 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 with a "C" or better

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 with a "C" or better

well as camcorder orientation, lighting, set-up, operation, and basic editing techniques. Additional time outside of class is needed to complete projects. *Prerequisite: MIP115*

MIP235   CHARACTER DESIGN   3 Credits
This course will cover character creation. It will include extensive preplanning techniques including 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.

**MIP250   MULTIMEDIA INTERNET
              PRODUCTION 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.

**MIP300   ELECTRONIC ANIMATION
              FOR MULTIMEDIA
              APPLICATIONS**   3 Credits
Introduces those with computerized design experience and a basic concept of multimedia to electronic animation for multimedia applications.   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: MIP215*

**MIP305   3-D MODELING
              METHODS**   3 Credits
Introduction to three-dimensional modeling, current applications, variations in techniques, and various software. Will include discussion of 3-dimensional form, its uses on the World Wide Web and in modern businesses such as architecture, industrial design, and video games, while working with a 3-Dimensional software package currently in use by local industry. Additional time outside of class is needed to complete projects.
Prerequisite: Any MIP300 level course

MIP325   VISUAL WEB DESIGN   3 Credits

This course emphasizes new Internet/Intranet Web creation tools used by the industry. Additional time outside of class is needed to complete projects. *Prerequisite: MIP225*

**MIP331   INDIVIDUAL MIP PROJECT
              MANAGEMENT**   3 Credits
This course will be the culmination of multimedia courses. The students in this course will solicit, design, and produce a major multimedia project. Project will include a professional business proposal incorporating a budget and a time line proposal. Students will learn to identify and choose hardware and software packages appropriate to the production of a multimedia project and how to coordinate a production. Additional time outside of class will be required for this course.
Prerequisites: MIP325 and MIP335

MIP335 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 use video as tool for creative communication in modern society. Additional time outside of class is needed to complete projects. *Prerequisite: MIP230*

MIP340   ADVANCED WEB DESIGN   3 Credits
Designing advanced third generation web sites for businesses. This course   will introduce advanced aspects of web design including incorporation of data bases, shopping carts, interactivity, and structural logical. This class will also cover the process of purchasing a domain name and server spaces, and uploading a completed web site to the World Wide Web. Additional time outside of class is needed to complete projects.
Prerequisite: MIP325

**MIP350   ADVANCED ELECTRONIC
              ANIMATION**   3 Credits
Preplanning and design of a short animation using advanced applications of the 12 principles of animation. Training in character design, shot layout, scene development, uses of sound to advance storyline, timing, production pipeline techniques, and file formats for output. Strong emphasis on pre-production through the use of storyboards. Additional time outside of class is needed to complete projects.
Prerequisite: MIP300

**MIP360   MULTIMEDIA INTERNET
              PRODUCTION TRANSFER
              CREDIT**   3 Credits
This course is used only to accept credit for a course transferred from another college or university. No

**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.

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 any Social Science core
class*

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.

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.

**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.

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.

**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: SOC100 OR PSY100

**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.

**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.

STS200   PRACTICUM   3 Credits
Practicum is individually designed for the students
with the academic chair. Practical application of the
academic experience should be a prime consideration
for the academic chair and student in reaching an
agreement on the use of this program. This unpaid
experience is supervised and evaluated by the
academic chair or a designated professor and an
individual of the practicum site. The academic chair
of each division reserves the right to announce
minimum course requirements within each major
field and further reserves the right to prohibit anyone
not achieving those minimum standards from
participating. The responsibility for the procurement
of the practicum site rests with the academic chair but
can be assigned to the student.
*Prerequisite: Open to 4th, 5th, or 6th quarter students
who have attained a minimum of a 2.0 GPA*

euthanasia, hate speech, the death penalty, and our obligation to others.

PHI205   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: PHI105

**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.

**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

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 with a "C" or better AND PHI105

**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.

**POL300   MODERN TERRORISM- A
             PROACTIVE RESPONSE**   3 Credits
This course will explore the continuing phenomena of organized extremism in America with a concentration on those groups operating in Pennsylvania. The origins of modern terrorism (both international as well as domestic) will be explored. The histories, philosophies, activities, and recruiting methods of domestic groups from all points of the political, social, and religious spectrum will be introduced with a heavy emphasis on white supremacist organizations and anti-government groups. Law enforcement concerns will be identified, as will some indicators of extremist group involvement.

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 and psychometrics, perception, learning, personality, abnormal psychology, and therapies.

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

Information Technology Division

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 sound framework of sound IT project management.
Prerequisite: CIS390

CIS395   INDIVIDUAL PROJECT   3 Credits
This course can be used as a terminal course. It represents the culmination of the students 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.
Prerequisites: Permission from the IT Academic Chair

CIS399   INTERNSHIP FOR COMPUTER INFORMATION SYSTEMS   4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on-the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: Satisfactory completion of all courses and requirements for the Computer Information Systems program.

CIS450   NETWORK SECURITY   3 Credits
This course provides the essential concepts and methods for network security. Topics covered include physical/logical security and different methods of implementing both, and data encryption/decryption. A survey of commercial products to implement firewalls is also included.
Prerequisites: CIS231

CIS490   I.T. PROJECT MANAGEMENT   3 Credits
This course provides a practical and theoretical foundation for program and project management. Includes use of the Critical Path Method (CPM) for planning, use of computer for project management, cost-effectiveness analysis, and resource management

for the project. The project management tools are surveyed, and computers are used to solve project-related problems.
Prerequisite: CIS390

CIS495   I.T. 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: CIS390

CIS499   BACHELOR'S INFORMATION TECHNOLOGY INTERNSHIP   4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function.   The second element includes an on- the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: Satisfactory completion of all courses and requirements for the Information Technology bachelor degree program.

MIP100   EDUCATION AND TRAINING TECHNIQUES   3 Credits
Course begins with the presentation of educational needs assessment and analysis, and progresses to the discussion of instructional design techniques. With an understanding of needs and the principles of design, students can begin to plan effective multimedia projects that will meet stated. Multimedia evaluation techniques are also covered.
Prerequisite: ENG200

MIP115   DIGITAL IMAGE EDITING 3 Credits
This course is an introduction to digital image editing. It covers the use of both vector and raster based applications, the combination of graphic and images, and photo manipulation. The class will use the industry standard for pre and post processing of

Program in Information Technology

Bachelor of Science Degree,

The rapidly changing world of Information Technology offers many outstanding and exciting career opportunities. Central Pennsylvania College's Information Technology concentrations offer state-of-the-art, specialized instruction to help our students keep pace with these changes and challenges. The Bachelor of Science Degree program in Information Technology will help prepare students to meet the technical and professional demands of today's employers. You will begin your education with core courses that offer you a solid technological foundation; courses such as operating systems, programming, networking, databases, and systems analysis and design. Then, you will be able to choose one of six specific concentrations: Applications Development, Cyber Security, Database Management, Multimedia/Internet Production, Network Management, or Office Technology. Any of these concentrations will help prepare you to become a focused, highly qualified IT professional. Begin your rewarding career today by gaining the general knowledge and specialized training that employers seek.

Recommended preparation:
- Strong background in oral and written communication
- Previous keyboarding and Windows experience
- Two units of high school math, including algebra

General Graduation Requirements:
To graduate with a Bachelor of Science in Information Technology, a student must:
- Complete the minimum of 125 semester hour credits.
- Satisfy General Education requirements.
- Satisfy all course requirements in the Information Technology degree program.
- Attain a minimum cumulative grade point average of 2.0 in all courses completed at Central Pennsylvania College.
- Attain a minimum grade point average of 2.0 in the Information Technology courses.

- Transfer students must complete a minimum of 30 credit hours (21 of them in the major field of study at Central Pennsylvania College, regardless of the number of credits transferred.

Program objectives:
Upon completion of the Bachelor of Science degree in Information Technology, the graduate should be able to:

Technical Skills:
- Understand, design, and implement the elements of data communications
- Understand, design, and implement network operating systems
- Understand, design, and implement relational database systems
- Troubleshoot PC hardware and software
- Understand current operating systems
- Create working programs from standard business requirements
- Be able to understand and implement current Information Technology methodologies in the workplace.

Management/Advanced Skills:
- Understand basic and advanced principles of computer science and be able to apply those principles to new situations in today's technology oriented employment arena.
- Be able to manage Information Technology projects as well as Information Systems professionals.
- Understand management's perspective on operations and be able to communicate with management regarding Information Technology's impact on operations
- Be able to apply accepted systems analysis and design principles to solve complex problems. This can be accomplished by developing the ability to translate both user and management requirements into systems requirements documents, and then lead or manage the project.
- Communicate effectively and properly with end users and management using oral, written, and multi-media techniques.
- Understand the past, present, and have an appreciation for the future impact of technology on society.
- Understand legal and ethical considerations of the use of technology

Information Technology

Central Pennsylvania College offers you state-of-the-art specialized instruction that will enable you to be prepared for today's technology based employment opportunities. The concentration in Cyber Security prepares the student to not only understand and discover malicious hacker and virus attacks, but to defeat them. Additionally, you will learn how to immediately recover from disaster and plan and coordinate the various disciplines of a major e-Commerce security program that will prevent a recurrence. Central Pennsylvania College offers a program integrating the functions of anti-virus, intrusion detection, and firewall protection. You will insure the smooth, uninterrupted conduct of Internet based commerce. Standing as an electronic shield, you will secure the most valuable asset of any commercial enterprise—the trust of its customers.

Jobs for which graduates qualify:
• Security Specialist or Security Analyst
• Senior Information Security Analyst
• Information Security Manager or Information Security Analyst
• Technology Risk Management Junior Consultant
• IT Auditor or Information Systems Security Officer
• Information Security Documentation Analyst
• Manager Security Services
• Security Risk Management
• Computer Security Specialist
• Chief Security Officer-Information Technology

Cyber Security Concentration
Objectives:
Upon completion of the Cyber Security concentration, the graduate will be able to perform the following objectives, in addition to the overall program objectives for the Bachelor of Science degree in Information Technology:
• Detect and correct computer-based virus infections.
• Synthesize disaster recovery, and preventive security plans.
• Ensure firewall protection.
• Effectively manage the safety of a business' e-Commerce element.
• Effectively translate business needs into a viable Internet security program.

Required Information Technology Core Courses

Course#	Course Title	Credits
CIS290	Networking: Linux / Unix	3
CIS390	Systems Analysis & Design	3
CIS450	Network Security	3
CIS499	Bachelor's Information Technology Internship	4

Required Concentration Courses

CIS111	Operating Systems	3
CIS155	Cisco Module 1	3
CIS160	Cisco Module 2	3
CIS165	Cisco Module 3	3
CIS170	Cisco Module 4	3
CIS215	Oracle Databases	3
CIS275	SQL Programming	3
CIS280	Data Modeling	3
CIS285	Computer Forensics	3
CIS375	Database Backup and Recovery	3
CIS380	Advanced Database Administration	3
CIS391	Systems Analysis Project Management	3
CRI100	Criminal Justice	3
CRI110	Principles of Private Security	3
CRI365	Legal Aspects of Cyber Security	3
PRL170	Criminal Procedure	3

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

Applications Development Concentration

Information Technology is a rapidly changing career field. Central Pennsylvania College offers state-of-the-art specialized instruction that will enable you to be prepared for today's challenging technology based employment opportunities. Graduates are prepared to collaborate with management and to 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 application development and be able to apply them to new and challenging situations. Central Penn prepares students by teaching programming structure, database design, systems analysis, and various programming languages. These concentration courses coupled with the required courses will prepare you for virtually limitless career opportunities as you earn a Bachelor of Science degree in the Information Technology program with a concentration in Applications Development.

Jobs for which graduates qualify:
• Systems Analyst
• Programmer Analyst
• Programmer
• Applications Manager
• IT Manager

Applications Development Concentration Objectives:
Upon completion of the Applications Development concentration, the graduate will be able to perform the following objectives, in addition to the overall program objectives for the Bachelor of Science Degree program in Information Technology:
• Create working programs for standard business needs.
• Translate technical jargon effectively to the end user.
• Synthesize business needs into a viable application.

• Understand and develop a wide-range of software applications.

Required Information Technology Core Courses

Course#	Course Title	Credits
CIS290	Networking: Linux / Unix	3
CIS390	Systems Analysis and Design	3
CIS450	Network Security	3
CIS499	Bachelor's Information Technology Internship	4

Required Concentration Courses

ACC100	Accounting I	3
BUS365	Organizational Behavior	3
CIS111	Operating Systems	3
CIS120	Structured Programming	3
CIS125	Database Management	3
CIS225	Visual Programming	3
CIS235	Object-Oriented Programming I	3
CIS245	Internet Programming I	3
CIS335	Object-Oriented Programming II	3
CIS345	Internet Programming II	3
CIS391	Systems Analysis Project Management	3
MTH120	Pre-Calculus	3

Select 2 courses at the 100/200 level; 3 courses at the 300/400 level

BUS220	Principles of Management	3
CIS105	Information Technology	3
CIS115	Principles of Information Security	3
CIS140	Microcomputer Systems	3
CIS200	Networking Essentials	3
CIS205	Operating Systems Concepts and Design I	3
CIS206	Operating Systems Concepts and Design II	3
CIS225	Visual Programming	3
CIS240	Networking II	3
CIS266	Advanced Computer Networks I	3
CIS285	Computer Forensics	3
CIS340	Networking III	3
CIS356	Advanced computer Networks II	3
CIS450	Network Security	3
CIS490	IT Project Management	3

Cyber Security Concentration

CIS340	Networking III	3
CIS356	Advanced Computer Networks II	3
CIS490	IT Project Management	3

Multimedia/Internet Production Concentration

Bachelor of Science Degree, Program in Information Technology

This program is designed for students interested in a career in the new and exciting field of Multimedia/Internet Production. This degree program integrates theory, hands-on practice, and builds experience in Multimedia and Internet Production. Central Penn provides students with the opportunity to build their project management skills along with their technical skills. A basis in the principles of communication and business, coupled with a strong internship requirement, provides the opportunity to combine theory and practical experience to new and different situations. Graduates are thoroughly prepared for lead or management roles in production management, radio, TV, print media, or for any organization with a need for communication. Technical courses offer instruction in electronic animation, multimedia and Internet authoring, interactive multimedia production, and other state-of-the-art media concepts. These concentration courses, coupled with the required courses will prepare graduates for varied career opportunities as they earn a Bachelor of Science in Information Technology with concentration in Multimedia/ Internet Production.

Jobs for which graduates qualify:
• Lead Web Developer
• Web Analyst
• Webmaster
• Project Manager

Multimedia/Internet Production Concentration Objectives:

Upon completion of the Multimedia/Internet Production concentration, the graduate will be able to perform the following objectives, in addition to the overall program objectives for the Bachelor of Science degree in Information Technology:

• Identify and solve problems in areas of multimedia, media productions, and project management.
• Synthesize a multimedia project from start to finish.
• Design and create visually interesting and informational accurate web sites.
• Translate a client's media needs and requests into a viable product.

Required Information Technology Core Courses

Course#	Course Title	Credits
CIS290	Networking: Linux / Unix	3
CIS390	Systems Analysis & Design	3
CIS450	Network Security	3
CIS499	Bachelor's Information Technology Internship	4

Required Concentration Courses

CIS120	Structured Programming	3
CIS125	Database Management	3
CIS245	Internet Programming I	3
CIS391	Systems Analysis Project Management	3
MIP115	Digital Image Editing	3
MIP130	Management of MIP Training and Techniques	3
MIP215	Multimedia	3
MIP225	Structures of Web Design	3
MIP230	Non-Linear Video Editing	3
MIP300	Electronic Animation for Multimedia Applications	3
MIP325	Visual Web Design	3
MIP335	Visual Effects	3

Select 2 courses at the 100/200 level; 3 courses at the 300/400 level.

BUS250	Advertising	3
BUS365	Organizational Behavior	3
CIS111	Operating Systems	3
CIS140	Microcomputer Systems	3
COM100	Survey of Mass Communications	3
COM220	Journalism I	3
COM230	Desktop Publishing I	3
COM325	Management Technical Communication	3
MIP120	History of Traditional Animation Techniques	3
MIP220	Media Management	3

PRL210	Evidence	3

Database Management Concentration

Bachelor of Science Degree, Program in Information Technology

Database Technology is a challenging, fast paced and rewarding career field. Central Pennsylvania College offers the student state-of-the-art specialized instruction in preparation for employment in today's database management and database administration career opportunities. The Database Management concentration prepares students to design, implement, manage, and maintain relational database installations. With a combination of advanced technical and management skills, graduates with a Bachelor of Science degree in the Information Technology program will understand the underlying principles of database design and methodology and be able to apply those principles to solve challenging situations. Central Penn prepares you by teaching programming structures, system analysis, database design, database methodology, and backup/recovery management. These specialized courses, coupled with the required courses prepare graduates for endless career opportunities as they earn a Bachelor of Science degree in the Information Technology program with a concentration in Database Management.

Jobs for which graduates qualify:
• Database Administrator (DBA)
• Data Warehousing Manager
• Database Design Manager

Database Management Concentration Objectives:
Upon completion of the Database Management concentration, the graduate will be able to perform the following objectives, in addition to the overall program objectives for the Bachelor of Science degree in Information Technology:

• Synthesize effective data communications and operating systems in a business environment.
• Translate technical jargon effectively for the end user.
• Effectively troubleshoot computer hardware and software problems.
• Create working database management techniques from standard business requirements.

Required Information Technology Core Courses

Course#	Course Title	Credits
CIS290	Networking: Linux / Unix	3
CIS390	Systems Analysis & Design	3
CIS450	Network Security	3
CIS499	Bachelor's Information Technology Internship	4

Required Concentration Courses

ACC100	Accounting I	3
BUS220	Principles of Management	3
BUS365	Organizational Behavior	3
CIS100	Data Modeling Foundations	3
CIS125	Database Management	3
CIS215	Oracle Databases	3
CIS275	SQL Programming	3
CIS280	Data Modeling	3
CIS375	Database Backup and Recovery	3
CIS380	Advanced Database Administration	3
CIS391	Systems Analysis Project Management	3
MTH120	Pre-Calculus	3

Select 2 courses at the 100/200 level; 3 courses at the 300/400 level

BUS325	Electronic Business	3
CIS105	Information Technology	3
CIS111	Operating Systems	3
CIS115	Principles of Information Security	3
CIS120	Structured Programming	3
CIS140	Microcomputer Systems	3
CIS200	Networking Essentials	3
CIS225	Visual Programming	3
CIS240	Networking II	3
CIS266	Advanced Computer Networks I	3
CIS285	Computer Forensics	3
CIS315	Visual casic for Applications	3

CIS375	Database Backup and Recovery	3
CIS380	Advanced Database Administration	3

Office Technology Concentration

Bachelor of Science Degree, Program in Information Technology

Office Technology is a vital part of today's modern fast paced office environment. Central Pennsylvania College offers state-of-the-art specialized instruction that will enable students to prepare for technology related employment opportunities in office management. Not only is this degree technology based, it also teaches the communication and management skills needed to implement and manage all technical office operations, including networking, programming, and database operations. Central Penn prepares students by reinforcing personnel and management skills, office technology, word processing, and database management along with other required office skills. In addition, a thorough grounding in the principles of networking, programming, and relational databases will allow graduates to apply those principles to new and untested situations. These concentration courses, coupled with the required courses will prepare graduates for many exciting career opportunities as they earn a Bachelor of Science degree in the Information Technology program with a concentration in Office Technology.

Jobs for which graduates qualify:
• Personal Assistant
• Office Manager
• Special Events Coordinator
• IT Supervisor

Office Technology Concentration Objectives:

Upon completion of the Office Technology concentration, the graduate will be able to perform the following objectives, in addition to the overall program objectives for the Bachelor of Science degree in Information Technology:

• Translate software jargon effectively and educate/train others in common business software packages.
• Synthesize and support the daily operation and routine maintenance of local area network (LAN) software.
• Perform standard administrative office procedures including transcription, document production, and basic accounting.
• Cooperate effectively with a variety of people through a knowledge of human relations.

Required Information Technology Core Courses

Course#	Course Title	Credits
CIS290	Networking: Linux / Unix	3
CIS390	Systems Analysis & Design	3
CIS450	Network Security	3
CIS499	Bachelor's Information Technology Internship	4

Required Concentration Courses - Office Technology

ACC105	Concepts of Accounting	3
BUS120	Spreadsheet Applications	3
BUS220	Principles of Management	3
BUS340	Human Resources	3
CIS111	Operating Systems	3
CIS120	Structured Programming	3
CIS125	Database Management	3
CIS140	Microcomputer Systems	3
CIS240	Networking II	3
CIS391	Systems Analysis Project Management	3
COM200	Technical Writing	3
EXE105	Word Processing	3

Select 2 courses at 100/200 level and 3 courses at 300/400 level

BUS325	Electronic Business	3
CIS200	Networking Essentials	3
CIS215	Oracle Databases	3
CIS225	Visual Programming	3
CIS285	Computer Forensics	3
CIS315	Visual Basic for Applications	3
CIS340	Networking III	3
CIS450	Network Security	3
EXE130	Office Systems Management	3
EXE225	Document Production	3
EXE300	Advanced Document Production	3

Information Technology Division

MIP235	Character Design	3
MIP305	3D Modeling Methods	3
MIP340	Advanced Electronic Animation	3
MIP350	Advanced Web Design	3

Network Management Concentration

Bachelor of Science Degree, Program in Information Technology

Network Management is a rapidly changing and in-demand career field. Networks are an essential part of any organization's technology implementation, and Central Pennsylvania College offers you state-or-the-art specialized instruction that will enable you to be prepared for today's employment opportunities. Central Penn students are taught the underlying theory and principles of network administration. In combining high-level technical training with communication skills in preparation to lead project development teams in the design, installation, and maintenance of complex networks. Graduates will have developed the management and professional skills to promote and justify technology projects to meet business objectives. Central Penn prepares you by teaching network design and advanced network administration methods. These concentration courses, coupled with the required courses will prepare you for limitless career opportunities as you earn a Bachelor of Science in Information Technology with a concentration in Network Management.

Jobs for which graduates qualify:
- Network Administrator
- Network Engineer

Network Management Concentration Objectives:

Upon completion of the Network Management concentration, the graduate will be able to perform the following objectives, in addition to the overall program objectives for the Bachelor of Science degree in Information Technology:
- Synthesize effective network operating systems in the business environment.

- Translate technical jargon effectively to the end user.
- Satisfy network needs and designs for the standard business operations.
- Translate business needs into a viable network system.

Required Information Technology Core Courses

Course#	Course Title	Credits
CIS290	Networking: Linux / Unix	3
CIS390	Systems Analysis & Design	3
CIS450	Network Security	3
CIS499	Bachelor's Information Technology Internship	4

Required Concentration Courses

ACC100	Accounting I	3
BUS220	Principles of Management	3
BUS325	Electronic Business	3
BUS365	Organizational Behavior	3
CIS111	Operating Systems	3
CIS115	Principles of Information Security	3
CIS120	Structured Programming	3
CIS140	Microcomputer Systems	3
CIS240	Networking II	3
CIS340	Networking III	3
CIS391	Systems Analysis Project Management	3
MTH120	Pre-Calculus	3

Select 2 courses at the 100/200 level; 3 courses at the 300/400 level

CIS125	Database Management	3
CIS200	Networking Essentials	3
CIS205	Operating Systems Concepts and Design I	3
CIS206	Operating Systems Concepts and Design II	3
CIS225	Visual Programming	3
CIS235	Object Oriented Programming I	3
CIS255	Advanced Network Routing	3
CIS260	Advanced Network Switching	3
CIS265	Remote Access Networks	3
CIS266	Advanced Computer Networks I	3
CIS285	Computer Forensics	3
CIS315	Visual Basic for Applications	3
CIS335	Object Oriented Programming II	3
CIS355	Internetworking Support	3
CIS356	Advanced Computer Networks II	3

Concentration

Associate of Science Degree, Program in
Computer Information Systems

Program in Computer Information Systems
with a concentration in Database Management
leading to an Associate of Science degree

Program Requirement:
CIS120 is prerequisite knowledge needed for
this program of study.

Course#	Course Title	Credits
BUS220	Principles of Management	3
CIS111	Operating Systems	3
CIS125	Database Management	3
CIS140	Microcomputer Systems	3
CIS231	Networking I	3
CIS390	Systems Analysis & Design	3
CIS399	Internship for Computer Information Systems	4

Database Management (Select 6 Courses, 18 Credits)

BUS365	Organizational Behavior	3
CIS215	Oracle Databases	3
CIS225	Visual Programming	3
CIS275	SQL Programming	3
CIS280	Data Modeling	3
CIS285	Computer Forensics	3
CIS315	Visual Basic for Applications	3
CIS375	Database Backup and Recovery	3
CIS380	Advanced Database Administration	3

Network Management Concentration

Associate of Science Degree, Program in
Computer Information Systems

Program in Computer Information Systems
with a concentration in Network Management
leading to an Associate of Science degree.

Program Requirement:
CIS120 is prerequisite knowledge needed for
this program of study.

Course#	Course Title	Credits

BUS220	Principles of Management	3
CIS111	Operating Systems	3
CIS125	Database Management	3
CIS140	Microcomputer Systems	3
CIS231	Networking I	3
CIS390	Systems Analysis & Design	3
CIS399	Internship for Computer Information Systems	4

Network Management (Select 6 Courses, 18 Credits)

BUS365	Organizational Behavior	3
CIS155	Cisco Module 1	3
CIS160	Cisco Module 2	3
CIS165	Cisco Module 3	3
CIS170	Cisco Module 4	3
CIS240	Networking II	3
CIS285	Computer Forensics	3
CIS340	Networking III	3

Office Technology Program

Associate In Applied Science Degree

Understanding the technology needs and the
work flow of today's fast-paced office
environment requires persons with special
skills. Consequently, employers rely
increasingly upon administrative assistants
who can resolve technical and work processing
problems, as well as perform standard
administrative duties in the office.

As an Office Technology major at Central
Penn, you will master not only traditional
administrative and clerical skills but also gain a
sound working knowledge of management,
office technology maintenance, computerized
word processing and spreadsheet applications,
database management, and much more. In
addition, you will gain hands-on experience
and establish useful business contacts during
your required internship with an area employer.

Jobs for which graduates qualify:
• a wide variety of administrative assistant
  positions in business, government, legal, and
  medical office settings

Recommended preparation:
• detail-oriented, personable students with an
  academic or business background, with
  emphasis on communications

Program Objectives:

EXE320   Administrative Office Procedures 3
MIP100   Education & Training Techniques 3

Associate in Science Degree, Computer Information Systems Program

Associate in Science Degree

The rapidly changing world of Information Technology (IT) offers many great career opportunities. Central Pennsylvania College's Computer Information Systems (CIS) program offers state-of-the-art, specialized instruction to help our students keep pace with these changes. You will begin your education with core CIS courses that offer you a solid technological foundation; courses such as operating systems, programming, networking, databases, and systems analysis and design. Then, you will be able to choose one of three specific concentrations, Applications Development, Database Management, or Network Management, that will assist you in becoming a focused, highly-qualified IT professional. Begin your rewarding career today. Check out the admissions requirements for this program on page 6.

Jobs for which graduates qualify:
• Assistant Network Administrator
• Computer Technician
• Applications Developer
• Help Desk Operator
• Assistant Database Administrator
• Programmer

Recommended preparation:
• previous keyboarding and Windows experience
• two units of high school math, including algebra, are required

Program objectives:
Upon completion of the CIS program and one of the tracks, you should be able to:
• Understand the elements of data communications.
• Understand network operating systems.
• Understand and be able to create relational databases.
• Be able to troubleshoot PC hardware and software.
• Create working programs from standard business requirements.
• Be able to communicate properly with end users.
• Understand current operating system packages.
• Have an appreciation for systems analysis, design, development, implementation, and evaluation.
• Understand the past, present, and future impact of IT on society.
• Understand legal and ethical considerations of the use of technology.
• Demonstrate the appropriate professional attributes of a consummate IT professional.

Applications Development Concentration

Associate of Science Degree, Program in Computer Information Systems

Program Requirement:
CIS120 is prerequisite knowledge needed for this program of study.

Course#	Course Title	Credits
BUS220	Principles of Management	3
CIS111	Operating Systems	3
CIS125	Database Management	3
CIS140	Microcomputer Systems	3
CIS231	Networking I	3
CIS390	Systems Analysis & Design	3
CIS399	Internship for Computer Information Systems	4

Applications Development (Select 6 Courses, 18 Credits)

BUS365	Organizational Behavior	3
CIS225	Visual Programming	3
CIS235	Object Oriented Programming I	3
CIS240	Networking II	3
CIS245	Internet Programming I	3
CIS285	Computer Forensics	3
CIS315	Visual Basic for Applications	3
CIS335	Object Oriented Programming II	3
CIS340	Networking III	3
CIS345	Internet Programming II	3

Database Management

PROGRAMMING 3 Credits

Students will learn to interpret program requirements in terms of output, input, and processing using various design techniques, 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.

CIS125 DATABASE MANAGEMENT 3 Credits

This course is an introduction to relational databases and database design. Coverage includes quick review of database modeling, data types, establishing relationships, creating updating tables, establishing relationships, entity-relationship diagrams. Students are introduced to standard SQL (structured query language) and progress to learn Microsoft Access as an implementation of a relational database the uses SQL to input data, form queries and create reports.

CIS140 MICROCOMPUTER SYSTEMS 3 Credits

This course begins with a look at the basic elements of computer science that are necessary to understand how all computers work, the relationship between hardware and software, and concludes with an in-depth look at hardware components of personal computers and related peripherals. The course includes the binary and hexadecimal numbering systems, input and output processes, and software installation and configuration.

CIS155 CISCO MODULE 1 3 Credits

This course is the first of four CCNA courses. It covers the networking devices that operate at the physical, data link control, and the network layers of the OSI model, IP addressing, TCP/IP, network components, network design, and various network topologies such as LANs and WANs.

CIS160 CISCO MODULE 2 3 Credits

This course is the second of four CCNA courses. It provides the student knowledge for router selection, router configuration, primary and alternate routing, routing protocols, and how to troubleshoot routers. Topics covered include router setup and startup, configuring router interfaces, and basic network management.
Prerequisite: CIS155

CIS165 CISCO MODULE 3 3 Credits

This course is the third of four CCNA courses. It provides the student additional, in-depth information on how to use routers according to the OSI model. Topics include detailed router configurations, Virtual LANs, Novell IPX, advanced LAN switching, and information on other specific LAN/WAN configurations.
Prerequisite: CIS160

CIS170 CISCO MODULE 4 3 Credits

This course is the last of four CCNA courses, after which the student is expected to take the CCNA exam. Topics covered include subjects necessary to apply routers to basic WAN design, such as WAN theory and technology, PPP, frame relay, ISDN, and SCANS skills.
Prerequisite: CIS165

CIS200 NETWORKING ESSENTIALS 3 Credits

This course is the first of six MCSE courses. It introduces basic network concepts, components, and configurations, including basic network functions. Topics include the OSI model, media topologies, network protocols, network architectures, connectivity, and network administration and troubleshooting.

CIS205 OPERATING SYSTEMS CONCEPTS AND DESIGN I 3 Credits

Learn and explore operating systems issues and operations. Explore process execution, scheduling; memory management, virtual memory design and concurrent process coordination. Delve into the intricacies of file properties; be able to identify what causes deadlock and mutual exclusion. Consider distributed systems issues as they relate to network design.
Prerequisite: CIS335

CIS206 OPERATING SYSTEMS CONCEPTS AND DESIGN II 3 Credits

Continuation of Operating Systems Concepts and Design I. In this course you will continue to learn and explore in greater detail operating systems issues and operations. Become even more knowledgeable about process execution, scheduling; memory management, virtual memory design and concurrent process coordination. Delve into detail concerning the intricacies of file properties; be able to (with great detail) identify what causes deadlock and mutual exclusion. Become well versed in distributed systems issues as they relate to network design.
Prerequisite: CIS205

CIS211 PROCEDURE-ORIENTED PROGRAMMING 3 Credits

This course covers procedure-oriented programming and programming techniques. It includes a review of data types, the five basic programming structures, developing functions, array strings, pointers, and program design, coding, compilation, and execution. A visual, procedure-oriented language will be used to demonstrate programming syntax.
Prerequisites: CIS120

Information Technology Division

Upon completion of the Office Technology program, the graduate should be able to:
• Write and/or transcribe documents effectively.
• Utilize oral communications in making formal and informal presentations.
• Demonstrate knowledge of and proficiency in Microsoft Word, Excel, Access, PowerPoint, PageMaker, WordPerfect, the Internet and e-mail.
• Educate and train workers in the above-mentioned computer applications.
• Set up and operate presentation technology, including LCD panels and projectors, laptop computers, and microphones.
• Identify the daily operation and routine maintenance of local area network (LAN) software.
• Plan and assist in designing LANs.
• Demonstrate proficiency and professionalism in telephone technique, organization of meeting and travel arrangements, and supervisory skills.
• Cooperate effectively with people through a knowledge of human relations.
• Apply basic accounting and management skills.
• Demonstrate appropriate business dress and demeanor.

Program Requirement:

CIS120 is prerequisite knowledge needed for this program of study.

Course#	Course Title	Credits
BUS220	Principles of Management	3
CIS111	Operating Systems	3
CIS125	Database Management	3
CIS140	Microcomputer Systems	3
CIS231	Networking I	3
CIS390	Systems Analysis & Design	3
CIS399	Internship for Computer Information Systems	4

Office Technology (Select 6 Courses, 18 Credits)

BUS325	Electronic Business	3
BUS340	Human Resources	3
BUS365	Organizational Behavior	3
CIS225	Visual Programming	3
CIS240	Networking II	3
CIS340	Networking III	3
COM200	Technical Writing**	3
EXE130	Office Systems Management**	3
EXE225	Document Production	3
EXE320	Administrative Office Procedures**	3
MIP100	Education & Training Techniques**	3

** These courses are required.
*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived courses and/or electives, see the academic chair.

Course Descriptions

CIS100 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.

CIS105 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.

CIS111 OPERATING SYSTEMS 3 Credits
This course is designed to provide the fundamentals of Operating Systems. The course will trace the history of operating systems programs used in the early mainframes through to the current PC technology. Students will study the evolution from instruction-based to graphically-based (GUI) operating systems.

CIS115 PRINCIPLES OF INFORMATION SECURITY 3 Credits
This introductory follows a model called the Security Systems Development Life Cycle. This structured methodology provides a solid framework similar to that used in traditional systems analysis and design. Coverage includes preliminary security investigation of a business, security analysis, risk assessment, logical and physical deigns from security, implementation, and maintenance.

CIS120 STRUCTURED

CIS266   ADVANCED COMPUTER
NETWORKS I   3 Credits
This course provides a top-down approach to the study of computer networking that begins with applications-level protocols and then works down the protocol stack. The course focuses on a specific motivating example of a network—the Internet—as well as introducing students to protocols in a more theoretical context. And it covers network protocols, algorithms, and software issues. Topics include the broad concept of computer networks and the Internet, Application Layer, Transport Layer, Network Layer, and Routing, etc. During this course our students are required to do some network programming projects. Therefore, the knowledge and skills of C++ and Java are required.
Prerequisites: CIS206 and CIS335

CIS275   SQL PROGRAMMING   3 Credits
This is the second of five Oracle courses. This course is an introduction to Oracles specific Structured Query Language, PL/SQL. Topics covered include SQL statements, entering and updating records using PL/SQL, programmed data, built-in functions, using packaging, and debugging PL/SQL.
Prerequisite: CIS215

CIS280   DATA MODELING   3 Credits
This is the third of five Oracle courses. This course presents the theoretical aspects of database design and the methodologies used in relational database such as Oracle. Topics include modeling techniques, methodologies used in designing secure networks, and the Oracle Database Management System (ODBMS).
Prerequisite: CIS215

CIS285   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 insure the integrity of that evidence in a legal proceeding.
Prerequisites: CIS231

CIS290   NETWORKING
LINUX/UNIX   3 Credits
This course provides a structured approach to installing and using the Linux Operating System and creating a Linux network. The course includes detailed information on the Linux/Unix operating system, network standards, network topologies, the OSI reference model, TCP/IP networking, and network protocols.
Prerequisites: CIS111 and CIS140 (or concurrent registration)

CIS315   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. Course is designed to guide the beginning programmer in writing procedures using the VBA language to customize Microsoft Word, Microsoft Excel, and Microsoft Access.
Prerequisites: CIS125 and CIS225

CIS335   OBJECT-ORIENTED
PROGRAMMING II   3 Credits
This is an advanced course in OOP that is a continuation of complex, visual, object-oriented programming. Topics covered include classes, inheritance, polymorphism, friends, debugging techniques, and program compilation and execution. An object-oriented, visual programming language will be used to demonstrate constructs and syntax.
Prerequisite: CIS235

CIS340   NETWORKING III   3 Credits
This course contains the knowledge and skills for helping the student become a Novell Certified NetWare Administrator (CNA). Topics covered include user workstations, configuring print servers, monitoring network performance, login scripts, NetWare directory services, menus, and the NetWare file system.
Prerequisite: CIS240

CIS342   WINDOWS 2000 PROFESSIONAL
AND SERVER   3 Credits
This is the second of six MCSE courses. This course presents the knowledge and skills required to install Windows 2000 Professional and the Windows 2000 Server. Topics covered include hardware devices and drivers, configuring network connections, optimizing performance, monitoring system reliability, and troubleshooting connections.
Prerequisites: CIS200

CIS344   SUPPORTING A WINDOWS
2000 NETWORK
INFRASTRUCTURE   3 Credits
This is the third of six MCSE courses. This course pertains to the knowledge and skills required to support a complex Windows 2000 network. Topics covered include network protocols, NAT, certificate services, and installing, configuring, monitoring, and

CIS215   ORACLE DATABASES   3 Credits
This course is the first of five Oracle courses. It covers the concept, design, and components of a large relational database built in Standard Query Language. Using SQL students learn how to design tables, identify correct data types, create relationships, modify tables, and query the database. Variations between standard SQL, Oracle's implementation of SQL and Microsoft's implementation of SQL are illustrated.
Prerequisite: CIS125

CIS220   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: CIS120

CIS225   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: CIS120

CIS231   NETWORKING I   3 Credits
This course provides an in-depth look at the hardware and software components involved in a data communications environment. The course includes detailed knowledge of different network topologies (i.e. star, ring, bus, mesh, and hybrid), network protocols, network security, and different network architectures (LANs, MANs, and WANs), OSI AND 802 Networking Models.
Prerequisites: CIS111 or current registration CIS140

**CIS235   OBJECT-ORIENTED
            PROGRAMMING I   3 Credits**
This course is an introduction to program design using objects. Topics covered include encapsulation, inheritance, data hiding, polymorphism, classes, and the techniques for creating reusable source code. An object-oriented, visual programming language is used to demonstrate programming constructs and correct syntax. *Prerequisite: CIS120*

CIS240   NETWORKING II   3 Credits
This course is a continuation of Networking I Course. A firm grasp of basic networking concepts is key to the student's success in the Information Technology industry. This course provides students with a baseline of knowledge that will enable them to pursue all levels of networking certification, including MCSA, MCSE, CAN and CCNA designations. Course covers Personal Area Networks, Web-based networks, wireless networking protocols (802.11) network architectures, and virus security. Also covered are Broadband/DSL, troubleshooting tools (cable analyzers, Ping and Trace route, network monitors, etc.) cabling, and new switch technologies.
Prerequisites: CIS231

**CIS245   INTERNET
            PROGRAMMING I   3 Credits**
This course is an introduction to programming for the Internet. Topics covered are similar to other visual, object-oriented software packages, including control structures, arrays, encapsulation, inheritance, and classes. A visual Internet programming language is used to demonstrate programming constructs and syntax.
Prerequisite: CIS120

**CIS250   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.

**CIS255   ADVANCED NETWORK
            ROUTING   3 Credits**
This course is the first of four CCNP-oriented courses. Course content includes selecting and configuring branch offices, linking state protocols and redistribution technologies, controlling access to networks and network devices, using multiple routed and routing protocols, minimizing overhead traffic, and connecting to the BGP cloud.
Prerequisites: CIS170

**CIS260   ADVANCED NETWORK
            SWITCHING   3 Credits**
This is the second of four CCNP-oriented courses. Course content pertains to the procedures used to build multi-layer switched networks. Topics covered include defining common workgroups, managing redundant links, interVLAN routing, managing network traffic, Multicast overview, and controlling network access.
Prerequisites: CIS255

**CIS265   REMOTE ACCESS
            NETWORKS   3 Credits**
This is the third of four CCNP-oriented courses. The course presents information pertaining to building networks that have remote access. Topics covered include selecting correct remote access products, assembling and cabling the WAN, configuring asynchronous connections, and using ISDN, DDR, AAA, and X.25 connections.
Prerequisites: CIS260

software package currently in use by local industry. Additional time outside of class is needed to complete projects.
Prerequisite: Any MIP300 level course

MIP325   VISUAL WEB DESIGN   3 Credits
This course emphasizes new Internet/Intranet Web creation tools used by the industry. Additional time outside of class is needed to complete projects.
Prerequisite: MIP225

MIP330   MULTIMEDIA
             PROJECT MANAGEMENT 3 Credits
This course will be the culmination of all other multimedia courses. Students in this course will design and implement a major multimedia project.
*Content of this course will be used to generate a chapter of the IT portfolio for the BSIT student.
Prerequisite: MIP325 and MIP335

MIP331   INDIVIDUAL MIP PROJECT
             MANAGEMENT   3 Credits
This course will be the culmination of multimedia courses. The students in this course will solicit, design, and produce a major multimedia project. Project will include a professional business proposal incorporating a budget and a time line proposal. Students will learn to identify and choose hardware and software packages appropriate to the production of a multimedia project and how to coordinate a production. Additional time outside of class will be required for this course.
Prerequisites: MIP325 and MIP335

MIP335 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 use video as tool for creative communication in modern society. Additional time outside of class is needed to complete projects.
Prerequisite: MIP230

MIP340   ADVANCED WEB DESIGN 3 Credits
Designing advanced third generation web sites for businesses. This course   will introduce advanced aspects of web design including incorporation of data bases, shopping carts, interactivity, and structural logical. This class will also cover the process of purchasing a domain name and server spaces, and uploading a completed web site to the World Wide Web. Additional time outside of class is needed to complete projects.
Prerequisite: MIP325

MIP350   ADVANCED ELECTRONIC
             ANIMATION   3 Credits
Preplanning and design of a short animation using advanced applications of the 12 principles of animation. Training in character design, shot layout, scene development, uses of sound to advance storyline, timing, production pipeline techniques, and file formats for output. Strong emphasis on pre-production through the use of storyboards. Additional time outside of class is needed to complete projects.
Prerequisite: MIP300

MIP360   MULTIMEDIA INTERNET
             PRODUCTION 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 or 400 level will be accepted. This course is available only when the student has taken a Multimedia/Internet Production class not offered by Central Penn.

MIP399   INTERNSHIP FOR MULTIMEDIA/
             INTERNET PRODUCTION 4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on-the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: Successful completion of all courses and requirements listed for Multimedia / Internet Production.

OFT250   OFFICE TECHNOLOGY
             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.

OFT399   INTERNSHIP FOR OFFICE
             TECHNOLOGY   4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function.   The second element includes an on-the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisites: Satisfactory completion of all courses and requirements for the Office Technology program.

troubleshooting a DNS, a DHCP, and a WINS in a remote access network.
Prerequisites: CIS342

CIS345   INTERNET
PROGRAMMING II   3 Credits
This is an advanced Internet programming course. It provides the student an in-depth knowledge of programming solutions for business Internet needs. Topics covered include advanced graphics, interface exception handling, multi-threading, network security, files, data structures, and further knowledge of Intranets and the Internet.
Prerequisite: CIS245

CIS346   WINDOWS 2000
DIRECTORY SERVICE   3 Credits
This is the fourth of six MCSE courses. It covers the management of a directory service. Topics covered include configuration management, installing, configuring and troubleshooting the Active Directory, DNS for the Active Directory, and troubleshooting Active Directory security solutions.
Prerequisites: CIS344

CIS348   SERVICES INFRASTRUCTURE
AND MIGRATION
STRATEGY   3 Credits
This is the fifth of six MCSE courses. This course pertains to the analysis of business and technical network requirements. Topics covered include designing a Directory Service architecture, accomplishing domain upgrades, inter-forrest domain restructuring, and troubleshooting solutions.
Prerequisites: CIS346

CIS350   DESIGNING A SECURE WINDOWS
2000 NETWORK   3 Credits
This is the last of six MCSE courses. This course presents techniques for designing security solutions within and between networks. Topics covered include the analysis of business requirements, interpreting business needs in terms of network design, and providing proper security for communications channels such as DNS, RIS, and SNMP.
Prerequisites: CIS348

CIS355   INTERNETWORKING
SUPPORT   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 resource management, applying troubleshooting tools, problem documentation, diagnosis techniques, and correcting frame relay problems.
Prerequisites: CIS265

CIS356   ADVANCED COMPUTER
NETWORKS II   3 Credits
This course continues the study of the top-down approach to networking. The course focuses on a more in-depth study of a network and the Internet while studying the protocols used to make these communication modes successful. Topics include the Open Systems Interconnect model, data link, network and transport layers, TCP/IP, ATM, and mobile networks. Both the principles and practice of modern computing networking are covered.
Prerequisites: CIS235; CIS266; CIS335

CIS360   UPPER LEVEL 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 below the 300 or 400 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

CIS375   DATABASE BACKUP
& RECOVERY   3 Credits
This is the fourth of five Oracle courses. This course provides the knowledge and skills necessary to develop and manage strategies for backing up and rescuing Oracle databases. Topics include data consistency, data availability, logging, diagnosing database failures, database recovery, and roll back and roll forward techniques.
Prerequisite: CIS380

CIS380   ADVANCED DATABASE
ADMINISTRATION   3 Credits
This is the last of five Oracle courses. This course covers the skills and knowledge required to implement and manage a typically complex Oracle database. Topics include database processing, user accounts, database security, database objects, Oracle architecture, and database management techniques.
Prerequisites: CIS275

CIS390   SYSTEMS ANALYSIS
& 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: CIS120, CIS125, and CIS231

CIS391   SYSTEMS ANALYSIS 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

images. It will cover topics such as the manipulation of digital images, and such practices as photo repair, distortion, and collage. It will also cover such techniques as the removal of backgrounds through use of alpha channels, and the preparation of images for output to print and web. Additional time outside of class is needed to complete projects.

MIP120   HISTORY OF TRADITIONAL ANIMATION TECHNIQUES   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.

MIP130   MANAGEMENT OF MIP TRAINING TECHNIQUES   3 Credits

Course begins with a discussion of learning principles and the impact of computers on the educational process. The course proceeds to discuss methodologies: tutorials, hypermedia, drills, simulations, educational games, and tests. Project management includes exercises in the planning, design and development of an educational multimedia project.
Prerequisite: ENG100

MIP215   MULTIMEDIA 3 Credits

In this course the student will delve deeper into the uses and the effects of multimedia in modern society. Advanced techniques in image manipulation, and the combination of graphics and typography will be 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: MIP115

MIP220   MEDIA MANAGEMENT   3 Credits

This course will teach the integration of multimedia in a page layout environment. Focus on combining graphics, text, and images in a logical and visually appealing manner will be emphasized. Preparing these projects for output to the World Wide Web and for print environments will be covered.
Prerequisite: MIP115

MIP225   STRUCTURES OF WEB DESIGN   3 Credits

This course emphasizes basic Internet/Intranet Web creation tools, such as HTML. Effective use basic programming in HTML and debugging.
Prerequisite: MIP115

MIP230   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. 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: MIP115

MIP235   CHARACTER DESIGN   3 Credits

This course will cover character creation. It will include extensive preplanning techniques including 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.

MIP250   MULTIMEDIA INTERNET PRODUCTION 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.

MIP300   ELECTRONIC ANIMATION FOR MULTIMEDIA APPLICATIONS   3 Credits

Introduces those with computerized design experience and a basic concept of multimedia to electronic animation for multimedia applications. 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: MIP215

MIP305   3-D MODELING METHODS   3 Credits

Introduction to three-dimensional modeling, current applications, variations in techniques, and various software. Will include discussion of 3-dimensional form, its uses on the World Wide Web and in modern businesses such as architecture, industrial design, and video games, while working with a 3-Dimensional

PRL160   WILLS AND PROBATE   3 Credits
This course provides the student with instruction in the basic concepts of law dealing with wills, intestacy, and estates. Emphasis is placed on the procedure of probating estates. Coverage includes preparation of the forms for the issuance of letters, payment of state inheritance taxes and federal estate tax, proposed distribution, and first and final accountings.

PRL170   CRIMINAL PROCEDURE   3 Credits
Students will learn about the constitutional provisions and the Rules of Criminal Procedure which affect the criminal process, including interrogation, arrest, and trial of criminal offenders.

PRL180   HISTORICAL PERSPECTIVES OF THE CONSTITUTION   3 Credits
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.

PRL190   FAMILY LAW   3 Credits
This course is structured to include a broad survey of the various areas of domestic relations law including marriage, annulment, divorce, child custody, support, and adoption. Time is spent on the preparation of the forms involved in these matters and the procedural rules that affect such proceedings.

PRL200   CONTRACTS   3 Credits
The course is primarily designed as an introduction to contract law involving a detailed study of the elements of a legally-binding contract and of other aspects of contract law, including rights and obligations arising from contracts, remedies for breach, and termination of contractual agreements. There is also coverage of Article II of the Uniform Commercial Code as it concerns sales of goods, passage of title, and warranties in sales contracts.

PRL210   EVIDENCE   3 Credits
Through the use of lecture presentations, case analysis, reading assignments, role playing, and class discussions, this course introduces the student to the basic concepts of the law of evidence. General topics include types of evidence, the substantive rules of evidence, and the procedural rules of evidence.

PRL215   TRIAL ADVOCACY   3 Credits
An advanced study of the adversary and judicial system through the use of a mock trial exercise. Students learn to analyze a fact pattern to identify legally-significant facts and then use these facts to prepare a trial. The trial is prepared using the modified rules of evidence developed by the American Mock Trial Association. Students refine skills in the areas of research, interpersonal relations, critical thinking, oral communications, professionalism, and self-confidence.
Prerequisites: PRL210; PRL240

PRL220   TORTS   3 Credits
Through a combination of textbook assignments, lecture presentations, and case studies, this course introduces the paralegal to the principle of tort law, including the areas of intentional torts, negligence, strict liability, and products liability.

PRL225   POLITICAL ASSASSINATIONS   3 Credits
This course will trace the events leading up to and the aftermath of political assassinations in the United States. The course will not only consider the assassinations but also the social, political, and historical changes resulting to the country.

PRL245   ORGANIZED CRIME   3 Credits
This course will trace the development of organized crime in the United States and its European origins. How organized crime affects society and law enforcement's efforts to control it will be examined.

PRL250   BUSINESS LAW   3 Credits
The course is designed as a basic introduction to law and the legal system for the non-legal major. Topics include basic principles, theory and practical applications in the following areas: sources of the law, federal and state court systems, contracts, sale of property under the Uniform Commercial Code, insurance, negotiable instruments, agency, forms of business organization, bailments, bankruptcy, wills and estates, and real property. Emphasis is placed on the practical aspects of the law and its relation to personal and business transactions.

PRL255   FINANCE AND TAX LAW   3 Credits
An analysis of the law as it applies to financial transactions and tax. Practical projects develop proficiency in computing financial or tax forms in the areas of real estate, estate administration, investment planning, and employee benefits.

PRL260   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

The Bachelor of Science Degree program in Criminal Justice Administration with a Financial Crimes concentration prepares students for an exciting career in either the public or private sector as a fraud or white-collar crime investigative specialist. Students matriculated in this program will focus their studies on course-work designed to prepare them for employment with either governmental agencies or corporate entities seeking to prevent and detect crimes involving larceny, tax evasion, money laundering, embezzlement, scams, Ponzi schemes, and/or securities violations.

This unique concentration will afford students the opportunity to develop both a core understanding of the criminal justice system and, a qualified base of knowledge concerning finance, accounting and management.

Graduates with this concentration will be well-prepared to pursue employment in the private sector with financial institutions and brokerage firms, or with law enforcement agencies dedicated to the investigation and prosecution of white-collar criminals.

Jobs for Which Graduates Qualify:
• federal law enforcement
• financial institution investigative agent
• investigative special agent
• fraud investigator
• credit card fraud auditor
• consumer protection advocate

Financial Crimes Concentration Objectives:
Upon completion of the Bachelor of Science Degree in Criminal Justice Administration in Financial Crimes, the graduate should be able to:
• Understand and apply key financial, accounting and management principles investigative benchmarks for selected matters subject to review.
• Utilize computer programs including word processing, relational-databases, spreadsheets, accounting applications, and/or multimedia graphics software.
• Possess strong written and oral communication skills for all levels of management within an organization.

• Demonstrate problem-solving/research ability in an investigative environment.
• Demonstrate appropriate investigative and management practices concerning relative bodies of law.
• Demonstrate exceptional interpersonal skills.
• Demonstrate competence in devising policies and procedures in the development of asset protection and loss avoidance practices, procedures and polices.
• Demonstrate an appropriate professional manner with the highest ethical standards in a criminal justice management setting.

Criminal Justice Administration Core Courses

Course#	Course Title	Credits
BUS220	Principles of Management	3
CRI100	Criminal Justice	3
CRI110	Principles of Private Security	3
CRI130	Corrections and Rehabilitation	3
CRI225	Juvenile Justice: Alternatives to Incarceration	3
CRI240	Criminal Investigation and Report Writing	3
CRI320	Police Patrolling and Operations	3
CRI330	Criminalistics	3
CRI350	Criminal Justice Seminar	3
CRI380	Psychology of the Criminal	3
CRI425	Criminalistics II	3
CRI499	Bachelor's Criminal Justice Administration Internship	4
PRL170	Criminal Procedure	3
PRL180	Historical Perspectives of The Constitution	3
PRL210	Evidence	3
PRL220	Torts	3
PRL330	Criminal Law	3

Required Concentration Courses

ACC110	Accounting II	3
BUS335	Insurance	3
CRI300	E-Crimes in the 21st Century	3
PRL245	Organized Crime	3

Governmental Criminal Justice Concentration

Bachelor of Science Degree, Program in

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 and private sectors. This program is designed to provide a comprehensive background in criminal justice with elective courses leading to an academic concentration in Corporate Security, Financial Crimes, Governmental Criminal Justice, Law Enforcement, and Legal Studies.

These five concentrations will provide students with the technical knowledge and skills needed for immediate employment in the professional arenas of their choice.

Recommended preparation:
• strong background in oral and written communications
• high school GPA of 2.0 (C) average or better

General Graduation Requirements:
To graduate with a Bachelor of Science degree in Criminal Justice Administration, a student must:
1. Complete a minimum of 120 semester hour credits.
2. Satisfy General Education requirements.
3. Satisfy all course requirements in the Criminal Justice degree program.
4. Attain a minimum cumulative grade point average of 2.0 GPA.
5. Attain a minimum cumulative grade point average of 2.0 in Criminal Justice Administration courses.
6. Transfer students must complete a minimum of 30 credit hours (21 of them in the major field of study) at Central Pennsylvania College, regardless of the number of credits transferred.

Program objectives:

Upon completion of the Bachelor of Science degree in Criminal Justice Administration, the graduate should:
• Understand and apply key management concepts to agencies within the criminal justice arena.
• Be versed in computer software including word processing, databases used within this 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.
• 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 in the role of director of security in a large 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.

Corporate Security Concentration

The Bachelor of Science Degree program in Criminal Justice Administration with a concentration in Corporate Security, prepares students for challenging and rewarding careers in the fast-paced world of Corporate Security. Students matriculated in this concentration will focus their studies in course-work designed to prepare them for employment as a corporate security practitioner, specialist, manager or director with Fortune 500 companies. This unique concentration will afford students the opportunity to master subjects most often sought by corporate employers doing business in today's global economy.

Graduates of this program will be well prepared to pursue employment with any company seeking professionals possessing academic qualifications and core competencies in matters concerning asset protection, loss avoidance, crisis management, and threat mitigation.

Jobs for Which Graduates Qualify:
• loss prevention agent
• corporate security specialist
• contract security manager
• private security supervisor
• security investigator
• security director

Corporate Security Concentration Objectives:

Upon completion of the Bachelor of Science Degree in Criminal Justice Administration in Corporate Security, the graduate should be able to:
• Understand and apply relative bodies of criminal and civil law within a business environment.
• Be versed in computer software including word processing, database management, spreadsheets, and multi-media graphics programs for management briefings.
• Possess strong written and oral communication skills in order to interface with all levels of corporate management within an organization.
• Understand the importance of high technology security devices and computer applications within a national and global market.
• Develop, organize, and manage various projects concentrating on asset protection and loss avoidance strategies, human resource practices, and selected investigative processes within a corporate culture.
• Demonstrate competence in devising policies and procedures in the role of director of security in a large organization.
• Demonstrate an appropriate professional manner with the highest ethical standards in a criminal justice management setting.

Criminal Justice Administration Core Courses

Course#	Course Title	Credits
BUS220	Principles of Management	3
CRI100	Criminal Justice	3
CRI110	Principles of Private Security	3
CRI130	Corrections and Rehabilitation	3
CRI225	Juvenile Justice: Alternatives to Incarceration	3
CRI240	Criminal Investigation and Report Writing	3
CRI320	Police Patrolling and Operations	3
CRI330	Criminalistics	3
CRI350	Criminal Justice Seminar	3
CRI380	Psychology of the Criminal	3
CRI425	Criminalistics II	3
CRI499	Bachelor's Criminal Justice Administration Internship	4
PRL170	Criminal Procedure	3
PRL180	Historical Perspectives of The Constitution	3
PRL210	Evidence	3
PRL220	Torts	3
PRL330	Criminal Law	3

Required Concentration Courses

Course#	Course Title	Credits
CRI235	Drug Enforcement I	3
CRI300	E-Crimes in the 21st Century	3
CRI415	Crisis Intervention and De-escalation Skills	3
CRI435	Corporate Security Management	3

Financial Crimes Concentration

Bachelor of Science Degree, Program in

Criminal Justice Administration

The Bachelor of Science Degree program in Criminal Justice Administration with a concentration in Governmental Criminal Justice, prepares students for a challenging career as a governmental criminal justice practitioner. Students matriculated in this program will focus their studies in course-work designed to prepare them for employment in Probation and Parole, Corrections, Federal/State Investigations, Juvenile Justice and Homeland Security.

This concentration will afford students the opportunity to develop a comprehensive understanding of the criminal justice system with a specialization in selected courses applicable to employment as a criminal justice practitioner within any law enforcement agency, correctional or judicial system.

Graduates of this program will be well prepared to pursue employment as a criminal justice planner, ethics investigator, program analyst, or law enforcement agent.

Jobs for Which Graduates Qualify:
• probation and parole agents
• federal agent
• federal/state investigators
• department of corrections agents
• program analysts
• juvenile justice correctional specialists

Governmental Criminal Justice Concentration Objectives:
Upon completion of the Bachelor of Science Degree in Criminal Justice Administration in Governmental Criminal Justice, the graduate should be able to:
• Understand and apply management concepts to various governmental agencies within the criminal justice arena.
• Be versed in computer software including word processing, databases used within this profession, basic accounting concepts, and graphics presentation for governmental agency briefings.
• Possess strong written and oral communication skills in order to interface with all levels of management within government.
• Demonstrate problem-solving/research ability in a governmental work environment,

and the ability to apply key management theories to a public sector criminal justice work setting.
• Demonstrate appropriate management practices in regards to hiring, firing, counseling, and to document and correlate these techniques with learned criminal justice techniques and skills with application to a governmental work environment.
• Demonstrate an appropriate professional manner with the highest ethical standards in a governmental criminal justice setting.

Criminal Justice Administration Core Courses

Course#	Course Title	Credits
BUS220	Principles of Management	3
CRI100	Criminal Justice	3
CRI110	Principles of Private Security	3
CRI130	Corrections and Rehabilitation	3
CRI225	Juvenile Justice: Alternatives to Incarceration	3
CRI240	Criminal Investigation and Report Writing	3
CRI320	Police Patrolling and Operations	3
CRI330	Criminalistics	3
CRI350	Criminal Justice Seminar	3
CRI380	Psychology of the Criminal	3
CRI425	Criminalistics II	3
CRI499	Bachelor's Criminal Justice Administration Internship	4
PRL170	Criminal Procedure	3
PRL180	Historical Perspectives of The Constitution	3
PRL210	Evidence	3
PRL220	Torts	3
PRL330	Criminal Law	3

Required Concentration Courses

CRI235	Drug Enforcement I	3
CRI420	Correctional Management	3
CRI430	Policy Management and Operations	3
CRI435	Corporate Security Management	3

Law Enforcement Concentration

Criminal Justice Program

Associate in Science Degree

Central Penn's Criminal Justice program prepares you to work in public or private agencies; in law enforcement or security; or for local, state, or federal agencies in corrections and rehabilitation. Public agencies may employ graduates in police departments, county sheriff offices, state highway patrol offices, or correctional and juvenile detention facilities. You will learn how to enforce laws, gather and compile statistical information, detect and apprehend criminals, prevent crime and delinquency, correct and rehabilitate offenders, and provide safety and security in institutions and private businesses. This program will prepare you for the Pennsylvania State Police, the Municipal Officers, and the Correctional Officer Trainee Civil Service examinations.

Jobs for which graduates qualify:
- security officer
- corrections personnel in correctional institutions, rehabilitation programming facilities, probation and parole, and community-based programs
- law enforcement/police officer (must be 21 years of age and pass required examinations)

Recommended preparation:
- computer ability/word processing
- business law/American government
- psychology
- English composition/public speaking

Program objectives:
Upon completion of the Criminal Justice program, the graduate will be able to:
- Gain knowledge of administrative procedures, human relations, police organization and management.
- Perform criminal investigations, security checks, and traffic control duties.
- Analyze crime patterns and conduct criminal evidence analysis and preservation.
- Prepare written reports and communicate effectively with officers, criminals, and the public.
- Utilize the computer for informational research, storage, retrieval, and reporting.
- Protect the constitutional rights of all people.

Program Recommendation:
PRL180 and PRL220 are recommended preparation courses for this program of study.

Course#	Course Title	Credits
CRI100	Criminal Justice	3
CRI110	Principles of Private Security	3
CRI130	Corrections and Rehabilitation	3
CRI225	Juvenile Justice: Alternatives to Incarceration	3
CRI240	Criminal Investigation and Report Writing	3
CRI320	Police Patrolling and Operations	3
CRI330	Criminalistics	3
CRI350	Criminal Justice Seminar	3
CRI380	Psychology of the Criminal	3
CRI399	Internship for Criminal Justice	4
PRL170	Criminal Procedure	3
PRL210	Evidence	3
PRL330	Criminal Law	3

*Courses may be waived on the basis of documentation and/or examination. For recommended courses to replace waived courses and/or electives, see academic chair.

Paralegal Program

Associate in Science Degree

A paralegal (or legal assistant) is a professional who is qualified by education or experience to assist attorneys in rendering legal services to the public. Paralegals work under the supervision of attorneys as they draft legal documents, research the law, organize and abstract information, interview clients and witnesses, and conduct factual research and investigation. Central Penn has been a leader in paralegal education with its American Bar Association-approved program since 1980.

Paralegals aid lawyers in such tasks as legal research, drafting legal documents, interviewing clients and witnesses, and preparing cases for trial. This program gives students actual experience doing these tasks so they are qualified to begin working as a paralegal immediately upon graduation. In addition, the internship program places students

Bachelor of Science Degree, Program in
Criminal Justice Administration

The Bachelor of Science Degree program in Criminal Justice Administration with a concentration in Law Enforcement prepares students for an exciting and rewarding career in law enforcement. Students matriculated in this demanding concentration will focus their studies in course-work designed to prepare them for employment as a law enforcement officer within a federal, state or municipal agency/ department. This unique program, offered in cooperation with Harrisburg Area Community Colleges Public Safety Center, will afford qualified students the opportunity to attend the Pennsylvania "Act 120" Municipal Police Academy as an academic component of their baccalaureate education.

Graduates of this program will be well-qualified to pursue employment with any law enforcement agency that requires a bachelors degree and either appreciates or requires a police academy certification as a pre-employment requisite.

Jobs for Which Graduates Qualify:
• county detective
• police officer
• state fish/game warden/park police
• federal agent (Secret Service, FBI, DEA, INS)
• military law enforcement
• nuclear security
• crime scene technician
• state trooper

Law Enforcement Concentration Objectives:
Upon completion of the Bachelor of Science Degree in Criminal Justice Administration in Law Enforcement, the graduate should:
• Be able to understand and apply key management concepts to agencies within the criminal justice arena.
• Be versed in computer applications including word processing, database management, spreadsheets, multi-media graphics programs, and proprietary software relative to criminal justice agencies.
• Demonstrate analytical problem-solving/ research ability in a law enforcement environment.

• Understand all relative bodies of criminal and civil law, Pennsylvania rules of evidence, court procedure, and the vehicle code.
• Demonstrate peerless interpersonal skills under ordinary and emergent conditions.
• Demonstrate an appropriate professional demeanor evidencing the highest ethical standards.
• Exhibit a comprehensive understanding of law enforcement core competencies, investigative techniques, prosecutorial procedures, crime prevention strategies, and community policing initiatives.

Criminal Justice Administration Core Courses

Course#	Course Title	Credits
BUS220	Principles of Management	3
CRI100	Criminal Justice	3
CRI110	Principles of Private Security	3
CRI130	Corrections and Rehabilitation	3
CRI225	Juvenile Justice: Alternatives to Incarceration	3
CRI240	Criminal Investigation and Report Writing	3
CRI320	Police Patrolling and Operations	3
CRI330	Criminalistics	3
CRI350	Criminal Justice Seminar	3
CRI380	Psychology of the Criminal	3
CRI425	Criminalistics II	3
CRI499	Bachelor's Criminal Justice Administration Internship	4
PRL170	Criminal Procedure	3
PRL180	Historical Perspectives of The Constitution	3
PRL210	Evidence	3
PRL220	Torts	3
PRL330	Criminal Law	3

Required Concentration Courses

Option 1: ACT 120 Police Recruit Academy
CRI295	Policy Academy	12

Option 2: Criminal Intel Analyst
CRI235	Drug Enforcement I	3
CRI405	Criminal Intelligence Analyst I	3
CRI411	Criminal Intelligence Analyst II	3
PRL245	Organized Crime	3

Legal Studies Concentration

Bachelor of Science Degree, Program in
Criminal Justice Administration

The Bachelor of Science Degree program in Criminal Justice Administration with a concentration in Legal Studies prepares students for a challenging career in the legal field. Students matriculated in this concentration will focus their studies in course-work designed to prepare them for employment as either a Professional Paralegal or as a Criminal Justice Paralegal Practitioner.

This unique concentration will afford students the opportunity to complete the Paralegal Associate of Science degree program as an academic component of their baccalaureate education.

Graduates of this concentration will be well prepared to pursue well-paying and fascinating careers within law firms, judicial courts, business and industry, or governmental offices.

Jobs for Which Graduates Qualify:
- professional paralegal
- corporate investigator
- private legal investigator
- utilities/insurance investigator
- administrative/regulatory analyst
- legislative researcher

Legal Studies Concentration Objectives:

Upon completion of the Bachelor of Science Degree in Criminal Justice Administration in Legal Studies, the graduate should be able to:
- Be versed in computer applications including word processing, database management, spreadsheets, and multi-media graphics programs for diverse audiences.
- Possess strong written and oral communication skills essential for effective interaction with all levels of management within an organization.
- Demonstrate analytical problem-solving/legal research ability in a professional environment.
- Demonstrate exceptional and articulate interpersonal skills.
- Develop, organize, and manage various projects concentrating on advanced legal research and writing.
- Demonstrate competence in drafting legal documents involving relative civil, criminal and administrative bodies of law.
- Demonstrate an appropriate professional demeanor evidencing peerless ethical standards.
- Understand the various aspects of the criminal and civil judicial system.

Criminal Justice Administration Core Courses

Course#	Course Title	Credits
BUS220	Principles of Management	3
CRI100	Criminal Justice	3
CRI110	Principles of Private Security	3
CRI130	Corrections and Rehabilitation	3
CRI225	Juvenile Justice: Alternatives to Incarceration	3
CRI240	Criminal Investigation and Report Writing	3
CRI320	Police Patrolling and Operations	3
CRI330	Criminalistics	3
CRI350	Criminal Justice Seminar	3
CRI380	Psychology of the Criminal	3
CRI425	Criminalistics II	3
CRI499	Bachelor's Criminal Justice Administration Internship	4
PRL170	Criminal Procedure	3
PRL180	Historical Perspectives of The Constitution	3
PRL210	Evidence	3
PRL220	Torts	3
PRL330	Criminal Law	3

Required Concentration Courses

Course#	Course Title	Credits
CRI235	Drug Enforcement I	3
CRI300	E-Crimes in the 21st Century	3
CRI310	Criminal Profiling	3
CRI365	Legal Aspects of Cyber Security	3

Legal Studies Division

in quality paralegal positions which often lead to full-time jobs after graduation.

All legal courses are taught by practicing attorneys and/or paralegals who bring their on-the-job experience and expertise directly into the classroom.

Jobs for which graduates qualify:
• paralegal in private law firms, court offices, insurance companies, state and federal agencies, corporations, and businesses
• aides for state and federal legislators

Recommended preparation:
• computer ability/word processing
• business law/American government
• psychology
• English composition/public speaking
• economics
• accounting
• foreign language

Program objectives:
Upon completion of the Paralegal program, the graduate should be able to:
• Use the resources of a legal library and on-line 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 a 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 human behavior necessary to carrying out the tasks of a paralegal under the supervision of a lawyer.

Program Requirement:
PRL180, PRL220, and PRL310 are prerequisite knowledge needed for this program of study.

Course#	Course Title	Credits
PRL110	Paralegalism	3
PRL130	Principles of Legal Research	3
PRL135	Legal Research and Writing I	3
PRL140	Civil Litigation I	3
PRL200	Contracts	3
PRL210	Evidence	3
PRL260	Administrative Law	3
PRL300	Civil Litigation II	3
PRL320	Legal Research and Writing II	3
PRL360	Internship Preparation & Medical Records	3
PRL399	Internship for Paralegals	4

Legal Electives (9 credits total) choose three of the following:

PRL160	Wills and Probate	3
PRL170	Criminal Procedure	3
PRL190	Family Law	3
PRL215	Trial Advocacy	3
PRL255	Finance and Tax Law	3
PRL270	Business Organizations	3
PRL275	Bankruptcy Law	3
PRL290	Fundamentals of Real Estate Law	3
PRL295	Real Estate Practice	3
PRL330	Criminal Law	3
PRL340	Advanced Legal Research & Writing	3

Course Descriptions:

CRI100   CRIMINAL JUSTICE   3 Credits
An introduction to the criminal justice system and its role in society. Students will receive an overview of law enforcement, courts, corrections, rehabilitation, probation and parole. Students will complete an individual field study of one criminal justice professional and present their findings in an oral class presentation.

CRI110   PRINCIPLES OF PRIVATE SECURITY   3 Credits
An introduction to the principles of private security, including the history and role of private security, threat assessment and security survey, principles of

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.

CRI399   INTERNSHIP FOR CRIMINAL JUSTICE   4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on-the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: Satisfactory completion of all courses and requirements for the Criminal Justice Program.

CRI405   CRIMINAL INTELLIGENCE ANALYST I   3 Credits
An introductory 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. Upon completion of this course and the Criminal Intelligence Analyst II course, students will be qualified to take the Criminal Justice Analyst Certification test.

CRI411   CRIMINAL INTELLIGENCE ANALYST II   3 Credits
An advanced study in crime and intelligence analysis, including advanced analytical techniques. Students will conduct a study on a crime organization, take a field trip to an intelligence source provider, and permitted to join a professional analyst association. Students will be involved in group studies and discussion. An introduction to the problem of domestic terrorism also will be presented. Upon the completion of both Criminal Intelligence Analyst I and II courses, students will be qualified to take the Criminal Analyst Certification test.
Prerequisite: CRI405

CRI415   CRISIS INTERVENTION AND DE-ESCALATION SKILLS   3 Credits
This course examines the realm of crisis intervention from the basics of defusing anger to the complex issue of hostage negotiation survival. De-escalation skills will be taught and practiced at all levels of the crisis continuum. This course will also examine the many factors that lead to confrontations and the techniques and pitfalls of managing aggression.
Prerequisite: PSY100

CRI420   CORRECTIONAL MANAGEMENT   3 Credits
An advanced study of correctional institutions and facilities, focusing upon management, operations, and administration. Students will review recent research, programs, contemporary topics such as sex in the prison, prison contraband markets, privatization, policy development, prison social structure, and the latest Supreme Court decisions pertaining to institutional corrections.
Prerequisite: CRI130

CRI425   CRIMINALISTICS II   3 Credits
A hands-on study of scientific aspects of criminal investigation at crime scenes and in the crime laboratory including preservation of fingerprints, analysis of hair, fibers, blood and narcotics, and forensic examination. This course will be the advanced study in the forensics field to include hands-on components regarding blood spattering, knife wound identification, field testing of specific drugs, etc.
Prerequisite: CRI330

CRI430   POLICE MANAGEMENT AND OPERATIONS   3 Credits
A study of police management as it relates to the functions and activities of police departments. While organizational structure is examined, emphasis will be on police management and the associated contemporary theories, policy development/ implementation, to include community policing. Students will complete an in-depth project analyzing the management techniques and operational policies/ procedures of an existing police agency. Students will concentrate on present issues in regards to Supreme Court decisions and their impact in this arena, budgetary problems, use of statistics to identify problem areas within the agency or community, public relations projects, media interaction with police agencies, etc. The project will be presented orally, via PowerPoint, to a panel of judges for grade.
Prerequisite: CRI320

CRI435   CORPORATE 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.
Prerequisites: CRI110

physical security, including personnel security and functional area security systems. Students will evaluate a security system and prepare an analytical report.

**CRI130   CORRECTIONS AND
          REHABILITATION**   3 Credits

An examination of the role of corrections focusing on punishment, rehabilitation and the administration of prisons. Also included is the study of rehabilitation of criminal offenders and the treatment of offenders to correct the problems that led to criminal behavior. Students will complete a research paper following a field trip to their respective county correctional facility.

**CRI225   JUVENILE JUSTICE:
          ALTERNATIVES TO
          INCARCERATION**   3 Credits

An analysis of the juvenile justice system as it relates to the disposition of cases involving the juvenile offender, including a comparative analysis with the adult process. An in-depth examination of the role of probation and parole as a means of punishment and/or rehabilitation of a criminal offender in the juvenile and adult arena. Alternatives to incarceration will be studies to include all intermediate sanctions presently utilized by juvenile and adult probation/parole agencies.

CRI235   DRUG ENFORCEMENT I   3 Credits

A study of 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.

**CRI240   CRIMINAL INVESTIGATION
          AND REPORT WRITING**   3 Credits

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. Emphasis is placed on techniques of report writing with practical writing assignments for all types of incident reporting. Coverage includes investigation on the Internet.
Prerequisites: ENG110, ENG200, PRL170, PRL210

**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   ACT120 POLICE RECRUIT
          ACADEMY**   12 Credits

The Act 120 Police Recruit Academy provides for 754 hours of theoretical and experiential education designed to provide the student with the knowledge and skills required to be certified as a municipal police officer in the Commonwealth of Pennsylvania. Curriculum material, didactic skills, and standards of performance for successful completion of this program are prescribed by the Pennsylvania Municipal Police Officers Education and Training Commission.
Prerequisites: Successful attainment of senior level academic status.

**CRI300   E-CRIMES IN THE
          21ST CENTURY**   3 Credits

This course is designed to give the student a broad understanding of existing, as well as emerging, "E-Crimes" (i.e., economic & electronic). Students will learn about Identity Theft; Internet; Credit Card and Check fraud as well as the basics of protecting an organization's digital assets. Students will conduct basic research on selected topics with a focus on identifying the "E-Crime" as well as existing and emerging government/private industry efforts to detect, investigate and prevent such crimes. Students will gain knowledge about "E-Crimes" from the textbook as well as various Internet web sites.

**CRI310   CRIMINAL PROFILING:
          POLICY AND PRACTICE**   3 Credits

This course deals with the examination of offender "profiling." The course will cut through the confusions and misunderstandings regarding the "art of profiling" by providing the student with detailed, original, 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.

**CRI315   ADVANCED ISSUES
          IN EVIDENCE**   3 Credits

This course will be build on the concepts covered in Evidence including Constitutional, relevancy, 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.
Prerequisites: PRL210

**CRI320   POLICE PATROLLING AND
          OPERATIONS**   3 Credits

A study of the development, organization and function of contemporary law enforcement agencies. Also covers police-community relations, police decision-making, and concepts in police practice and administration. Students will complete an in-depth

project designing a police department from ground zero to include identifying patrol zones, manpower, budget, scheduling, and equipment projections. The project will be presented orally, via PowerPoint, to a panel of judges for grade.

CRI330   CRIMINALISTICS   3 Credits
A hands-on study of scientific aspects of criminal investigation at crime scenes and in the crime laboratory including preservation of fingerprints, analysis of hair, fibers, blood and narcotics, and forensic examination. Also, incorporates the study of illegal drugs in America with special emphasis on the detection, confiscation, and preservation of drug evidence. The course will culminate with an in-depth lab research study on an actual case file provided by the instructor.
Prerequisites: CRI240 or PRL170 or PRL210 or PRL330

CRI350   CRIMINAL JUSTICE
             SEMINAR   3 Credits
Students will perform 55 academic hours completing the following: research the organization with which to complete their internship, prepare resumes, learn techniques and complete interviews and confirm their placement. Students will also complete a job search plan, investigating and researching employment opportunities in their area of interest. Through mock interviews, they will learn the techniques of being successful at interviews. The additional administrative hours of this course will entail a hands-on research project designed by the Central Penn Security Department (approved by the professor, Criminal Justice Studies). This project will be tailored to the administrative responsibilities of a Campus Security Director in regards to real-life scenarios. The administrative portion will culminate with an internship interview and submission of portfolio and affiliated projects. There will be a lab portion to this seminar in which students will physically work one-on-one with the present Central Penn Security force personnel. Students will be required to certify on particular aspects of security/enforcement duties, complete 40 hours of actual duty (lab equation), culminating in an evaluation rendered by the Security Coordinator/Trainer to the student's Criminal Justice Advisor.
Prerequisites: After the third term or following successful completion of 36 credits.

CRI355   COMPARATIVE CRIMINAL
             JUSTICE SYSTEMS   3 Credits
An introduction to international criminal justice systems and their comparison to the American Criminal Justice system. Students will analyze the international systems of policing, the courts, corrections arena, and juvenile justice systems of various countries. Students will complete a research paper comparing and contrasting these systems with our present American system and present their findings in an oral class presentation.

CRI360   CRIMINAL WOMEN   3 Credits
This course will examine female crime patterns based on consistent longstanding findings regarding women's crime rates. The study focuses on the fastest growing population of criminals in the criminal justice system with emphasis on present theories relating to the etiology of female crime. The course will include a field trip to a state female prison to see the classification procedures of processing female offenders. This course will culminate in a panel study of our students with selected female offenders presently in the state system. The research/interview will culminate in an in-depth analysis of what we, as a society, need to implement to decrease our women offender population.

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.

CRI370   VICTIMOLOGY   3 Credits
This course is a study of the social and psychological consequences of victimization. The emphasis is placed on analyzing the victims traits that make them susceptible to particular types of crimes, the affects of victimization to include immediate and long-term patterns, and the legislative rights of victims. This course will be an interdisciplinary study that includes sociology, psychology, criminology, public policy and the law. An in-depth study dissecting the psychological and sociological traits of an actual case file victim will be the culmination of the course requirements.

CRI380   PSYCHOLOGY OF THE
             CRIMINAL   3 Credits
A study of the contribution of psychology to our understanding of criminals and their behavior. The course will analyze various types of criminals in regards to their early childhood backgrounds, traits, characteristics (both biological and sociological), in context to a particular type crime. The student will analyze a series of assigned essays focusing on specific theories discussed in class and enumerated in the text. These theories will then be applied to the criminals behavior, type crime committed, and the student will state their opinion as to possible preventive/detections methods society could implement to change criminal behavior.

CRI390   CRIMINAL JUSTICE
             ADMINISTRATION
             TRANSFER CREDIT   3 Credits

CRI440　CONTEMPORARY ISSUES IN CRIMINAL JUSTICE　3 Credits

This course is a revolving study of various issues confronting the Criminal Justice system. It is only presented annually, with a different subject matter explored each time. This course encourages students to explore aspects of the criminal justice system, beyond the required courses. Topic selection will be made by the professor one quarter prior to the beginning of this course in order to incorporate current events into the design of the course materials. Topics such as Police Auditing, Police Assessment Testing Centers, Restorative Justice, Community Based Corrections, School Violence, Community Policing, etc., will be explored.

Prerequisites: Completion of all lower level division courses (100-300), or permission of the professor.

CRI445　PROBATION AND PAROLE CASEWORK MANAGEMENT　3 Credits

An in-depth examination of the major aspects of probation and parole, with an emphasis on the techniques used to deter or halt the criminal behavior of the offender.

Prerequisites: CRI100 AND CRI225

CRI450　CRIMINAL JUSTICE INDEPENDENT STUDY　3 Credits

The Independent Study course is an independent study program which encourages students to explore aspects of their major beyond the required courses by working on a project approved by the advising instructor. Working with an advising instructor in their major, students develop a research topic and plan, carry out that research, and produce a project (thesis, multimedia presentation, video, etc.) which demonstrates academic excellence. Projects will then be presented formally to the advisor. It is the student's responsibility to plan and develop the project, report weekly to the faculty adviser and to develop the final presentation of the individual project. Only those individuals who have shown course completion with a 3.5 GPA or higher, and deemed by the faculty advisor as a good candidate due to her/his independent working skills, will be allowed to enroll in this course.

Prerequisites: Completion of all lower level division courses, and student is in the last three (3) semesters of study.

CRI499　BACHELOR'S CRIMINAL JUSTICE ADMINISTRATION INTERNSHIP　4 Credits

The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on-the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.

Prerequisite: Satisfactory completion of all courses and requirements for the Criminal Justice Program under the Bachelor's Degree.

PRL110　PARALEGALISM　3 Credits

This course provides the paralegal with an introduction to the legal system and the philosophy of law. Through lecture, discussion, field study, and research using the Internet, the students explore paralegalism as a career and the ethical considerations of being a paralegal. Also included is coverage of basic legal terminology and concepts.

PRL130　PRINCIPLES OF LEGAL RESEARCH　3 Credits

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

PRL135　LEGAL RESEARCH & WRITING I　3 Credits

This course is designed to introduce paralegals to the formal aspects of legal research and writing. Students will complete a series of drills which will require them to locate answers to legal questions from a number of different sources. This course is a highly individualized course that gives the students an opportunity to begin 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. This course requires a "C" or better in oral and written course work and a minimum grade of a "C" to pass the course.

Prerequisite: PRL130

PRL140　CIVIL LITIGATION I　3 Credits

This course involves the study of civil procedure in the state and federal courts in the handling of civil, domestic, and international disputes. It provides an overview of the litigation process with emphasis on the function of the paralegal within that process. The paralegal students learn to apply the rules of procedures by working with fact situations to draft pleadings in preparation for trial. The basic concepts learned in this course carry through to other areas of civil law. This course requires a "C" or better in oral and written course work and a minimum grade of a "C" to pass the course.

course requires a "C" or better in oral and written course work and as a minimum grade to pass this course.
Prerequisites: PRL320

**PRL360   INTERNSHIP
            PREPARATION &
            MEDICAL RECORDS**   3 Credits
This course is a collection of lectures and skill training that prepares senior paralegals for conducting an internship job search, using the Internet to find and communicate with potential employers, and interviewing for the internship. In addition each student is required to submit a seminar paper on an approved topic and lead the class in a discussion of same. A minimum grade of "C" is required. Students will also cover medical terminology and its use in medical records and reports.
Prerequisites: Fifth Quarter status

**PRL399   INTERNSHIP FOR
            PARALEGALS**   4 Credits
The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in a mock interview and a career services function. The second element includes an on- the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.
Prerequisite: Satisfactory completion of all courses and requirements of the Paralegal program.

**PRL400   ADVANCED CRIMINAL
            PROCEDURE**   3 Credits
Students will analyze Constitutional provisions and the Rules of Criminal Procedure which affect the criminal process, including interrogation, arrest, and trial of criminal offenders. Students will also study recent legislation that affects due process in the 21st century.
Prerequisite: PRL170

115

course will cover the powers granted to the agencies and controls placed upon the agencies.

PRL270 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.

PRL275 BANKRUPTCY LAW 3 Credits
An overview of bankruptcy law with emphasis on procedure and practice. Students gain an understanding of the role of the paralegal in bankruptcy practices and complete practical exercises that include the completion of bankruptcy forms.

PRL280 ADVANCED STUDY OF THE AMERICAN CONSTITUTION 3 Credits
A forum for in-depth study of selected topics in constitutional law. The course is designed to build on principles learned in Historical Perspectives of the Constitution. Topics covered include origins of the Constitution, selection of Supreme Court Justices, equality, women's rights, and privacy rights.
Prerequisite: PRL180 or special permission of the professor

PRL290 FUNDAMENTALS OF REAL ESTATE LAW 3 Credits
In this course students receive basic instruction in the concepts and terminology encountered in real estate transactions and conveyancing. Students are taught the mechanics of title searching and conversion of survey descriptions into legal descriptions. Also covered is the preparation of all necessary legal documents, including deeds, mortgages, settlement sheets, and disclosure statements. Emphasis is on the underlying concepts of land; property; rights in realty; and the means, methods, and laws that govern the conveyance of these rights.

PRL295 REAL ESTATE PRACTICE 3 Credits
This course expands on the theories taught in Fundamentals of Real Estate Law and allows the students the opportunity to apply those theories. It provides in-depth instruction in real estate procedure, preparation of documentation and techniques for closing various real estate transactions. Satisfactory completion of this course and PRL290 fulfills the necessary educational requirements for testing for sales licensor by the Pennsylvania Real Estate Commission.
Prerequisite: PRL290

PRL300 CIVIL LITIGATION II 3 Credits

This is a companion course to Civil Litigation I. In this course students focus on the role of the paralegal in the discovery, trial, and post-trial phase of state and federal civil practice as well as cases involving individuals and businesses in foreign countries. The paralegal students learn techniques of digesting information for trial preparation. Students participate in a mock trial exercise to learn courtroom techniques and the presentation of evidence. Participation in mock trial will be 20% of a student's grade. This course requires a "C" or better in oral and written course work and as a minimum grade to pass this course.
Prerequisites: PRL140

PRL310 LEGAL COMMUNICATIONS 3 Credits
A comprehensive study of basic legal writing designed to provide a foundation on which to build basic skills in writing legal correspondence, documents, and memoranda. Writing skills will be assessed by an initial examination and developed, as required, through subsequent exercises. The initial examination may be a case brief or an essay. The goal of this course is to develop the ability to communicate clearly and effectively to the client, the attorney, and the court.
Prerequisites: ENG200, PRL130

PRL320 LEGAL RESEARCH & 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 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: PRL135*

PRL330 CRIMINAL LAW 3 Credits
This course provides thorough coverage of all aspects of criminal law, including elements of common law crimes, the Pennsylvania Crimes Code, and constitutional provisions affecting the criminal process. Knowledge is gained through an intensive study of judicial decisions from various jurisdictions highlighting the evolution of criminal law. The Socratic method of teaching will be employed.

PRL340 ADVANCED LEGAL RESEARCH & WRITING 3 Credits
An intensive hands-on course requiring students to draft complex legal documents, including a trial brief, under the direction and guidance of the instructor. The students use the WESTLAW system exclusively to complete one of their research assignments. This

Legal Studies Division

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Michelle Danguiro, General Studies/Communications Division, MS and BA, Shippensburg University

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Roger D. Kelley, General Studies/Communications Division, MS and BA, Shippensburg University

Nikki A. Marhefka, Medical Assisting Program Director, Allied Health Division, BS, University of Pittsburgh

René A. Martinez, Academic Chair, Information Technology Division, MBA, BA, Eastern University

Craig A. Munns, General Studies Division, MS, Pacific Graduate School of Psychology; MA, University of Miami; BA, Lycoming College

Diane D. Pickel, Business Administration Division, MBA and BS, The Pennsylvania State University

Steven K. Sands, Academic Chair, Business Administration Division, MBA, University of Tennessee; BS, Bradley University; La Salle University

Stephen D. Shoemaker, CHE, Business Administration Division, MBA, The Pennsylvania State University; BS, Shippensburg University

Lynn E. Shuster, Business Administration Division, MS, Strayer University; BS, Indiana University of Pennsylvania; Academy of Real Estate

Betsy M. Snook, Academic Chair, Allied Health Division, MEd, Bloomsburg University; BSn Nursing, Lycoming College; RN, Geisinger Medical Center

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Chilung Tan, Information Technology Division, MS, University of Illinois; BS, Illinois State University; BA, Shanghai Teachers University

Harve A. Tannenbaum, Information Technology Division, MLS, University of Pittsburgh; BS, Clarion University

Part-Time Faculty

Earl R. Beyer, JD, Widener University School of Law; DPM, Ohio College of Podiatric Medicine; BS, Temple University

Michele Black, BA, The Pennsylvania State University

Michael W. Bottomley, MS, national University; BS, Lebanon Valley College

La Donna D. Buffington, MS, Bloomsburg University; BS Shippensburg State College

Jesse L. Burnett, MEd, The Pennsylvania State university; BS, Fayetteville State University

Susan E. Coder, BS, The Pennsylvania State University

Jairee A. Counterman, MEd, Shippensburg University; BS East Stroudsburg University

Greg L. Crouse, MBA, Eastern College; BA Wilson college

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Mary Gionet, MS, State University of New York College at Albany; BS, State University of New York College at Oneonta

Randolph Greber, OD, BS, Pennsylvania College of Optometry; MS, Shippensburg University; BS, Manhattan College

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Terry Kennedy, MEd, Shippensburg University; BS, The Pennsylvania State University

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Daniel P. Kirn, OD, Pennsylvania College of Optometry; BS, Albright College

Robert L. Lamb, MA, American University; BS, Temple University

Julieane E. Lozar, JD, Widener University School of Law, BA, Shippensburg University

Kathryn L. Magill, BS, The Pennsylvania State University

Diane R. Miller, BS, Albright College; ASB, Central Pennsylvania Business School

Andrej E. Petroski, MS, Bloomsburg University; BS, Wilkes University

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James A. Porubiansky, OD and BS, Pennsylvania College of Optometry; BA, Weber State University; BA, Providence College

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Jennifer R. Verhagen, Admissions Director, BS West Virginia Wesleyan College, Pennsylvania State University

Alisha Wambolt, Part-time Security Officer

Karen A. Weikel, Director, Records and Registration, BA, Wilson College; ASB, Central Pennsylvania Business School

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Paul B. Whipple, Jr., CPA, Director, Finances, BS, Susquehanna University

Melissa Wise, Dean, Academic and Student Affairs, EdD, Argosy University, MA, The Pennsylvania State University; BA, Dickinson College

Sherry A. Youtz, Financial Aid Counselor, BS, Elizabethtown College

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Amy Lloyd, Financial Aid Counselor, M Ed, Indiana University of Pennsylvania; BA, University of Pittsburgh

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Shannon Rohner, Admissions Counselor, Continuing Education, AAS Central Pennsylvania College, Central Pennsylvania College

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News, Harrisburg, PA

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Beth Gardner, Department of Corrections, Division of Planning/Research/Statistics/ Grants, Camp Hill, PA

Jim Hense, Retired Professor, Harrisburg, PA

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John Liken, Corporate Security Manager, Tyco Electronics, Harrisburg, PA

Jane Lobdell, Academic Services, Pennsylvania Department of Corrections Training Academy, Elizabethtown, PA

Dennis McMaster, Chief of Police, East Pennsboro Township, Enola, PA

Kenn D. Miller, Security Coordinator, Central Pennsylvania College, Summerdale, PA

Todd Rudy, Trooper, Pennsylvania State Police, Bureau of Drug Law Enforcement, Harrisburg, PA

Timothy Shellenberger, Director, Safety and Security, Hersheypark, Hershey, PA

Serell Ulrich, Adjunct Professor, Central Pennsylvania College, Summerdale, PA

Greg West, Student Affairs Director, Central Pennsylvania College, Summerdale, PA

Paralegal

Lee Albright, JD, Assistant to Senator Jane Orie, PA Senate, Harrisburg, PA

Alice K. Angino, Office Manager, Angino & Rovner, Harrisburg, PA

Naomi Atkins, Paralegal, West and Long, Harrisburg, PA

Gwen Baughman, Paralegal Supervisor, Angino & Rovner, P.C., Harrisburg, PA

Brandi Buckles, Paralegal, PA Department of Corrections, Harrisburg, PA

Christine M. Gallagher, Legal Assistant Trainer, Angino & Rovner, P.C., Harrisburg, PA

Mary T. Geraets, Legal Secretary, Angino & Rovner, P.C., Harrisburg, PA

Heidi Graybill, Paralegal, Dilworth Paxson, LLP, Harrisburg, PA

Joseph A. Ricci, Esq., Attorney, Farrell & Ricci, Harrisburg, PA

Jean Shaw, Esq., Attorney, Nationwide Insurance, Harrisburg, PA

Ty Trainor, Financial Consultant, Wiekin & Associates, Camp Hill, PA

Amy Williams, Paralegal, Wix, Wenger & Weidner, Harrisburg, PA

Kathleen Yaninek, Esq., Attorney, Mette, Evans & Woodside, Harrisburg, PA

PA

Renee Royer, Staff Accountant, Blue Cross, Harrisburg, PA

Paul Sheaffer Jr., Controller, IntelliMark, Mechanicsburg, PA

Kevin Smith, Vice President, Finance/ Administration, Reynolds Construction Management, Harrisburg, PA

Heather Stormin, Staffing Manager, Accountemps, Camp Hill, PA

Accounting Information Systems

Paul Kline, CPA, Kline & Rizzo Inc. CPA, Williamsport, PS

R. Pete Gum, Chief Executive Officer, Harrisburg Builders Exchange, Harrisburg, PA

Paul Sheaffer, Jr., Controller, IntelliMark, Mechanicsburg, PA

Deanna Jankowski, Staffing Manager, Accountemps, Camp Hill, PA

Jeffery T. Case, Program Analyst, Capital Blue Cross I/T, Harrisburg, PA

e-Business

Paul Schwarzer, Susquehanna Council of the Boy Scouts, Sunbury, PA

Randy Stambaugh, Analyst, Department of Labor & Industry, Harrisburg, PA

Entrepreneurship and Small Business

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Patrick M. Smith, Realtor, The Homestead Group, Inc., 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

Hotel and Restaurant Management

Rich Gold, General Manager, Holiday Inn Harrisburg/Hershey, Grantville, PA

Gregory Koons, Director of Hotel Operationd, Towne House Suites,

Harrisburg, PA

Larry A. Sulpizio, Supervisor Bureau of Food Safety and Laboratory Services, PDA, Harrisburg, PA

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Robert Kelly, President, Faber Burner Company, Lock Haven, PA

Marketing

Ramona F. Bianchi, Finance Professional Money Group, Mechanicsburg, PA

Sue Mumma, Classified Sales Manager, The Patriot-News, Harrisburg, PA

Cystal Reinoehl, Advertising Sales Assistant, The Patriot-News, Harrisburg, PA

Office Administration

Andra Dobson, Manager, Administrative Services, Pennsylvania Blue Shield, Camp Hill, PA

Lori Gonsar, COBRA/401K Administrator, Select Medical Corporation, Mechanicsburg, PA

Linda L. Ward, Supervisor, Pennsylvania Blue Shield, Camp Hill, PA

Retail Management

Elizabeth A. Stager, Sales Associate, Findlay's Fine Jewelry, Inc., New York, NY

Jessica Ricker, Specialty Leasing Manager, Jones Lang LaSalle, Harrisburg, PA

Travel and Tourism Operations

Elaine Balducci, SATO Travel

Nancy Donovan McCollum, Owner, Uniglobe East Mall Travel Service, Inc., Harrisburg, PA

Margaret Richcreek, Owner, Richcreek Vacation Center, Harrisburg, PA

Roxanne Steel, Business Development Manager, Carnival Cruise Lines, Miami, FL

General Studies Division

Tom Baden, Managing Editor, The Patriot-

ACADEMIC CALENDAR
2003-2005

SUMMER TERM 2003
Monday, July 7, 2003 - Summer term begins
Friday, September 19, 2003 - Summer term
ends

FALL TERM 2003
Monday, October 6, 2003 - Fall term begins
Monday, November 24, 2003 - Classes held
Thursday-Sunday, November 27-30, 2003 -
Thanksgiving Holiday (college closed)
Monday, December 8, 2003 - Classes held
Friday, December 19, 2003 - Fall term ends

WINTER TERM 2004
Monday, January 5, 2004 - Winter term begins
Friday, March 19, 2004 - Winter term ends

SPRING TERM 2004
Monday, April 5, 2004 - Spring term begins
Friday, June 18, 2004 - Spring term ends

SUMMER TERM 2004
Monday, July 5, 2004 - Summer term begins
Friday, September 17, 2004 - Summer term
ends

FALL TERM 2004
Monday, October 4, 2004 - Fall term begins
Monday, November 22, 2004 - Classes held
Thursday-Sunday, November 25-28 -
Thanksgiving Holiday (college closed)
Monday, December 6, 2004 - Classes held
Friday, December 20, 2002 - Fall term ends

WINTER TERM 2005
Monday, January 3, 2005 - Winter term begins
Friday, March 18, 2003 - Winter term ends

SPRING TERM 2005
Monday, April 4, 2005 - Spring term begins
Friday, June 17, 2005 - Spring term ends

Note: This schedule applies to full-time
traditional students. The calendar for
Oracle, Cisco, IntelliMark, and other
non-credit courses will differ.

October 5, 2003 - New Student Move-In Day
October 6, 2003 - Freshmen Welcome
October 18, 2003 - Preview Day
October 27, 2003 - DECA Day
November 3, 2003 - FBLA Day
November 5, 1003 - Fall Career Expo
November 13 - FBLA Meeting
November 13 & 18, 2003 - Employer Mock
   Interview Program
November 22, 2003 - Fall Open House
December 6, 2003 - Saturday Visit
December 15, 2003 - FBLA Day

January 4, 2004 - New Student Move-In Day
January 5, 2004 - Freshmen Welcome
January 17, 2004 - Saturday Visit
February 3 & 5, 2004 - Employer Mock
   Interview Program
February 21, 2004 - Financial Aid Workshop
February 21, 2004 - Saturday Visit
March 3, 2004 - Spring Career Expo
March 8, 2004 - FBLA Day
March 13, 2004 - Financial Aid Workshop
March 13, 2004 - Preview Day

April 4, 2004 - New Student Move-In Day
April 5, 2004 - Freshmen Welcome
April 22, 2004 - Alumni Networking
   Reception
May 4 & 6, 2004 - Employer Mock Interview
   Program
May 7, 2004 - Commencement
May 24, 2004 - New Student Orientation
June 12, 2004 - New Student Orientation

July 5, 2004 - New Student Move-In Day
July 5, 2003 - Freshmen Welcome
July 17, 2004 - Summer Open House
July 21, 2004 - Summer Part-time Job Fair
August 3 & 12, 2004 - Employer Mock
   Interview Program
August 23, 2004 - New Student Orientation
September 9, 2004 - Alumni Networking
   Reception
September 11, 2004 - New Student
   Orientation

BUSINESS ETIQUETTE/NETWORKING DINNER - An opportunity for senior students to engage in a business dinner/networking experience with area human resource professionals and alumni.

CAREER EXPO - On-campus job fair for Central Penn students and alumni.

EMPLOYER MOCK INTERVIEW PROGRAM - An opportunity for senior students to engage in a mock interview with area human resource professionals to enhance interview skills and network for employment opportunities.

FINANCIAL AID WORKSHOP - Special sessions for parents including filing financial aid forms and discussions on grants, loans, and scholarships.

FRESHMEN WELCOME - All new students will receive their schedules, campus information, and attend various workshops needed to succeed at Central Penn.

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.

NEW STUDENT MOVE-IN - New resident students move into their campus residences.

NEW STUDENT ORIENTATION - Mandatory orientation days for incoming freshmen and their parents or spouses.

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. (Date to be determined.)

PLACEMENT EXAMS - These exams are administered to students attending Central Penn.

SATURDAY VISITS - Special weekend dates set aside for prospective students and their families to visit the campus and meet with an Admissions Representative.

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.

The statements in the catalog are for the purposes of information. The College reserves the right to change the requirements and regulations, including tuition and fees, as necessary without prior notice. Nothing in this catalog may be regarded as an irrevocable contract between a student or prospective student and Central Pennsylvania College.

INDEX

Bachelor of Science Degree
ACADEMIC PLANNING PAGES

*Bachelor degree students must limit the number of on-line courses to not exceed 61 credits.

All students must also take STS005 the Central Penn Experience.

Course Number	Course Name	Credits	Grade
STS005	Central Penn Experience	1	

Required Humanities credits: 18 credits; ENG100 and ENG200 are required
9 other credits - at least 3 credits must be taken at the 300 level or higher

Course Number	Course Name	Credits	Grade
ENG100	English Composition I	3	
ENG200	English Composition II	3	

Required Social Science Credits: 12 credits

Course Number	Course Name	Credits	Grade

Math and Science: 15 credits (3 credits math; 3 credits science)

Course Number	Course Name	Credits	Grade

Open Electives: 15-18 credits; at least 2/3 must be taken at the 300 level or higher

Course Number	Course Name	Credits	Grade

Program/concentration Requirements: credits vary

Course Number	Course Name	Credits	Grade

Concentration Requirements: credits vary

Course Number	Course Name	Credits	Grade

Associate of Science Degree
Associate of Applied Science Degree
ACADEMIC PLANNING PAGES

*Associate degree students must limit the number of on-line courses to not exceed 34 credits.

All students must also take STS005 the Central Penn Experience.

Course Number	Course Name	Credits	Grade
STS005	Central Penn Experience	1	

Required Humanities credits: 12 credites; ENG100 and ENG200 are required
3 credits must be taken at the 200 level

Course Number	Course Name	Credits	Grade
ENG100	English Composition I	3	
ENG200	English Composition II	3	

Required Social Science Credits: 9 credits

Course Number	Course Name	Credits	Grade

Math and Science: 9 credits (3 credits math; 3 credits science)

Course Number	Course Name	Credits	Grade

General Education Electives: 6 credits

Course Number	Course Name	Credits	Grade

Program/concentration Requirements: credits vary

Course Number	Course Name	Credits	Grade

NOTES