



**CENTRAL PENN**  
**COLLEGE**

**2023-2024 CATALOG**

**VOLUME 101**

**FALL ADDENDUM**

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

# TABLE OF CONTENTS

<b>Welcome from the Office of the President</b> .....	<b>9</b>
<b>About Central Penn College</b> .....	<b>10</b>
A Brief History of the College .....	10
Mission .....	12
Vision .....	12
Core Values .....	12
<b>Accreditations and Approvals</b> .....	<b>13</b>
College Accreditation .....	13
College Approvals .....	13
Program Accreditations and Approvals .....	13
<b>Campus Directory</b> .....	<b>14</b>
<b>Standards and Compliance</b> .....	<b>18</b>
Disability Support Services .....	18
Drug-free Schools and Communities .....	19
FERPA .....	19
Grievance .....	21
Higher Education Act of 1965 .....	24
Harassment Policies .....	24
Compliance with Clery Act .....	25
Annual Security Reports and Disclosure of Crime Statistics .....	27
PA ACT 153 Contact with Minors and Required Background Checks .....	27
Sex Offender Registration — Campus Sex Crimes Prevention Act .....	28
<b>Admissions</b> .....	<b>29</b>
General Admissions .....	29
Graduate Admissions Requirements .....	30
Student Technology Requirements .....	30
Program-Specific Admissions .....	31
International Students .....	31
Academic Placement and Placement Testing .....	31
Lifelong Learning .....	32
Vaccinations .....	32
<b>Transfer of Credit Policy</b> .....	<b>33</b>
Transfer Policy for General Education Requirement .....	34
Transfer of Credits .....	34
Graduation Residency Requirement .....	35
American Bar Association .....	35
College-Level Examination Program (CLEP) .....	35
CLEP for Military Personnel (DANTES) .....	36
International Baccalaureate (IB) .....	36
A-Level .....	36
Advanced Placement (AP) .....	36
Transfer Student Application Procedures .....	36
Foreign Transcripts .....	37
Articulation and Block Transfer Agreements .....	37
Stacking Credentials .....	38
<b>Financial Information and Services</b> .....	<b>39</b>
Financial Aid .....	39
General Eligibility Requirements .....	39
Application Process .....	39

Financial Aid Programs .....	40
Agencies.....	41
Scholarships.....	41
Satisfactory Academic Progress .....	42
Quantitative Measures.....	42
Qualitative Measures .....	43
Evaluation of Aid Eligibility .....	43
SAP Appeal Process .....	43
Financial Aid Reinstatement .....	43
Remedial Coursework and SAP.....	44
Second Degree, Transfer of Program, and SAP.....	44
Grade Level Advancement Policy .....	44
<b>Financial Information.....</b>	<b>45</b>
Tuition and Expenses .....	45
Tuition and Fees (per term) .....	45
Housing (per term) .....	45
Meal Plan (per term) .....	45
Meal Plan (per term).....	45
Variable Expenses (per term) .....	46
One-time Expenses.....	46
Payment.....	46
Billing and Payment Dates .....	46
Meal Plans .....	47
Fees .....	48
Course Material Fee .....	48
Housing Security Deposit .....	48
Registration Fee.....	48
Lab Fee.....	48
Student/Technology Fee.....	48
Graduation Fee.....	48
Refund and Distribution Policy .....	49
Exit Counseling.....	50
<b>Student Services .....</b>	<b>51</b>
Orientation.....	51
Library .....	51
Learning HUB .....	51
Center for Career Services & Development.....	51
Counseling Services .....	52
Academic Advising .....	52
Student Success Coaches .....	52
Accessibility Services.....	53
Disability Support Services .....	53
Title IX .....	53
Student Engagement .....	53
Technology Services .....	53
Central Penn College Alumni Association.....	54
<b>Administrative Policies and Procedures .....</b>	<b>55</b>
Central Penn College Pledge and Code of Conduct.....	55
Reporting Suspected Violations.....	56
Effective Catalog Date.....	56
Academic Day and Year .....	56

Credit Hour Definition . . . . .	56
Delivery Methods . . . . .	56
Official Communication with Students . . . . .	57
Class Load . . . . .	57
<b>Academic Policies . . . . .</b>	<b>58</b>
Internship and Capstone Experience . . . . .	58
Independent Study . . . . .	58
Student Complaints . . . . .	58
Statement on Academic Integrity . . . . .	59
College Withdrawal . . . . .	61
Attendance . . . . .	61
Reinstatement . . . . .	61
Grades . . . . .	62
Cumulative Grade Point Average (GPA) . . . . .	63
Dean's List . . . . .	63
Incomplete Grades . . . . .	63
Midterm Warnings . . . . .	64
Minimum Grade to Progress . . . . .	64
Academic Standing . . . . .	64
Student Statuses . . . . .	65
Temporary Out Student Statuses . . . . .	66
Non-Active Student Statuses . . . . .	68
Registration . . . . .	69
Registration Deadlines . . . . .	69
Add / Drop Period . . . . .	69
Dropping a Course . . . . .	70
Repeating Courses . . . . .	70
Auditing Policy . . . . .	70
Non-Degree/Non-Program . . . . .	70
Name and Address Change . . . . .	70
Transcripts . . . . .	70
Student Conduct Policies . . . . .	71
Acceptable Technology Use Policy . . . . .	71
<b>Academic Schools and Programs . . . . .</b>	<b>74</b>
School of Business and Professional Studies . . . . .	74
School of Health Sciences . . . . .	75
School of Humanities . . . . .	76
Workforce Excellence Programming . . . . .	76
<b>Degree Requirements . . . . .</b>	<b>77</b>
<b>Understanding The Course Descriptions . . . . .</b>	<b>78</b>
<b>Workforce Excellence Programs . . . . .</b>	<b>79</b>
<b>Non-Credit Certificate of Completion Programs . . . . .</b>	<b>80</b>
Alzheimer's Disease and Dementia Care Training Seminar . . . . .	80
Personal Training Certification Preparation Course . . . . .	80
Telehealth Continuing Education Program . . . . .	81
<b>Certificate and Diploma Programs . . . . .</b>	<b>83</b>
Applications Development Certificate . . . . .	83
Bookkeeping Certificate . . . . .	83
Child Care Management Certificate . . . . .	84
Computer Networking and Security Certificate . . . . .	85
Customer Relation Skills for the Insurance Industry Certificate . . . . .	85

Dental Assistant Certificate . . . . .	86
Dental Treatment Coordination Certificate . . . . .	87
Entrepreneurship and Small Business Certificate . . . . .	88
Financial Controllershship Certificate . . . . .	88
Hotel Administration Certificate . . . . .	89
Human Resource Management Certificate . . . . .	89
Marketing Management Certificate . . . . .	90
Medical Assisting Diploma . . . . .	90
Medical Billing and Coding Certificate . . . . .	92
Medical Office Assistant Certificate . . . . .	93
Organization Change Management Certificate . . . . .	93
Optometric Technician Certificate . . . . .	94
Patient Care Assistant Certificate . . . . .	95
Patient Care Technician Post-Medical Assisting (MA) Certificate . . . . .	96
Phlebotomy Technician Certificate . . . . .	97
Restaurant and Food Services Management Certificate . . . . .	98
Sports Management Certificate . . . . .	99
Surgical Technician Diploma . . . . .	99
Post-Baccalaureate Certificate in Executive Corporate Leadership . . . . .	101
Post-Baccalaureate Certificate in Healthcare Informatics . . . . .	101
Post-Baccalaureate Certificate in Healthcare Management . . . . .	102
<b>General Education Requirements . . . . .</b>	<b>104</b>
General Education Requirements for Associate Degrees . . . . .	106
General Education Requirements for Bachelor's Degrees . . . . .	107
<b>Associate Degrees . . . . .</b>	<b>109</b>
Accounting . . . . .	109
Child Care Management . . . . .	110
Communications . . . . .	111
Computer Information Systems . . . . .	112
Criminal Justice . . . . .	113
Entrepreneurship and Small Business . . . . .	114
Hotel and Restaurant Management . . . . .	116
Marketing . . . . .	117
Medical Assisting . . . . .	118
Occupational Therapy Assistant . . . . .	120
Paralegal . . . . .	124
Physical Therapist Assistant . . . . .	126
Surgical Technology . . . . .	130
<b>Bachelor's Degrees . . . . .</b>	<b>134</b>
Bachelor of Science Degree Program in Accounting . . . . .	134
Bachelor of Science Degree Program in Business Administration . . . . .	136
Business Administration Concentrations . . . . .	137
Healthcare Administration Concentration . . . . .	137
Human Resource Management Concentration . . . . .	137
Marketing Concentration . . . . .	137
Sports Management Concentration . . . . .	138
Bachelor of Science Degree Program in Corporate Communications . . . . .	138
Bachelor of Science Degree Program in Criminal Justice Administration . . . . .	139
Bachelor of Science Degree Program in Health Science . . . . .	141
Bachelor of Science Degree Program in Healthcare Management . . . . .	144
Bachelor of Science Degree Program in Information Technology . . . . .	146
Bachelor of Science Degree Program in Legal Studies . . . . .	148

Bachelor of Science Degree Program in Nursing (RN to BSN) .....	151
Bachelor of Science Degree Program in Organizational Leadership .....	154
<b>Minors .....</b>	<b>156</b>
Minor in Accounting .....	156
Minor in Business Administration .....	156
Minor in Communications Media .....	157
Minor in Crime and Criminal Behavior .....	157
Minor in Information Technology: Networking .....	158
Minor in Information Technology: Programming .....	158
Minor in Legal Studies .....	159
Minor in Public Relations .....	159
<b>Course Descriptions .....</b>	<b>161</b>
Accounting .....	161
Allied Health .....	163
Arts .....	171
Biology .....	171
Business .....	173
Chemistry .....	181
Child Care Management .....	182
Communications .....	184
Criminal Justice .....	190
Dental .....	195
English .....	196
Geography .....	198
History .....	199
Honors .....	201
Homeland Security Management .....	201
Hotel & Restaurant Management .....	203
Humanities .....	204
Interdisciplinary Studies .....	205
Internships .....	207
Language .....	208
Leadership .....	208
Legal Studies/Paralegal .....	209
Mathematics .....	213
Nursing .....	214
Optometric Technician .....	216
Occupational Therapy Assistant .....	217
Philosophy .....	220
Physical Therapist Assistant .....	221
Physics .....	223
Political Science .....	224
Psychology .....	225
Science .....	226
Sociology .....	227
Surgical Technology .....	228
Technology .....	229
<b>Graduate Degree Programs .....</b>	<b>236</b>
Graduate Admissions .....	236
Financial Aid .....	237
Tuition and Expenses (Graduate & Graduate Certificates) .....	239
Academic Policies .....	239

Academic Standing .....	240
Master of Professional Studies Degree Program in Organizational Leadership .....	241
<b>Course Descriptions .....</b>	<b>244</b>
Criminal Justice Concentration.....	244
Healthcare Informatics .....	244
Healthcare Management Concentration .....	245
Organizational Development Concentration .....	246
Sports Management Concentration.....	246
Organizational Leadership .....	247
Electives.....	249
<b>Academic Calendar 2023-2024 .....</b>	<b>251</b>
<b>Directories .....</b>	<b>252</b>
Full-Time Faculty .....	252
Academic Administrators.....	253
Board of Directors .....	254
President’s Cabinet .....	256
Summerdale Campus.....	257
Lancaster Center .....	257



# WELCOME FROM THE **OFFICE OF THE PRESIDENT**



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

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

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

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

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

# ABOUT CENTRAL PENN COLLEGE

## A Brief History of the College

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

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

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

In 2002, the college doubled the size of its academic buildings with the opening of the Advanced Technology Education Center (ATEC). Later that year, Henszey's Bridge—an 1869 wrought-iron structure listed in the National Historic Register—was restored and placed in the center of the campus. The Charles "T" Jones Leadership Library opened its doors in October 2002 to serve Central Penn's academic needs.

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

The Central Penn College Education Foundation was established in 2002 and awarded its first scholarship in 2005. Since 2005, over 3,000 Central Penn College students have received scholarships through the Education Foundation. The purpose of the Education Foundation is to provide scholarships to worthy students, award professional assistance to CPC faculty, and provide grants in support of the educational and charitable mission of Central Penn College. In the granting of scholarships, the Foundation shall not discriminate based on race, religion, color, national or ethnic origin. It shall not, directly, or indirectly, support any institution which discriminates on the basis of race, religion, color, national or ethnic origin in the administration of its policies and programs.

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

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

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

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

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

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

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

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

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

As evidence that the College continues its commitment to career-focused education, more than two dozen new professional certificates and diplomas have been added since 2021. Our newest programs in the field of dentistry will enroll starting with the 2023-24 academic year. Our goal remains to present our students with highly relevant training and education to secure employment in high-demand occupations in Central Pennsylvania and beyond.

## Mission

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

## Vision

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

## Core Values

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

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

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

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

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

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

# ACCREDITATIONS AND APPROVALS

## College Accreditation

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Central Penn College is accredited by the Middle States Commission on Higher Education, 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801 (267.284.5011; web: [www.msche.org](http://www.msche.org)). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. Status: Member since January 1977. Approved Degree Levels: Postsecondary Award/Cert/Diploma, Associate, Bachelor's, Master's.

## College Approvals

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

## Program Accreditations and Approvals

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

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

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

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

The Physical Therapy Assistant program at Central Penn College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), American Physical Therapy Association, 3030 Potomac Avenue, Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3243 or 800-999-2782, ext. 3243; website: [www.capteonline.org](http://www.capteonline.org).

To contact the College's Physical Therapy Assistant program director, please call 717-728-2315 or email [nicolepatterson@centralpenn.edu](mailto:nicolepatterson@centralpenn.edu).

# CAMPUS DIRECTORY

## President

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### Office of the President

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## Academic Affairs

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### Academic Affairs Office

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### School of Health Sciences

#### Program Director of Allied Health

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#### Program Director of Dental

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#### Program Director of Occupational Therapy Assistant

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#### Program Director of Physical Therapy Assistant

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**Advancement and Strategic Initiatives**

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**Central Penn College Education Foundation**

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**Admissions Office**

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**Communications Office**

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## **People and Culture**

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### **Office of People and Culture**

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Athletic Director  
kaseyhicks@centralpenn.edu  
717-728-2272

### **Center for Career Services and Development**

Bollinger Hall, Room 53  
Steve Hassinger  
Director of Career Services and Development  
careerservices@centralpenn.edu  
717-728-2467

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

Bollinger Hall, Room 40  
Lindsay Garber  
Director of Student Housing and  
Residential Life  
lindsaygarber@centralpenn.edu  
717-728-2214

### **Equity and Student Success**

equity@centralpenn.edu

### **Student Counseling Services**

Offered in partnership with M&S EAP  
CPCounselor@centralpenn.edu  
1-800-543-5080

### **Success Coaches**

The Underground, Room 37  
Megan Rehm Kaiser  
Lead Success Coach/Director of  
Student Athletes and Veteran Support  
megankaiser@centralpenn.edu  
717-728-2234  
The Underground, Room 38

### **Bollinger Hall, Room 43A**

Elijah Tinson  
Success Coach/Director of PACT &  
First Year Experience  
elijahkinson@centralpenn.edu  
717-728-2496

Bollinger Hall, Room 52  
Judith Karas  
Success Coach/Director of  
Accessibility Services  
judithkaras@centralpenn.edu  
717-728-2267

## **Technology and Project Management**

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

Bollinger Hall, Room 55  
Tom Parker  
Vice President of Technology and  
Project Management  
helpdesk@centralpenn.edu  
866-291-HELP



**Department of Facilities and Maintenance**

Bollinger Hall, Room 58

Christopher Sheriff

Facilities Director

[maintenance@centralpenn.edu](mailto:maintenance@centralpenn.edu)

# STANDARDS AND COMPLIANCE

## Disability Support Services

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

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

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

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

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

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

The College's Director of Accessibility Services is:

Judith Karas  
accessibility@centralpenn.edu  
717-728-2267  
Bollinger 52

Students have the right to file a grievance with Central Penn College in the event that students believe the College has not followed its policies.

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

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

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

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

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

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

## **FERPA**

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### **Preamble**

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

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

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

### **Health and Safety Exemption**

Central Penn College adheres to all requirements pertaining to the protection of student information under the Family Educational Rights and Privacy Act. (FERPA) There are a few exceptions to FERPA regulations in which Central Penn College may release education records or

personally identifiable information without student consent if it is needed to protect the health or safety of students or other individuals. There must be a significant threat to a student, other students or other individuals in order to qualify as an exception.

### **Inspection**

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

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

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

### **Challenge**

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

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

### **Hearing**

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

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

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

## **Disclosure**

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

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

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

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

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

## **Failure to Comply**

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

## **Grievance**

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Central Penn College provides employees and students with a fair and efficient process to present and resolve grievances arising out of the employment and student relationships. The College encourages employees and students to resolve disagreements respectfully through informal, frank, and open discussion. Human Resources and Student Advocates are resources to assist with informal resolutions. However, the College also recognizes that occasionally more formal processes are needed.

Central Penn College intends for the fair, orderly, and timely resolution of problems or complaints using a thorough review process. The following principles will serve as the foundation for the grievance process:

- The College will deal with grievances expeditiously and fairly.
- Grievance-related proceedings under this policy will be treated with the greatest degree of confidentiality possible. However, limitations on confidentiality may result from the College's obligations to investigate grievance allegations, provide individuals accused of misconduct an opportunity to respond, inform appropriate individuals of the imposition of corrective action, or to fulfill duties imposed by law.
- Employees and students are protected from discrimination and retaliation in connection with exercising rights under this grievance policy.
- When pursuing a grievance, students, staff, and faculty members should refer to the appropriate procedure for guidance.

### **Student Grievance Procedures**

A grievance differs from an appeal of an academic decision, as it deals with service issues and not the actual outcomes of course work. A student may file a grievance in the cases of an unresolved difference or dispute between themselves and the college (office or individual) related to services rendered or non-academic decisions. The College provides equitable opportunity and consideration to students who file grievances and offers informal and formal options for resolution.

Complaints about services related to disabilities, sexual harassment, and discrimination based upon protected class are addressed via the Harassment Policy (Policy #700).

Students will be guided through the process outlined below by an advocate assigned to college grievances.

### **Informal Grievance Process**

- Students seeking to file a grievance should contact the college constituent associated with the grievance and seek an informal resolution prior to filing a formal grievance. During this process, students may request to correspond with the respondent to discuss the grievance, present their case, and communicate what outcomes they hope will result from the grievance process outreach.
- The Associate Vice President of Equity and Student Success, or designee, serves as the designated Student Advocate, an impartial permanent staff member, to assist students to informally resolve the grievance. The student may request the Student Advocate facilitates a meeting with all parties to aid in informally resolving the grievance. The Student Advocate will create a report detailing any successful or unsuccessful attempts to resolve the grievance. If attempts to informally resolve the grievance prove unsuccessful or do not satisfy the student's expected outcomes, the student may elect to begin formal grievance procedures.

### **Formal Grievance Process**

#### **Step 1: File a Grievance**

To initiate the formal grievance process, students must contact the student advocate at [advocate@centralpenn.edu](mailto:advocate@centralpenn.edu) within 15 business days of the alleged occurrence. Students must also submit the Grievance Form located under the forms section of the student portal. For help preparing the submission of a formal grievance, the student may seek the assistance of the Student Advocate.

The formal grievance must include a statement from the student containing:

- A summary of the grievance (include specific explanations or examples of how college policies related to the grievance were violated or not followed)
- The desired outcome or resolution of the grievance
- Any relevant supporting documentation related to the grievance

## Step 2: Mediation by the College Grievance Committee

The Grievance Committee is composed of non-conflicted faculty and staff members designated by the Vice President of Student Services to ensure representation across disciplines. Effort will be made to ensure the College Grievance Committee members are trained, harbor no conflicts of interests, and are mindful of any potential biases the student may be concerned about facing. The College Grievance Committee will review the following:

- The formal grievance application and evidence set forth in the written statement submitted by the student.
- The written statement of the college official involved in the disagreement.
- Supporting documentation provided by all interested parties.

Upon receipt of the formal grievance letter, the determination process will encompass the following procedural steps:

- The Grievance Committee will review documentation of informal resolution attempts and subsequent requests for continuance by way of formal grievance process.
- Review of grievance letter to ensure it meets required components described in the formal procedure section.
- An examination and thorough review of all details and evidence related to the grievance will commence to determine if there is enough supporting evidence to conclude the following:
  - a. If it is found that the respondent was in violation of college policies related to said grievance, then the grievance request will reflect an approval of formal grievance and appropriate determinations and actions will be communicated to the student complainant and respondent.
  - b. If it is found that the respondent was not in violation of policies related to said grievance, then the determinations will reflect a denial of formal grievance and subsequent actions will be communicated to student complainant and respondent including dismissal of grievance submission.
- The Grievance Committee will render a written response to grievances within ten business days of receiving the formal grievance submission from the student. Determination scenarios include the following:
  - a. Uphold the Original Decision: There is no evidence of college policy violation. The student has provided no substantial, related evidence of a policy irregularity, procedural irregularity, or academic and personal prejudice that negatively affected the student.
  - b. Overturn the Original Decision: There is evidence of a college policy violation. The student has provided substantial relevant evidence of a policy irregularity, procedural irregularity, or academic and personal prejudice that negatively affected the student.

## Communication

The student complainant and respondent will receive communication regarding the conclusion of the formal grievance process, final determinations, subsequent actions, and instructions resulting

from the findings. The communication will be sent at the same time. If the student respondent is dissatisfied with the outcomes of the formal grievance process, they have the right to submit for appeal of all or any parts of the determination. The student must then officially file for an appeal as outlined in 6 below. All communication will be documented and filed for records. The Vice President of Student Services will utilize the records for reference in the event of a filed appeal.

### **Appeal**

The appeal must specify the particular substantive or procedural basis of the appeal and not merely dissatisfaction with the grievance process. The appeal must be filed within two business days of the filing date of the college grievance committee's final decision.

### **Appeals Process**

All grievance appeals must be submitted to the office of the Vice President of Student Services within two business days after formal grievance process and determinations are completed. All appeals must be sent directly to [appeals@centralpenn.edu](mailto:appeals@centralpenn.edu). The written appeal should include:

- A copy of the formal grievance documents and any subsequent documents used to support formal grievance.
- A letter addressed to the Vice President of Student Services that explains why the determinations made by the College Grievance Committee are unsatisfactory and/or any additional mitigating circumstances the student would like to present warranting an appeal of determinations.

Upon filing, the Vice President of Student Services will review and render one of three responses to a formal grievance determination appeal within five business days:

- Uphold the Grievance Committee's Decision: The student has provided no substantial, relevant evidence detailing substantive or procedural inequalities perpetrated by the committee.
- Overturn the Grievance Committee's Decision: The student has provided substantial, relevant evidence describing procedural inequalities committed by the College Grievance Committee.
- Provide Alternate Determinations: While the student provided no relevant evidence that there was substantive or procedural inequalities perpetrated by the committee, the student has provided mitigating circumstances that warrant an alternate recourse to grievance.

## **Higher Education Act of 1965**

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The College publishes an annual Consumer Information Guide that contains useful information about the various aspects of the Higher Education Act of 1965, as amended in 2008. To view the Consumer Information Guide, please visit [https://www.centralpenn.edu/wp-content/uploads/2022/01/consumerinformationguide20212022\\_for\\_web.pdf](https://www.centralpenn.edu/wp-content/uploads/2022/01/consumerinformationguide20212022_for_web.pdf).

## **Harassment Policies**

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### **Harassment Policy**

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



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

### **Gender Discrimination/Sexual Harassment Policy Statement**

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

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

Should a student encounter an uncomfortable situation of this nature with another student or faculty/staff member, they should report it immediately to the Title IX Coordinator ([accessibility@centralpenn.edu](mailto:accessibility@centralpenn.edu)). Charges of sexual harassment will be promptly and thoroughly investigated.

### **Disability Harassment Policy**

Central Penn is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's ability will not be tolerated. Students experiencing disability harassment should report it immediately to the ADA Coordinator ([equity@centralpenn.edu](mailto:equity@centralpenn.edu)). Charges of disability harassment will be promptly and thoroughly investigated.

### **Diversity and Inclusion Statement**

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

## **Compliance with Clery Act**

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In accordance with the requirements of the Clery Act, the College shall:

1. Via issuance of timely warnings, alert the campus community of Clery Crimes that pose a serious or continuing threat to the campus and surrounding community. Timely warnings will be disseminated throughout the community as soon as pertinent information is available and will

provide information that will allow the community to take precautions to protect themselves and prevent similar crimes from occurring.

2. Via issuance of emergency notifications, alert and inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus."
3. Maintain a daily crime log of all crimes reported. This log will be available for public inspection, upon request.
4. Maintain a daily fire log of all fire-related incidents reported. This log will be available for public inspection, upon request.
5. Compile and disclose statistics of reports on the types of Clery Crimes reported for the College's campus, the immediately adjacent public areas and public areas running through the campus, remote classroom facilities and certain non-campus facilities.
6. Collect reports of Clery Crimes made to Public Safety & Health, local law enforcement, College officials and others associated with the College who have significant responsibility for student and campus activities.
7. Create and publish an annual report to the Department of Education disclosing statistics of Clery Crimes reported over the past three years, as well as College policies and procedures addressing campus security and safety.
8. Annually disclose/provide access to the campus community and the public, the Annual Security Report, which provides:
  - Crime data (by type)
  - Fire incident data.
  - Security policies and procedures in place to protect the community; and
  - Information on the handling of threats, emergencies, and dangerous situations.
9. Identify CSAs on a regular, ongoing basis, and notify these individuals of their obligations under the Clery Act to report all Clery Crimes that they witness or are reported to them.
10. Provide regular, mandatory training for all CSAs.
11. Work with the Public Safety & Health and other appropriate departments to create, establish and conduct programs at all College campus locations to educate the campus and surrounding community about the Clery Act and Clery Act obligations, and to promote general awareness of all crime and safety-related issues at all College locations.
12. If a person is reported as missing, contact the appropriate College offices, notify local law enforcement that has jurisdiction in the geographical area around the specific campus location, and utilize the emergency contact information available for the missing person to notify those listed as emergency contacts for the alleged missing person. See Missing Person Policy.

For further information on the Clery Act, visit the Public Safety & Health website.

Questions may be directed to the Public Safety & Health Director, at (717) 728-2274.

## Annual Security Reports and Disclosure of Crime Statistics

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Annually, Central Penn College publishes the Annual Security Reports which include crime statistics for the previous three years, campus security policies, and crime prevention and safety awareness programs.

These reports contain Clery Act crime statistics from the previous three years that were reported to Public Safety, as well as other College offices, Campus Security Authorities, and local law enforcement agencies, that occurred at the following locations: on campus, non-campus buildings or property owned or controlled by Central Penn College, and public property within, or immediately adjacent to campus. Also, this report includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

For those campuses that have on-campus student housing, the Annual Fire Safety Report is included in the Annual Security Report. The Annual Fire Safety Report includes fire statistics from the previous three years and important information about fire safety policies and procedures.

By the deadline imposed by the U.S. Department of Education, the College distributes a notice of the availability of the Annual Security and Fire Safety Report to every member of the College community. Anyone, including prospective students and employees, may obtain a paper copy of these reports by contacting Public Safety and Health at 717-728-2364 or by visiting [www.centralpenn.edu/public-safety/](http://www.centralpenn.edu/public-safety/).

This report is a result of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Violence Against Women Act (VAWA), Drug-Free Schools and Communities Act (DFSCA), and the Family Educational Rights and Privacy Act (FERPA).

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

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

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

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

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

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

- Pennsylvania Child Abuse History Check through the Pennsylvania Department of Human Services (Act 33)
- Pennsylvania Criminal History Check through the Pennsylvania State Police (Act 34)

- FBI Criminal History Check; this check requires the individual to submit their fingerprints to the FBI (Act 114)

## **Sex Offender Registration — Campus Sex Crimes Prevention Act**

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### **Megan's Law**

Members of the public may request community notification fliers for information concerning sexually violent predators in a particular community by visiting the police department in that community. In jurisdictions where the Pennsylvania State Police is the primary law enforcement agency, members of the public may make such requests at the local Pennsylvania State Police Station in that community. This information is also available on the Pennsylvania State Police "Megan's Law" website [www.pameganslaw.state.pa.us](http://www.pameganslaw.state.pa.us).

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

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

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

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

# ADMISSIONS

## General Admissions

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### Undergraduate General Requirements

To be considered for admission into a degree or professional certificate program, students must be a high school graduate, have received a General Equivalency Diploma (GED), Pennsylvania Home School Diploma or other recognized equivalency diploma.

We welcome applications from students seeking to prepare for a career or a promotion. Students seeking work-related skills, who are not completing classes with the goal of obtaining a degree from the institution, will be classified as non-degree, non-program students (NDNP). High School Students applying with an overall GPA of 2.0 or higher may be considered for regular admission. Students applying with a GPA below a 2.0 in high school or from another college or university, if accepted, will be admitted conditionally. Please submit an application for admission and a copy of high school and/ or college transcript(s). Some applicants may be required to attend a personal interview with the Admissions Office. Call the Admissions Office at 800-759-2727 to learn more.

### Proof of Eligibility

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

### Admission Requirements for Online Degree Programs

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

### Student Reentry

A student is a potential candidate for the reentry process at Central Penn College if they meet the following standards:

- Student is a previous student whose last date of attendance (LDA) is within 1 year of desired start date.
- Student is a degree-seeking student, certificate students are not eligible.

*Note: Students within the PTA, OTA, or Organizational Leadership MPS programs refer to programmatic admissions requirements for specific reentry procedure and eligibility.*

### Application Deadline

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

### Application Procedures

- The application is available on the College's website at [centralpenn.edu/apply](http://centralpenn.edu/apply).

- Students must request their high school guidance office to mail an official transcript directly to the Admissions Office. A Graduate Equivalent Diploma (GED) or Pennsylvania Home School Diploma is also acceptable.
- Admission consideration for students is based upon a written essay (optional for GPA's at or above the minimum per program)\*, high school or college grade performance, and a personal interview.
- Application and transcript(s) will be reviewed as soon as they are received. Students will be notified of their acceptance or next step in the admissions process within one week of the College receiving all materials.
- A deposit may be required to hold your enrollment slot upon acceptance to Central Penn College.

*\*An admission essay may be deemed optional for all applicants whose GPA meets or exceeds the minimum for acceptance into the desired program. Admissions staff will require the submission of an essay for any applicant whose GPA is below the required level. For certificates and degrees in the Schools of Humanities and Professional Studies, the minimum GPA for acceptance is 2.0. For most Health Sciences certificates and degrees, unless otherwise specified, the minimum GPA is 2.2. An Admission essay may be required from all applicants to the AAS in PTA, OTA, and Surgical Technology degree programs.*

## **Graduate Admissions Requirements**

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

## **Student Technology Requirements**

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### **Computer**

Students at Central Penn College will need reliable access to the internet and a computer capable of running current software and web browsers. Mobile telephones/ cell phones are not recommended for completing course assignments. As a general guideline, your computer must be running Windows 8.1, 10, 11 or MacOS 10.13 (High Sierra) or higher. Access to speakers, a microphone, webcam, printer, and scanner may be necessary for online courses to complete assignments. Some instructors will utilize digital textbooks embedded in the classes while others may use physical textbooks as well as provide additional supplementary materials.

### **Internet Access and Web Browser**

Students are responsible for having internet service. High-speed internet access is recommended, as it is most effective in downloading information and completing online tests. Some courses will contain streaming audio and/or video content. Students should utilize web browsers with the most recent versions to access Central Penn College software and services. Recommended browsers include Mozilla Firefox, Google Chrome, Apple Safari, or Microsoft Edge (Windows 10 or higher).

### **Software**

Student computers must be capable of running the latest versions of plug-ins (Adobe Acrobat Reader, and Java), recent software, and have the necessary tools to be kept free of viruses and spyware. Access to Microsoft Office 2013 (or higher) or Microsoft Office 365 is necessary for your

success at Central Penn College. Mobile telephones/cell phones are not recommended for completing course assignments.

### **Technology Emergency Back-Up Plan**

Central Penn has computer labs reserved for current students to use throughout the week. It is strongly recommended that you determine a backup plan for access to alternate computers in case of unplanned emergencies. Please share your backup plan with your Admissions representative or college adviser upon enrollment at Central Penn College.

## **Program-Specific Admissions**

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

## **International Students**

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

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

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

## **Academic Placement and Placement Testing**

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Central Penn College administers a placement exam to all incoming students. The placement exam assessment is used to determine placement in mathematics.

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

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

## **Lifelong Learning**

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

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

- Associate degree-seeking students can earn a maximum of 9 credits.
- Bachelor's degree-seeking students can earn a maximum of 18 credits.
- Master's degree-seeking students can earn a maximum of 9 credits.

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

## **Vaccinations**

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

All students wishing to reside on campus must provide documentation of vaccination history. Students who do not provide specific proof of a meningitis vaccination will be required to complete a waiver prior to move in. The College reserves the right to revise the list of required vaccinations for residence on campus at any time.



# TRANSFER OF CREDIT POLICY

Central Penn College is accredited by the Middle States Commission on Higher Education. Central Penn College will consider a course and its associated credit hours for transfer if the course was completed at a postsecondary institution accredited by one of the following agencies:

- Middle States Commission on Higher Learning
- North Central Association of Colleges and Schools
- New England Commission of Colleges and Universities
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

Courses completed and credits earned at institutions in the United States not accredited by one of the above agencies will not be accepted for transfer. Transfer credits from foreign institutions will be evaluated on a case-by-case basis.

To request transfer credit, a student must ensure that the Department of Records and Registration at Central Penn College receives an official transcript directly from each postsecondary institution previously attended. A new transfer student has two terms to provide official transcripts from prior schools, or any transfer credit is forfeited. Transcripts submitted after this deadline will be evaluated solely with the approval of the Provost, which is requested via an appeals process. Students with questions regarding the appeals process should contact the Department of Records and Registration.

Due to rapid technology and industry changes, the college may not always accept courses for transfer as the equivalent of "core" courses if the courses were completed more than five years prior to a student's admission to a program. Earlier credits will be considered on a case-by-case basis. The College must ensure that the content learned in courses accepted for transfer is up-to-date to successfully prepare the student for the intended program learning objectives and degree level.

Transfer credit may be awarded toward the total overall elective credit hours required for a credential or degree or may satisfy a specific course equivalency. Course-by-course transfer credit will not be given for any course in which the earned grade was below a C (2.0 on a 4.0 scale); due to specific program requirements, a grade of C or higher may be required for specific subjects. Any grade of Pass (P) must be accompanied by information from the transferring institution that the grade of "P" is the equivalent of a 2.0 or higher.

Central Penn College has established articulation agreements outlining specific equivalencies. For example, Central Penn College has established Block Articulation agreements with some institutions. These agreements allow students with an earned associate degree to transfer in a block of courses. In the absence of such agreements, incoming students may be required to provide supplemental information about the content of courses completed to facilitate the evaluation of equivalencies (e.g., course syllabus).

New students may not receive transfer credits for all prior coursework. The Registrar is required to follow academic program guidelines in awarding transfer credit. Individual programs may have limits on the number of courses and credits that may be transferred, may mandate a higher GPA or grade (above a 2.0), or impose requirements on which courses must be completed at Central Penn College or for the modality or instructional method of transferred courses (on-the-ground

versus online). In some cases, standards are determined by external program-specific accrediting or approval bodies to ensure high quality and rigor of learning outcomes.

A student pursuing an Associate in Applied Science degree in the Occupational Therapy Assistant program can transfer up to 27 credits and an Associate in Applied Science degree in the Physical Therapist Assistant program can transfer up to 30 credits. A student pursuing a bachelor's degree may transfer in up to 75 credit hours. A student pursuing a Master of Professional Studies degree may transfer in a maximum of nine credit hours. A student must complete the final term of enrollment in a credit or degree program at Central Penn College; the one exception is the Widener 2 + 3 Program.

### **Transfer Policy for General Education Requirement**

Central Penn College will honor transfer students' general education requirements that have been satisfied at prior institutions.

Students with earned associate degrees or students who transfer to Central Penn College with 60+ credits, consisting of at least 40 corresponding general education credits from a regionally accredited college or university will be considered to have satisfied all of the requirements of Central Penn College's "Foundations" and "Intersections" program.

- The student's transfer evaluation will reflect the transfer of 21 General Education credits for Associates-Degree-seeking students.
- The student's transfer evaluation will reflect the transfer of 39 General Education credits for Bachelor's-degree-seeking students. Bachelor's-Degree-seeking students will be required to complete 3 credits from the "Experiential Learning" component of the General Education curriculum. This provision does not supersede curricular prerequisites or departmental program requirements established in the College catalog.

Students who transfer to Central Penn College without an associate degree, with fewer than 60 credits, or with 60+ credits but fewer than 40 corresponding general education credits from a regionally accredited college or university, will be subject to a course-by-course transfer evaluation. General Education transfer credits will be granted if judged by the Registrar and the Director of General Education to be high quality, involve active delivery methods, and are consistent with General Education's mission and program goals. These students will need to complete the remaining courses in the General Education curriculum prior to graduation.

### **Transfer of Credits**

- Three transfer credits from outside institutions may be applied to certificate programs.
- Actively enrolled Central Penn College (CPC) students may apply earned credits towards certificates.
- Associate degree seeking students can earn a maximum of 9 approved lifelong learning credits.
- Bachelor degree seeking students can earn a maximum of 18 approved lifelong learning credits.
- Applicable graduate transfer credits and/or work/lifelong learning can apply up to a maximum of 9 combined credits.
- For more information, please visit the website at: [www.centralpenn.edu/prospective-students/continuing-ed-students/lifelonglearningcredits/](http://www.centralpenn.edu/prospective-students/continuing-ed-students/lifelonglearningcredits/).

## **Graduation Residency Requirement**

Credits earned within five years of application to the College will be considered for transfer eligibility. Credits beyond five years will be considered on a case-by-case basis regarding relevance, recency, and accreditation.

- Graduates and former students from Central Penn are eligible to transfer three earned CPC credits if they are applied within two years of graduation towards an 18-credit certificate.
- Students in Diploma Programs must complete their last 21 credits at Central Penn.
- Students in associate in science degree programs must complete their last 30 credits at Central Penn.
- Students in the AASOTA or AASPTA must complete their last 49 credits at Central Penn College.
- Students enrolled in the bachelor's degree programs must complete their last 45 credits at Central Penn.
- Applicable graduate transfer credits and/or work/lifelong learning can apply to a maximum of 9 combined credits. For more information, please visit the website at: <https://www.centralpenn.edu/life-long-learning/>.
- Other transfer inquiries will be determined on a case-by-case basis by the Office of Academic Affairs and the Registrar.
- All students must complete their final term at Central Penn.

**\*\*Certain articulation agreements may exempt students from the requirement of completing their final term at Central Penn.**

## **American Bar Association**

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

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

- LGL210 Legal Research and Writing I
- LGL211 Legal Research and Writing II
- LGL220 Civil Litigation I
- LGL221 Civil Litigation II

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

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

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

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

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

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

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

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

### **A-Level**

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

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

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

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

## **Transfer Student Application Procedures**

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

- Students must send a completed application for admission, noting the extent of their academic training beyond high school.
- Students must request official high school transcripts to be sent directly to the Admissions Office.
- Students must request official college transcripts to be sent directly to the Admissions Office from previously attended institutions they are wishing to receive a transfer evaluation from.
- A transcript evaluation may be conducted with unofficial transcripts, once the student's application is received, but will not be applied to the student's permanent record until the corresponding official transcript is received.
- The student is responsible for requesting official college transcripts to be sent directly to Central Penn from any previously attended institutions.
- To receive transfer credit, Central Penn must receive official transcripts by the end of the student's second term. If official transcripts are not received by the end of the student's

second term, students forfeit their ability to use transfer credits for work completed prior to enrolling at Central Penn.

- Students must be actively enrolled in an academic program to receive transfer credit.
- Courses which are parallel to courses to those offered at Central Penn will be awarded as transfer credits if a grade of “C” or better was earned in equivalent college level courses.
- CLEP, DANTES, International Baccalaureate, A-Level, and Advanced Placement may also transfer.
- Students will receive a listing of the transfer credits awarded and the courses remaining for degree completion.
- The College reserves the right to administer an appropriate examination for transfer credits.
- Students having any questions about this process should contact the Office of Records and Registration.
- Students enrolled at Central Penn who wish to complete a college level course(s) at another institution, with the intent of transferring the course(s) into their program of study at Central Penn, are encouraged to make an appointment with the Transcript Evaluator in the Office of Records and Registration to determine if the course(s) can be transferred to their program of study at Central Penn.

## **Foreign Transcripts**

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

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

- Educational Credential Evaluators, P.O. Box 514070, Milwaukee, Wisconsin 53203-3470. Tel: 414.289.3400. Fax: 414.289.3411. e-mail: eval@ece.org.
- World Educational Services, P.O. Box 5087, Bowling Green Station, New York, New York 10274-5087. Tel: 800.937.3895. Fax: 212.739.6100. e-mail: info@wes.org.

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

## **Articulation and Block Transfer Agreements**

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

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

Information on articulation or block transfer agreements should be directed to the Admissions Office. ([admissions@centralpenn.edu](mailto:admissions@centralpenn.edu))

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

## **Stacking Credentials**

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Central Penn College supports stacking credentials to allow students the opportunity to continue their pursuit of higher degrees. Credentials refer to academic or educational qualifications, such as degrees or diplomas that students have completed.

- Certificate students whose courses are embedded within their degree program may be dual enrolled.
- Associates or bachelor's students who wish to continue the pursuit of a higher degree must complete the lower credential prior to enrolling into the higher credential. These students are required to apply to the program through the Admissions process upon completion of the lower credential.
- Students are not permitted to pursue degrees of the same credential level simultaneously.

Students who wish to pursue a higher degree, who are still matriculating and do not wish to complete their current enrolled program need to complete a Change of Major Form and will be treated as a transfer student into the higher credential.

# FINANCIAL INFORMATION AND SERVICES

## Financial Aid

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

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

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

### General Eligibility Requirements

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

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

*\*Lifelong Learning credits are not eligible for financial aid.*

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

### Application Process

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

The Financial Aid Office recommends that students file the FAFSA by March 1 of each new filing year. By filing the form by March 1, the Financial Aid Office will have the ability to notify students of their financial aid eligibility prior to the summer term billing. The Financial Aid Office may request additional documentation to support a student's request for financial assistance. Parents and the

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

### **Financial Aid Programs**

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

- **Federal Pell Grant** – The Federal Pell Grant is a federally funded entitlement program to assist undergraduate students with high financial need. Eligibility for Pell Grants is determined by the U.S. Department of Education based on the FAFSA.

Pell-eligible students may receive the grant even if enrolled less than half time. Students who have earned a bachelor's degree are not eligible for a Federal Pell Grant.

- **PHEAA State Grant** – The state of Pennsylvania provides grants to bona fide residents who demonstrate financial need, have not received their first baccalaureate degree in any field, and are enrolled in classes on at least a half-time basis.

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

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

- **Federal Supplemental Educational Opportunity Grant (SEOG)** – This federally funded program provides financial assistance to students who demonstrate exceptional financial need and are Pell Grant eligible. The amount of the award is based on need and the availability of funds are limited. Students with a bachelor's degree are not eligible to receive a Federal Supplemental Educational Opportunity Grant.
- **Federal Work-Study Program** – The Federal Work-Study Program is a federally funded program that provides part-time employment to students who demonstrate financial need. Positions are available throughout the institution and at selected off-campus sites. Federal Work-Study students are paid an hourly wage for actual hours worked. Federal Work-Study earnings are paid directly to the student on a bi-weekly basis. Awards are made to students on a fund-availability basis.
- **Federal Direct Subsidized Stafford Loan** – A first-year (freshman) student may borrow up to a maximum of \$3,500 subsidized and up to \$2,000 (dependent) or \$6,000 (independent student or parent unable to borrow PLUS) unsubsidized per academic year. A second-year (sophomore) student (earned 36 credits or more) may borrow up to a maximum of \$4,500 subsidized and up to \$2,000 (dependent) or \$6,000 (independent student or parent unable to borrow PLUS) unsubsidized per academic year. A third year (junior) student (earned 72 credits or more) may borrow up to a maximum of \$5,500 subsidized and up to \$2,000 (dependent) or \$7,000 (independent student or parent unable to borrow PLUS) unsubsidized per academic year. A fourth-year (senior) student's loans are prorated based on the number of credits attempted for their last term. Students must begin repayment of their Federal Direct Stafford Loans six months after they graduate, withdraw, or drop below half-time



status. Minimum repayment of a Federal Direct Stafford Loan is \$50 per month, but the actual payments will be based upon the total amount borrowed, the length of the repayment period, and the type of repayment plan chosen by the borrower. Students may qualify for different repayment programs. Students need to check with their servicer for the various options.

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

## Agencies

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

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

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

## Scholarships

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

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

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

**Satisfactory Academic Progress**

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

This policy for financial aid recipients is implemented in order to be in compliance with current federal regulations. The SAP policy measures student progress qualitatively and quantitatively. Qualitatively, the students must maintain a 2.00 cumulative (CUM) grade point average (GPA) each term. Quantitatively, the students must pass 66% of their courses each term and graduate within a 150% time frame, based on credits attempted and credits earned.

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

**Quantitative Measures**

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

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

<b>SAP: Quantitative Measures</b>	
Full time: 12 credits attempted	Must successfully complete 8 credits
¾ time: 9 credits attempted	Must successfully complete 6 credits
½ time: 6 credits attempted	Must successfully complete 4 credits

### **Qualitative Measures**

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

### **Evaluation of Aid Eligibility**

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

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

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

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

### **SAP Appeal Process**

If unusual circumstances such as injury to the student, illness to the student, a change in educational objective or death of an immediate family member occurs, the school may waive the SAP requirement for the student. The school may choose to waive the SAP requirement if the student has experienced undue hardship due to special circumstances. Appeals will be reviewed on a case-by-case basis. For special consideration, a student must complete a Financial Aid Appeal Request Form and submit it to the Financial Aid Director. The appeal will then be reviewed by the Financial Aid Advisory Committee. The student will be notified in writing as to the status of their appeal. All SAP appeals must have supporting documentation and be received by the Friday before the first day of class.

### **Financial Aid Reinstatement**

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

### **Remedial Coursework and SAP**

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

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

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

### **Grade Level Advancement Policy**

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

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

# FINANCIAL INFORMATION

## Tuition and Expenses

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*(Undergraduate Degree, Undergraduate Certificate/Diploma)*

*Note: These 2023-2024 rates may change without notice.*

### Tuition and Fees (per term)

Tuition (per credit) all majors – undergraduate .....	\$509
Student/Technology Fee (5 or more credits) .....	\$360
Student/Technology Fee (4 or less credits*) .....	\$240

*\*Some zero credit classes may have a student fee*

Health Sciences Program/Lab Fee .....	\$200
Medical Assistant AAS Program/Lab Fee .....	\$200
Medical Assistant Diploma/Lab Fee .....	\$200
NHA Phlebotomy Exam Fee (taken with final course) .....	\$125
Medical Assistant Exam Review Course Fee (taken with internship) .....	\$63
Certified Medical Assistant Exam Fee (final term only) .....	\$125
Certified Medical Assistant Exam Fee (final term only/diploma program) .....	\$125
OTA Program/Lab Fee .....	\$200
PTA Program/Lab Fee .....	\$200
Surgical Technology Program/Lab Fee (per term) .....	\$200
Surgical Technology Program/Certification Exam/App Software (one-time fee) .....	\$330
Surgical Technology Program/Certification Practice Exam .....	\$25

### Housing (per term)

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

### Meal Plan (per term)

*For currently enrolled students.*

Orange Meal Plan .....	\$525
Maroon Meal Plan .....	\$745
Green Meal Plan .....	\$1,075
Blue Meal Plan .....	\$1,620
Silver Meal Plan (Non-residential students only) .....	\$333

### Meal Plan (per term)

*For students starting Summer 2023 Term.*

*Non-resident students may purchase flex dollars as needed.*

Block 75 .....	\$525
Block 110 .....	\$800
10 Meal Plan .....	\$745
14 Meal Plan .....	\$1,075

**Variable Expenses (per term)**

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

**One-time Expenses**

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

**Payment**

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

If unusual circumstances or extreme hardship makes it impossible for students to make full payment, students should contact the Business Office to make special arrangements.

**Billing and Payment Dates**

*Fall 2023*

*Bills available on Student Portal – August 25, 2023*

*\*Payment Due – September 15, 2023*

*Winter 2024*

*Bills available on Student Portal – November 24, 2023*

*\*Payment Due – December 15, 2023*

*Spring 2024*

*Bills available on Student Portal – February 23, 2024*

*\*Payment Due – March 15, 2024*

*Summer 2024*

*Bills available on Student Portal – May 24, 2024*

*\*Payment Due – June 14, 2024*

*Fall 2024*

*Bills available on Student Portal – August 23, 2024*

*\*Payment Due – September 13, 2024*

*Winter 2025*

*Bills available on Student Portal – November 22, 2024*

*\*Payment Due – December 13, 2024*

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

### **No Late Fees Clause for Chapter 31/33**

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

## **Meal Plans**

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Meal plans are currently structured as a declining balance plan. All purchases in the café, Will's place, etc., are charged against the current balance and reduce the funds available for future purchases. The charge is per term. If students do not spend all the funds for one term, the monies are rolled over during the current academic year from term to term. Once the current academic year is over (end of spring term), any remaining monies will not continue to the next academic year. New meal plan charges are assessed each term. There will be no refunds of monies not used. Therefore, when you graduate or withdraw, students will not be issued a refund.

The first-year students living in campus housing are required to have at least the Maroon meal plan (\$745.00) for the first term.

The Central Penn College ID card will serve as your meal ticket. Students will be required to show their ID for every purchase. New students will be given the opportunity to select their meal plan on their student portal prior to the billing date. If a meal plan is not selected, the student will be assessed the Maroon meal plan at the \$745 rate. Current students may change their meal plan by notifying the Business Office or the Department of Student Housing and Residential Life prior to tuition billing.

The College will be converting the declining meal plan structure to a meal plan structure in the near future. Students will have the opportunity to select the following:

- Block 75 - \$525
- Block 110 - \$745
- 10 Meal Plan - \$745
- 14 meal Plan - \$1,075

Block plans allow for a number of meals to be used at the student's discretion throughout the term. Block plans include \$100 flex that can be used as a declining balance to purchase snacks, drinks, etc. Additional funds can be added to flex dollars at any time throughout the term. Any meals or funds remaining on the plan at the end of term will be forfeited. There will be no refunds of monies not used.

Meal plans allow for the number of meals to be used each week at the student's discretion. Meal plans include \$100 flex that can be used as a declining balance to purchase snacks, drinks, etc. Additional funds can be added to flex dollars at any time throughout the term. Any meals not used at the end of each week will be forfeited. Each week a new allocation of meals is available. Any meals or funds remaining on the plan at the end of term will be forfeited. There will be no refunds of monies not used.

## Fees

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### Course Material Fee

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

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

ALH – 125, 285

BUS – 100, 105, 115, 120, 130, 200, 215, 220, 230, 235, 245, 250, 260, 265, 270, 300, 301, 303, 304, 305, 320, 325, 345, 355, 360, 365, 380, 402, 430, 435, 440, 450, 455, 465, 470

IDS – 101

### Housing Security Deposit

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

*\*If students request cancellation within five calendar days of payment, this fee is fully refundable. A request for cancellation, which is not made in writing, shall be confirmed in writing by the student within an additional period of five calendar days. After five calendar days or after 10 calendar days absent of written confirmation, the school may retain all of the monies paid.*

### Registration Fee

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

### Lab Fee

Fees assessed to the medical programs to pay for disposable goods such as masks, brushes, etc., are required for medical programs. Fee may also be used to pay for special certifications and training needed within the medical field such as CPR certification, etc.

### Student/Technology Fee

A student fee of \$240 (four or less credits) or \$360 (five or more credits) per term is required. It covers all the services listed below as long as the student is enrolled at Central Penn. The student fee is non-refundable. The student/technology fee includes, in part, the following: campus security; parking; student ID; online Library services; computer labs; internet; all other technology usage; full- and part-time employment assistance; insurance; swimming pool; basketball, volleyball, and game courts; picnic areas; activities, clubs and organizations; and orientation.

### Graduation Fee

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

### Other Expenses

**Textbooks:** All Central Penn students may purchase new and/or used textbooks directly from our textbook vendor via the internet or telephone. Textbook rental is another option. The cost of textbooks varies with the courses taken each term. If students purchase all new textbooks,



the cost may be as much as \$450 per term. Students are encouraged to have their textbooks prior to the first day of class to ensure access to academic work.

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

## Refund and Distribution Policy

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

Please note that any reduction applies only to tuition. Fees are nonrefundable, except for non-consumable course material fees. Those fees are refundable in certain circumstances—see the “Fees” section. Rent charges, fees, and any other charges are not refundable if a student leaves the College any time during the term.

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

### Return of Title IV Funds (R2T4)

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

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

The Financial Aid Office is required by federal regulations to complete the R2T4 process for all students who withdraw, stop attending, drop out, or are dismissed prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

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

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

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

- Aid to be returned equals 100% of the aid that could be disbursed minus the percentage of earned aid multiplied by the total amount of aid that could have been disbursed during the payment period or term. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution.

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

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

Refunds are allocated in the following order:

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

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

## **Exit Counseling**

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

# STUDENT SERVICES

## Orientation

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

## Library

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

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

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

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

## Learning HUB

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The Central Penn College Learning Hub is a one-stop resource and support center that provides students with academic support, tutoring services, success coaching and various programming opportunities. Students may find the monthly calendar schedule for the learning HUB on the student services SharePoint page.

## Center for Career Services & Development

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The mission of the Center for Career Services & Development at Central Penn College is to provide inclusive and diverse career development services and resources that will prepare students and alumni to successfully obtain employment or advancement in their chosen field or continue their education. The Center for Career Services & Development Department assists students with resume writing, cover letters, mock interviews, job search strategies, and other career-related questions at any time throughout a student's education as well as after graduation. It hosts several events that enable students to network with employers for internships, part-time jobs or full-time employment. All services and events provided by the Center for Career Services & Development are free of charge, open to all students, and continue to be available after graduation.

## **Employment After Graduation**

Central Penn annually hosts recruiting events. In addition, Central Penn students are encouraged to attend the CPEC Job and Internship Fair held each year. Handshake includes job postings and internships.

## **FOCUS II**

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

## **Skills First**

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

## **Counseling Services**

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Central Penn College recognizes the importance of student mental health. The College has partnered with M&S EAP to offer 24/7 support to students in need of mental health services. M&S EAP has a network of over 4,000 counselors with specialties in depression, anxiety, PTSD, substance use disorders, eating disorders, and many other areas of health care. Each student is eligible to receive up to 4 no-cost sessions per term. Students can elect to be paired with a counselor in their local area or access services online to maximize convenience, privacy, and comfort. M&S EAP can be reached at 1-800-543-5080 or [CPCcounselor@centralpenn.edu](mailto:CPCcounselor@centralpenn.edu) to learn more or schedule an appointment.

## **Academic Advising**

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All students are assigned a Faculty Academic Advisor within their program of study. Faculty advisors are academic program and subject matter experts that will assist advisees with academic preparation, degree mapping, course selection/planning and matters specifically related to students' academic majors. Students may log into their MyCentralPenn account and look on the dashboard to see assigned Faculty Advisor.

## **Student Success Coaches**

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Student Success Coaches provide support, programming, and guidance to assigned students from enrollment through graduation. Success Coaches aid in the holistic success of students as they navigate their collegiate experience at Central Penn. Success Coaches provide tools, resources, and mentorship. This can include the development of academic skills, learning strategies, adjustment to collegiate environment time management, organization, note-taking, reading strategies, study skills, motivation & attitude, and goal setting. Success Coaches also provide directorship of special programs that aim to support various student populations and initiatives at the college.

## Accessibility Services

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Central Penn College is committed to making the Summerdale campus accessible to persons with disabilities. Students requiring auxiliary aids or accommodations for any disability should contact the Director of Accessibility Services ([accessibility@centralpenn.edu](mailto:accessibility@centralpenn.edu)).

## Disability Support Services

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

Students who self-identify as a person with a disability requiring auxiliary aids or academic adjustments should contact the [Director of Accessibility Services \(accessibility@centralpenn.edu\)](mailto:accessibility@centralpenn.edu).

## Title IX

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

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

## Student Engagement

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

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

## Technology Services

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Students will receive an identification number and email address once they are enrolled and ready to start taking classes. Students use this information to activate their Central Penn email account

and set a unique password. The student email account provides access to campus lab computers, Blackboard, email, the Internet, Office 365 and other technology tools for academic activities. Computer labs are located in the Charles “T” Jones Leadership Library (Summerdale Campus), ATEC Room 300 (Summerdale Campus), a 24/7 lab in Bollinger 41 (Summerdale Campus) and Room 106 (Lancaster Center). Central Penn College students have access to technical assistance and support by calling the Help Desk at 1-866-291-4357 or by emailing [helpdesk@centralpenn.edu](mailto:helpdesk@centralpenn.edu). The Information Technology Help Desk unit is located in Bollinger Hall, Rooms 55 and 53A.

### **Technical Assistance and Support**

The Central Penn College Help Desk is the single point of contact for all computers, computer systems, telecommunications and networking issues including access to the internet, questions about systems; including email, student information systems and student learning management systems (LMS); for problem resolutions, information inquiries or service requests for all faculty staff and students.

## **Central Penn College Alumni Association**

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

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

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

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

For more information on the Alumni Association and how to get involved, email [alumni@centralpenn.edu](mailto:alumni@centralpenn.edu) or see a staff member in the Office of Advancement.

# ADMINISTRATIVE POLICIES AND PROCEDURES

## Central Penn College Pledge and Code of Conduct

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### The Pledge

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

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

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

### The Code

Academic Integrity: We uphold the highest standards of academic integrity. Acts such as, but not limited to, plagiarism, misrepresentation, fraudulence, and cheating will not be tolerated. More information relating to academic integrity can be found in the Statement on Academic Integrity section of this catalog.

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

Adherence to Policies of External Governing Bodies and Laws and Regulations: We uphold the policies of professional organizations of which we are members and the accrediting bodies of college programs. We abide by all local, state, and federal laws pertaining to individual citizens and those specific to higher education.

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

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

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

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

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

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

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

## **Reporting Suspected Violations**

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

## **Effective Catalog Date**

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The information contained within this catalog is effective July 1, 2023, and is effective until June 30, 2024.

## **Academic Day and Year**

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

## **Credit Hour Definition**

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

## **Delivery Methods**

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Central Penn offers day, evening, online courses, and hybrid classes and are offered at Summerdale and Lancaster locations and other sites as designated and often utilize a blended



format where an online component is required. Hybrid programs offer a combination of face-to-face and online delivery methods.

## **Official Communication with Students**

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

## **Class Load**

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

# ACADEMIC POLICIES

## Internship and Capstone Experience

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

### Internship

Internships range in hours from 180-640 hours. Students not enrolled in the Surgical Technology, Medical Assisting (MA), Occupational Therapy Assistant (OTA), and Physical Therapist Assistant (PTA) Associate of Applied Science programs are eligible for Internship upon completion of 75% of their coursework. Students enrolled in the MA, OTA and PTA Associate of Applied Science programs must complete 100% of their coursework prior to their Internship. Unless otherwise dictated by the program (see specific program pages for requirements), associate students will register for INT299 Associate Degree Internship and bachelor students will register for INT499 Bachelor's Degree Internship. For Internships that are three credits, students utilizing financial aid for the course must take at least an additional 3 credit course for a minimum of six credits for the term. An incomplete grade for internships will follow the Incomplete Grade Policy. All Internships at the College are supervised by faculty in the program, or by a full-time Internship Coordinator who is also a part-time faculty member.

### Early Internship Request

A student may submit an Early Internship Request to the Program Director before completing 75% of coursework. Approval for early Internships is at the discretion of the Program Director.

### Capstone

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

## Independent Study

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

## Student Complaints

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

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

- Middle States Commission on Higher Education, 1007 North Orange Street, 4th Floor, MB #116, Wilmington, DE 19801 (267.284.5000; web: [www.msche.org](http://www.msche.org)).
- Medical Assisting AAS and Diploma program are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 9355 113th Street North, Suite 7709, Seminole, FL 33775, (727.210.2350), [www.caahep.org](http://www.caahep.org).
- The Paralegal and Legal Studies programs are approved by the American Bar Association (ABA), 321 North Clark Street, Chicago, IL, 60654-7598, (312.988.5000), [www.americanbar.org](http://www.americanbar.org).
- Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085, (703.684.2782), [www.capteline.org](http://www.capteline.org).
- Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929, (301.652.6611), [www.ACOTEonline.org](http://www.ACOTEonline.org).
- The Secretary of Education and the Commonwealth of Pennsylvania to award the Master of Professional Studies degree, the Bachelor of Science degree, the Associate in Science degree, and the Associate in Applied Science degree. Pennsylvania Department of Education (PDE), 333 Market Street, Harrisburg, PA 17126, (717.783.6788).

## **Statement on Academic Integrity**

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

### **Definition of Academic Dishonesty**

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

### **Consequences of Academic Dishonesty**

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

## **Course-Level Sanctions**

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

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

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

## **Institutional-Level Sanctions**

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

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

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

## **Reporting Process**

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

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

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

## **Right to Appeal**

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

## College Withdrawal

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

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

## Attendance

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At Central Penn College, satisfactory attendance is considered to be a vital part of each student's performance. Excessive absences for a particular course or program can result in a lowered achievement rating and an undesirable course grade. Additionally, as an attendance-taking institution there are specific requirements for attendance students must meet in order to remain enrolled in courses.

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

In an emergency that causes a student to be absent, it is the student's responsibility to make arrangements with the instructor to complete missed work. Each faculty member will establish practices for students who miss class because of extenuating circumstances. Faculty members may establish attendance standards for their individual courses that impact students' grades. Absences in excess of 20% of class hours, for any subject, may cause a student to fail that particular course.

## Reinstatement

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

When making that decision, the College may consider whether:

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

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

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

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

## Grades

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

### Scale

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

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

**Cumulative Grade Point Average (GPA)**

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

**Dean's List**

Diploma, certificate, and all undergraduate students carrying six or more credits and earning a grade point average of 3.5 or better during a term have earned a place on the Dean's List and will receive a special designation on their transcript for the term in which it was earned.

**Recognition of Achievement**

Latin honors is a system of Latin phrases used to indicate the level of distinction with which an academic degree has been earned. The recognition of Latin Honors is only noted for undergraduate students. The following criteria are used to recognize these graduates:

<b>Cumulative Average</b>	<b>Honorary Title*</b>
3.80 – 4.00	Summa Cum Laude
3.60 – 3.79	Magna Cum Laude
3.50 – 3.59	Cum Laude

*\*Note: Only recognized for Associate and Bachelor's degree earning students.*

**Incomplete Grades**

An incomplete grade may be awarded by the approving faculty member to students who, because of extenuating circumstances, request additional time beyond the term to complete coursework. The student and faculty member must complete a Work Completion Plan in order to ensure the timely submission of assignments. All work must be submitted by 11:59 PM EST as of the date established in the Work Completion Plan developed by the faculty. The faculty member must submit a Change of Grade Form to the Registrar by 11:59 EST of the Thursday of Week Zero.

For internships, an incomplete grade may be awarded by the approving faculty member to students who, because of extenuating circumstances or because of in-process internship requirements, request additional time beyond the term to complete coursework. The student and faculty member are encouraged to complete a Work Completion Plan in order to ensure the timely submission of assignments. All work must be submitted by 11:59 PM EST the Thursday of Week Zero. The faculty member will submit a Change of Grade Form to the Registrar.

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

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

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

### **Midterm Warnings**

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

### **Minimum Grade to Progress**

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

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

## **Academic Standing**

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Academic Standing is defined by the student's cumulative GPA, which takes into account all courses completed at Central Penn College. This excludes transfer credits, Lifelong Learning credits, credits earned through AP and CLEP testing, and credits earned through pass/fail system. These credits do not impact the cumulative GPA.

### **Good Academic Standing**

A student is considered in good academic standing when a minimum of a 2.0 cumulative GPA is attained. Students whose cumulative GPA is less than 2.0 are subject to being placed on Academic Warning, Academic Probation, or be dismissed from the College.

### **Conditional Acceptance**

A student who enters the College with a cumulative high school and/or college GPA below a 2.0. Conditional students are given two terms to achieve good academic standing.

### **Academic Warning**

Academic warning occurs when a student's cumulative GPA is between a 1.0 and a 1.99 for the first time at the end of a term. A student will have two terms to achieve good academic standing.

### **Academic Probation**

Academic probation occurs when a student's cumulative GPA is between a 1.0 and a 1.99 for the second consecutive term. A student on academic probation will have one term to achieve good academic standing. In order to improve student success, students will be limited to ten credits during the probation term.

### **Academic Dismissal**

A student is academically dismissed when their cumulative GPA is less than a 1.0 or if the student's GPA is below 2.0 at the end of a third consecutive term. Dismissal may also occur as a result of



disciplinary action. Students who are dismissed from the college can reapply for admission; however, must sit out two consecutive terms prior to returning.

### **Readmission after Dismissal**

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

### **Right to Appeal**

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

## **Student Statuses**

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### **Active Student**

Active is a status for a student who is currently registered for classes and taking credits at the college. This status includes Academic Interrupt and Military Gap.

### **Academic Interrupt**

Academic interrupt is a status that occurs intra-term; used to withdraw students academically from all classes and terminate their registration for the term.

- This can occur if a student fails to attend classes for 14 days or more, if the student completes a departure form, or if the student meets with a college official authorized to assist in processing a withdrawal.
- If the student completes the withdrawal notification prior to the conclusion of week 7, the student's transcript will reflect grades of W for the term.
- If the student completes the withdrawal after week 7, each course will be assigned a letter grade of F regardless of their grade within the course.
- Currently, the student return date is updated to be the start of the next term, unless there is a completed student departure form that indicates an alternative date.
- Students who are on Academic Interrupt who are not registered for the following term will be automatically withdrawn from the college.

### **Military Gap**

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

## Temporary Out Student Statuses

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### Temporary Out

Temporary Out is a status assigned when a student is removed from a course due to disciplinary actions or is not registered for the current term after being in an active student status or has requested a Leave of Absence. This status includes Disciplinary Interrupt, Schedule Gap, and Leave of Absence.

### Disciplinary Interrupt

Disciplinary Interrupt is a status that occurs intra-term. This is used to remove students from courses based on a disciplinary proceeding until final action on student status can be taken. If determined that the student is dismissed, the student can reapply for admission; however, they must sit out two consecutive terms prior to returning to the college.

### Schedule Gap

Students who wish to take one term off from their academic progress can apply for a schedule gap status. Schedule Gap is a status that occurs when a student completes a departure form and it is on record or if the student has taken action to inform the College of the departure and intent to return and register for classes in a subsequent term. It is also a status for an active student who does not register for the next term. A student may be designated as “Schedule Gap” for one term.

Students who are on Schedule Gap who do not register for the following term by the Monday of week two of the following term will be withdrawn from the college.

### Leave of Absence

Leave of Absence (LOA) is a status that occurs when a student requests a Leave of Absence application and provides supporting documentation (doctor note, etc.) to the LOA request team.

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

### *Procedure*

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

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

### ***Approval***

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

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

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

### ***Financial Obligations***

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

Students who return from an LOA on the anticipated date and complete the term will have any balance waived that they incurred as a result of the leave. However, students who do not return on the anticipated date or do not complete the term will owe the incurred balance.

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

Upon return from an LOA, students are permitted to continue in the academic program they began prior to the LOA. The College strongly encourages all students returning from an LOA to contact their Academic Advisor or Program Director for assistance in registering for the proper courses as soon as possible, as courses often fill quickly.

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

The College will abide by the following rules and regulations regarding Military Gap that result in a Leave of Absence:

- Refunding all tuition and fees paid for the academic term in which the students are on leave to the appropriate party.

- Refunding payments made by the student (or behalf of the student) to the institution for housing (housing is not the monthly housing allowance provided by the Post 9/11 GI Bill but rather housing costs such as dorm fees).
- Students will not be held to the stipulation that they return and complete a term at Central Penn College in order to receive these refunds.

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

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

## **Non-Active Student Statuses**

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### **Non-Active**

Non-Active is a status that occurs when a student is withdrawn voluntarily, academically, or because of a disciplinary decision by the College. Students in this category must go through a process to be readmitted to the college. Students in this category will also have their financial aid canceled. This status includes pending graduates, withdrawals, dismissals, or disciplinary suspension.

### **Pending Graduate**

Pending Graduate is a status that occurs following a term of active registration after which the student has at least one incomplete for a course, capstone, or internship. This can also be when a student who is no longer registered but intends and is approved to complete a reverse transfer upon completion of additional credit hours at another institution.

### **Withdrawal**

Withdrawal is a status that occurs when a student or faculty submits a departure form that indicates a student's intent to leave the College campus. This could also be a student who has a status of Schedule Gap for one term, and fails to register for the next term, and then will shift to a status of Withdrawn.

### **Disciplinary Suspension**

Disciplinary Suspension is a status that occurs as a result of the findings of the Disciplinary Committee. If the student is found to be issued a dismissal, the student must sit out the designated time period as determined through the disciplinary process prior to reapplying to the College.

### **Dismissal**

Dismissal is a status that occurs when a student's cumulative GPA is less than a 1.0 or if the student's GPA is below 2.0 at the end of a third consecutive term. Dismissal may also occur as a result of disciplinary action. Students who are dismissed from the College can reapply for admission; however, must sit out two consecutive terms prior to returning.

### **Departure**

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

## Registration

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### Class Registration

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

Residential students who have signed the Housing Contract should see the Student Handbook for class requirements to remain in good standing.

### Veterans Priority Registration

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

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

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

### Registration Deadlines

Registration for students is accessible online through the Student Portal. Open registration occurs during Week 4, 5, and 6. After open registration, students may still register in the portal to add and/or drop classes, but registration will not happen automatically as the Business Office must authorize financial clearance. Registrations occurring after the payment due date must have financial clearance from the Business Office. Tuition bills are mailed Week 8. Students should contact the Business Office for questions or issues regarding tuition payments. An email will be sent to students during Weeks 9, 10 and 11 if their account is not paid/cleared.

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

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

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

### Add / Drop Period

The course add/drop form can be accessed through the Student Portal. Students may only add classes **until Friday at noon of Week 1**.

## **Dropping a Course**

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

## **Repeating Courses**

If a student fails a course, that course may be repeated. MTH010, ENG101, ENG101E, ENG105 and IDS101 may only be repeated one time or with the approval of the appropriate program director. Courses in the major failed twice may only be repeated with approval of the appropriate Program Director. See specific program pages for details.

## **Auditing Policy**

As an active student or alumni of Central Penn College you have the ability to audit courses at the College at any time pending approval by the professor and the Registrar. If auditing, students do not take exams and do not earn a grade or credit. Some courses may require a course materials fee be paid by the auditor. The application form for auditing may be found here: <https://fb.centralpenn.edu/#/render/90>.

Non-student auditors are expected to adhere to the student conduct policies listed in the College's publications. These may also be found here: <https://www.centralpenn.edu/auditing-courses-at-central-penn-college-terms-and-conditions/>. The College reserves the right to remove a non-student auditor for any reason, including violation of any of these policies.

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

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

## **Name and Address Change**

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

## **Transcripts**

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

## **Student Conduct Policies**

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### **Classroom Disruption Policy**

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

If a student must be removed from a classroom, the faculty member will contact their Program Director as soon as possible following the incident. The faculty and Program Director will work together to develop an appropriate reentry plan for the student, involving the Associate VP of Equity and Student Success. If a student feels they have been inappropriately removed from a classroom, they are encouraged to contact [advocate@centralpenn.edu](mailto:advocate@centralpenn.edu) for assistance in resolving their concern and/or filing a grievance.

### **Drug-Free Campus**

It is the policy of Central Penn College that the unlawful manufacture, dispensing, use, possession, consumption, or distribution of illegal drugs or alcohol by students or employees in facilities or on grounds operated by the College is strictly prohibited. Any faculty member, staff member, employee, or student who is found to be in violation of this policy will be subject to appropriate disciplinary action pursuant to college policies and consistent with local, state, and federal laws. Disciplinary actions in these cases may include counseling, mandatory participation in rehabilitation programs, verbal and/or written warnings, suspension, dismissal, or termination of employment.

The College will impose disciplinary sanctions on students or employees for violations of this policy based on the severity of the infraction, up to and including dismissal and/or termination of employment and referral for prosecution consistent with local, state, and federal law.

### **Firearms Policy**

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

### **Weapons**

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

## **Acceptable Technology Use Policy**

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### *Introduction*

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

### *Purpose*

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

### *Scope*

This policy applies to all users who access the college's network or equipment using college-owned or personal equipment, including wireless devices. Individuals covered by the policy include (but are not limited to) Central Penn faculty, staff, students, alumni, guests, external individuals, and organizations accessing network services via Central Penn's computing facilities.

### *Your Rights and Responsibilities*

As a member of the Central Penn College community, the college provides you with the use of scholarly and/or work-related tools, including access to the library, to certain computer systems, servers, software, and databases, to the campus telephone and voice mail systems, and to internet on campus. You have a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy (which may vary depending on whether you are a college employee or a matriculated student), and of protection from abuse and intrusion by others sharing these resources. You can expect your right to access information and to express your opinion to be protected as it is for paper and other forms of non-electronic communication.

In turn, you are responsible for knowing the regulations and policies of the College that apply to appropriate use of the College's technologies and resources. You are responsible for exercising good judgment in the use of the College's technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action.

As a representative of the Central Penn College community, you are expected to respect the College's good name in your electronic dealings with those outside the College.

### *Acceptable Use Policy*

- Users are responsible for respecting and protecting the privacy of others and may use only the technology systems, computer accounts, and computer files for which you have authorization.
- Users may not use another individual's account, or attempt to capture, guess, or distribute other users' passwords or similar private information.
- Users must make a reasonable effort to protect their passwords and to secure resources against unauthorized use or access.
- Users are responsible for respecting and protecting the intellectual property of others and must not infringe on copyrights. Making illegal copies of music, videos, games, images, texts, or other media is strictly prohibited.

### *Enforcement and Sanctions*

All members of the Central Penn College community are expected to assist in the enforcement of this policy. Any suspected violation of this policy should be reported immediately to the Chief Information Officer or by sending an email to [helpdesk@centralpenn.edu](mailto:helpdesk@centralpenn.edu). Reported violations will be investigated. If the investigation yields substantial evidence of a violation of the Acceptable Technology Use Policy, the case will be heard through the normal College processes for reviewing a breach of policy.



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

# ACADEMIC SCHOOLS AND PROGRAMS

## School of Business and Professional Studies

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### Mission

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

### Master of Professional Studies Program

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

- Organizational Leadership – Concentrations: Criminal Justice, Healthcare Management, Organizational Development, and Sports Management

### Bachelor of Science Program

*Require a minimum of 120 credits\**

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

*Require a minimum of 124 credits\**

- Organizational Leadership

### Associate in Science Programs

*Require a minimum of 60 credits\**

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

### Associate in Applied Science Programs

*Require a minimum of 60 credits\**

- Hotel and Restaurant Management

### Certificate Programs

*Require a minimum of 18 credits\**

- Applications Development
- Bookkeeping
- Computer Networking and Security
- Customer Relationship Skills for the Insurance Industry
- Entrepreneurship and Small Business
- Executive Corporate Leadership (post-baccalaureate)
- Hotel Administration
- Human Resource Management
- Marketing Management
- Organization Change Management
- Sports Management

- Restaurant and Food Services Management

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

## School of Health Sciences

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### Mission

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

### Bachelor of Science Programs

*Require a minimum of 120 credits\**

- Health Science
- Healthcare Management Degree Completion

### Associate in Applied Science Programs

*Require a minimum of 60 credits\**

- Child Care Management
- Medical Assisting
- Occupational Therapy Assistant
- Physical Therapy Assistant
- Surgical Technology

### Certificate Programs

*Require a minimum of 18 credits\**

- Child Care Management
- Dental Assistant
- Dental Treatment Coordination
- Healthcare Informatics (post-baccalaureate)
- Healthcare Management
- Medical Billing and Coding
- Medical Office Assistant
- Optometric Technician
- Patient Care Assistant Certificate
- Patient Care Technician Post-Medical Assisting (MA) Certificate
- Phlebotomy Technician

### Diploma Programs

*Require a minimum of 30 credits\**

- Medical Assisting
- Surgical Technology

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

## School of Humanities

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### Mission

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

### Offerings

The School of Humanities hosts the College's general education programming and offers courses in arts, biology, English, geography, history, honors, humanities, immersion studies, interdisciplinary studies, language, mathematics, philosophy, physics, political science, psychology, science, and sociology.

### Bachelor of Science Program

*Require a minimum of 120 credits\**

- Corporate Communications

### Associate in Science Program

*Require a minimum of 60 credits\**

- Communications

## Workforce Excellence Programming

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### Mission

To transform potential into performance through developing career-focused curriculum that positively changes employers and employees' lives.

In addition to traditional degree programs, Central Penn College offers short-term credit bearing programs designed to meet the demands of employers in the community. All credit bearing certificate and diploma program courses fully transfer into designated degree programs. The Center for Workforce Excellence reimagines professional development through focused academic experiences designed to provide educational opportunities for professionals seeking growth and advancement.

### Non-Credit

- Alzheimer's Disease and Dementia Care Training Seminar
- Personal Training Certification Preparation Course
- Telehealth Continuing Education Program

### Credit Bearing Certificates

*\*Refer to Academic Schools for full list of certificate offerings.*

# DEGREE REQUIREMENTS

At the completion of a degree from Central Penn College, graduates will have obtained a certain skill set. The skill set is a combination of educational experiences from the student's program of study, the general education program, and campus life. It is the responsibility of the student, with guidance from his/her faculty advisor, to fulfill all degree and program requirements. Students should keep an accurate record of courses taken. Transfer students should follow the educational plan outlined in their transfer evaluation using the degree matrix or academic road map found under the student resources on Blackboard.

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

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

# UNDERSTANDING THE COURSE DESCRIPTIONS

## Course Descriptions

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

ACC	Accounting	IDS	Interdisciplinary Studies
ALH	Allied Health	INT	Internships
ART	Arts	LDS	Leadership
BIO	Biology	LGL	Legal Studies/Paralegal
BUS	Business	LNG	Language
CCM	Child Care Management	MTH	Mathematics
CHM	Chemistry	NUR	Nursing
COM	Communications	OPT	Optometric Technician
CRI	Criminal Justice	OTA	Occupational Therapy Assistant
DEN	Dental	ORG	Organizational Leadership
DEV	Organizational Development	PHI	Philosophy
ENG	English	PHY	Physics
FNA	Financial Analysis	POL	Political Science
GEO	Geography	PSY	Psychology
HCI	Healthcare Informatics	PTA	Physical Therapist Assistant
HCM	Healthcare Management	SCI	Science
HIS	History	SOC	Sociology
HON	Honors	SUR	Surgical Technology
HRM	Hotel and Restaurant Management	TEC	Technology
HSM	Homeland Security Management		
HUM	Humanities		

## Course Numbering

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

## Prerequisites

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

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

# WORKFORCE EXCELLENCE PROGRAMS

Central Penn offers Continuing Education programs in addition to the traditional degree programs through a variety of non-credit and credit bearing certificates. These programs are short-term and very specific in scope.

## **Certificates**

The following requirements pertain to all certificate offerings. Requirements related to specific certificates are noted in the individual Academic Schools.

To ensure course availability students must follow the designated course rotations. If an issue arises which requires a student to take a Schedule Gap or request a Leave of Absence, the student must contact the Student Success and Advising Center to discuss options.

- Transfer credits from outside institutions will not be applied to certificate programs.
- Actively enrolled Central Penn College (CPC) students may apply three earned CPC credits to certificates.
- Graduates and former students from Central Penn are eligible to transfer three CPC credits if they are applied within two years of graduation.
- Other transfer inquiries will be determined on a case-by-case basis by the Office of Academic Affairs.
- If a course within the certificate is not completed with a passing grade, the student will be referred to the Student Success and Advising Center and a reentry plan will be developed.
- For Veteran Students only – Central Penn College will review a student's prior credits but does not guarantee that any will be acceptable for transfer into certificate programs.

## **Diploma Programs**

The following requirements pertain to all diploma offerings. Requirements related to specific diplomas are noted in the individual programs below.

- To ensure course availability students must follow the designated course rotations. If an issue arises which requires a student to take a Schedule Gap or Leave of Absence, the student must contact the Student Success and Advising Center to discuss options.
- Students may apply six credits to a diploma program. Only courses with a 73% (C) or above may be transferred.
- For Veteran Students only – Central Penn College will review a student's prior credits but does not guarantee that any will be acceptable for transfer into certificate programs.

# NON-CREDIT CERTIFICATE OF COMPLETION PROGRAMS

## Alzheimer's Disease and Dementia Care Training Seminar

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*Disclaimer: Curriculum is designed and approved by the National Council of Certified Dementia Care Practitioners (NCCDP) and can only be facilitated by a Certified Alzheimer's Disease Dementia Care Trainer (CADDCT).*

### Mission

This program is designed to educate individuals on the fundamental concepts of care provision to individuals with dementia and Alzheimer's Disease. Participation in the seminar enables eligibility to become a Certified Dementia Care Practitioner (CDP)

### Program Learning Objectives

- To enhance the quality of life of dementia patients through educating care providers.
- Foster sensitivity and respect for the dementia client.
- To teach communication techniques.
- To provide sensitive approaches for assisting patients with activities of daily living.
- Participants will have an understanding of dementia.
- Identify common causes of aggressive, repetitive, and sundowning behaviors in older adults.
- Describe behavioral/care interventions that may be used to prevent, reduce, or eliminate difficult care situations.
- Describe challenges related to caregiver stress and utilize stress reduction techniques.
- Learn alternative activity interventions that are success-oriented and failure-free.

*(Source: National Council of Certified Dementia Care Practitioners [NCCDCP]: <https://www.nccdp.org/dementia-care-seminar.htm>)*

### Program Requirements

The training is a 12-hour non-credit training course. Participation in the 12-hour course enables an individual to apply to become a Certified Dementia Care Practitioner (CDP).

## Personal Training Certification Preparation Course

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### Mission

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

### Program Learning Objectives

- Students will possess functional knowledge regarding basic human anatomy i.e.) muscular structure and function, skeletal system, and other basic body systems.
- Explain basic biomechanical principles and how they apply to the human body.
- Assess and apply research principles.



- Describe proper nutritional principles and how to apply them to clients.
- Create and implement an exercise program for a variety of populations.
- Describe the scope of responsibilities of a personal trainer.

### **Admissions Requirements**

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

### **Program Requirements**

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

### **Curriculum**

This is a stand-alone course that is non-credit bearing.

### **Personal Training Certification Preparation Course**

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

### **Additional Fees**

Textbook purchase (price varies)

## **Telehealth Continuing Education Program**

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### **Mission**

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

### **Program Learning Objectives**

- Identify the key components of the history of Telehealth as well as the basic terms, concepts and definitions that are commonly used in Telehealth.
- Identify the applications, benefits and challenges of Telehealth delivery.
- Describe the ethical, legal, and regulatory guidelines and concerns surrounding Telehealth and its delivery.
- Identify which of the technologies (video, email, text messaging, or phone) for Telehealth that is used today is most preferred by insurance companies.

- Recognize the role of the Telehealth Facilitator within the inter-professional health team.
- Describe general troubleshooting tips during Telehealth encounters for network, connection and audiovisual concerns.
- Explore the Informed Consent Process and understand its importance in Telehealth.
- Identify coding and billing procedures that are commonly used in Telehealth.
- Develop and understanding of the importance of patient portals and the use and benefits of Electronic Health Records in improving patient outcomes.
- Discuss various processes that are used to evaluate Telehealth practices to ensure quality care for patients.

### **Admissions Requirements**

Students are required to submit an application.

### **Program Requirements**

The Telehealth Program is a non-degree, non-credit course. Students are required to successfully complete all assignments within the five weeks of the course to receive a Certificate of Completion. For those looking to complete continuing education units (CEU), this course is approved for up to 17 CEUs for physical therapists, physical therapist assistants, occupational therapists, occupational therapy assistants, and medical assistants who practice in Pennsylvania. We encourage you to check with your state licensing agency to ensure that these CEUs are approved for these and other medical professionals.

### **Program Overview**

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

### **Course Start Dates and Fees**

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

# CERTIFICATE AND DIPLOMA PROGRAMS

*Admissions requirements for the certificate and diploma programs follow the Undergraduate General Admissions Requirements. Specific admissions requirements are noted within the specified program.*

## Applications Development Certificate

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

### Program Learning Objectives

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

### Program Requirements

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

#### Core Courses - 18 credits

TEC120	Structured Programming
TEC140	Microcomputer Systems
TEC235	Object Oriented Programming I
TEC240	Visual Basic for Applications
TEC245	Internet Programming I
TEC345	Internet Programming II

## Bookkeeping Certificate

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

### Program Learning Objectives

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

### Program Requirements

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

### **Core Courses – 18 credits**

ACC100	Accounting I
ACC110	Accounting II
ACC200	Managerial Accounting
ACC210	Data Management Applications
BUS120	Spreadsheet Applications
TEC103	Survey of Windows

## **Child Care Management Certificate**

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The Child Care Management Certificate program at Central Penn focuses on progressive child care as well as an introduction to effective business management. Students learn how to develop programs that effectively stimulate the intellectual, emotional, social, and physical growth of children. The certificate program educates students on the management of child care services and prepares individuals to plan, design, and manage child care facilities and programs that meet children's developmental needs and interests and that provide safe and healthy environments.

Students with early childhood experience can apply for a range of positions that contribute to the support and development of young students. These roles can work with infants and young children up to the age of four or five. With this certificate, students can enter a role in early childhood education and be given the opportunity to advance as more experience in the field is gained. Graduates can work at a daycare, preschool, as a nanny, or as a camp counselor.

### **Program Learning Objectives**

- Demonstrate effective communication skills, both written and oral, in a manner reflective of the profession.
- Identify appropriate resources and apply analytical reasoning/critical thinking skills to make informed business decisions relating to child care businesses.
- Examine and evaluate the various issues required of childcare providers such as inclusivity, diversity, and policies and procedures surrounding child care.
- Relate knowledge of specific terminology, procedures, and principles of ethics in the childcare field.
- Demonstrate the knowledge required to assess developmental needs of the child.
- Plan an appropriate curriculum geared to the physical, social, emotional, and intellectual readiness of the individual child.

### **Program Requirements**

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

### **Core Courses - 18 credits**

BIO105	Human Development
BUS100	Introduction to Business
CCM100	Child Care Foundations
CCM115	Instructional Strategies for Early Childhood Education
CCM230	Curriculum Planning
COM101	Introductions to Human Communications

This certificate will 100% transfer into the AAS in Child Care Management.

## Computer Networking and Security Certificate

---

The Certificate in Computer Networking and Security focuses on preparing graduates to collaborate with management and project teams in the design, installation, and maintenance of complex networks. Further, they are prepared to discover malicious hacker and virus attacks and understand how to defeat them.

### Program Learning Objectives

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

### Program Requirements

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

#### Core Courses - 18 credits

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

## Customer Relation Skills for the Insurance Industry Certificate

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

### Program Learning Objectives

- Demonstrate an understanding of risk management and insurance to include the types of insurance available, areas of risk covered by each, and their legal implications.
- Explain the importance of earning trust, communicating effectively, creating value proposals, and building customer relationships in order to utilize customer relationship management in successful selling.
- Explain the communication process, including listening skills, nonverbal cues, and barriers to communication.

### Program Requirements

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

### **Core Courses — 18 credits**

BUS105	Fundamentals of Selling
BUS115	Business Accounting
BUS230	Principles of marketing
BUS335	Insurance
COM101	Introduction to Human Communications
LGL140	Business Law

## **Dental Assistant Certificate**

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The Dental Assistant Certificate prepares students in a variety of ways to become an integral member of the dental team. As the demand for Dental Assistants continues to rise, this introductory program is designed to prepare the students to perform chair-side and other related dental office and laboratory procedures. Students will participate in lab experiences, learning chair-side dental assisting, preparation, and delivery of dental materials. In addition to lab and lecture learning, students will spend a minimum of 240 hours on a clinical externship where they will be exposed to all aspects of the dental practice and receive hands-on clinical knowledge and skills. Upon completion of the program, students will find employment opportunities in a variety of dental settings as a chair-side assistant. After graduation of the certificate program, and two years of employment, students will be eligible and prepared to apply for the Certified Dental Assistant Exam, offered by the Dental Assistant National Board.

### **Program Learning Objectives**

- Practice current principles and guidelines of dental infection control, aseptic techniques, and hazard control protocols.
- Demonstrate proficiency in performing effective chair side assisting and laboratory skills in a variety of dental environments.
- Practice dental assistant procedures within the legal and ethical boundaries of the profession as set forth by the State Board of Dentistry.
- Demonstrate professional and effective communication skills, and establish working relationships with patients, employers, and colleagues.
- Prepare and manipulate dental materials and fabrications.
- Explain basic biomedical, behavioral, and material sciences in relationship to their dental assistant role.

### **Admission Requirements**

High School Diploma with a GPA of a 2.0 or an equivalent GED. Two professional letters of reference (Medical Assisting references) required. Due to clinical experiences beginning at the start of the program, the following are also required prior to starting the program:

- Proof of vaccination (measles, mumps, rubella, varicella, tetanus, diphtheria, pertussis, hepatitis B, Covid, and influenza).
- Two-step TB testing.
- Background checks including child abuse and FBI clearances.
- Clinical sites may have additional requirements. including drug screens.
- Students are responsible for transportation to lab/clinical sites.

### **Program Requirements**

Students must complete 18 credits to complete the program. They are required to complete the RHS and ICE examinations **at completion of the program. Students will complete a minimum of 240 clinical externship hours.**

### **Core Courses – 18 credits**

Students are required to take the following 18 credits:

DEN100	Biomedical Science in Dentistry
DEN105	Essential Dental Assisting Skills
DEN120	Dental Clinical and Behavioral Science
DEN125	Chairside Dental Assisting Functions
DEN150	Dental Anatomy and Material Sciences
DEN155	Advanced Dental Assisting Functions

## **Dental Treatment Coordination Certificate**

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The Dental Treatment Coordination Certificate provides the students with an understanding of the administration and basic clinical aspects of the dental office. It will provide students with the knowledge and skills to become an integral member of the dental team. This program is designed to give students basic principles of human communication skills, and a variety of business practices, as well as becoming versed in dental office procedures and terminology.

### **Program Learning Objectives**

- Demonstrate professional and effective communication skills and establish positive working relationships with patients, employers, and colleagues.
- Employ appropriate ethical, professional, and respectful values as set forth by the dental office.
- Describe basic, common dental procedures using correct terminology.
- Extract information from documentation in the dental record for proper coding.
- Choose accurate codes for diagnostic and procedural billing.

### **Admissions Requirements**

High School Diploma with a GPA of 2.0 minimum or equivalent GED. Computer literacy required. Two professional letters of reference (Medical Assisting letters) required.

### **Program Requirements**

Candidates should have strong interpersonal skills, communication skills, and attention to detail skills in this position.

### **Core Courses – 18 credits**

BUS100	Introduction to Business
COM101	Introduction to Human Communication
COM303	Persuasion
DEN100	Biomedical Sciences in Dentistry
DEN120	Dental Clinical and Behavioral Science
DEN130	Dental Billing and Coding, and Treatment Coordination

## Entrepreneurship and Small Business Certificate

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

### Program Learning Objectives

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

### Program Requirements

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

#### Core Courses – 18 credits

Students are required to take the following 15 credits:

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

In addition, students are required to take one of the following for 3 credits:

BUS235	Consumer Behavior
BUS273	Entrepreneurship and Innovation in a Context of Crisis
LGL140	Business Law

## Financial Controllershship Certificate

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The certificate program in Financial Controllershship provides the student with the skills needed in order to operate within a management and leadership role within an organization.

### Program Learning Objectives

- Interpret and apply Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) and apply them to the business environment.
- Apply problem solving and research skills to summarize financial data and communicate the results of operations to the user of the financial information.

#### Core Courses – 18 credits

ACC230	Intermediate Accounting I
ACC300	Intermediate Accounting II
ACC310	Nonprofit Accounting
ACC320	Cost Accounting
ACC335	Intermediate Accounting III
ACC405	Auditing



## Hotel Administration Certificate

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This certificate program will enable students to enhance their current skills to benefit their current hospitality employment status. It is also geared towards entry-level college students who have a desire to learn about the nuances of the hospitality industry. Both audiences can transfer these credits directly into an HRM Associates Program as well as eventually earning a Bachelor's degree if so desired.

### Program Learning Objectives

- Demonstrate communication skills and professionalism necessary to interact with customers and supervise employees.
- Discuss the concept of professionalism and conflict resolution strategies needed to successfully serve the hospitality public.
- Express awareness of different cultures and how they affect customer perceptions and employee expectations.
- Use quantitative and technological tools to evaluate and improve performance.
- Research and differentiate between the wide range of career opportunities in the hospitality field.
- Articulate the impact of event planning on restaurant, hotel and tourism activities.
- Explain the legal and ethical expectations of business in hospitality.
- Examine fiscal, managerial and operational responsibilities of various employment areas in the hospitality field.
- Research the wide range of employment opportunities within the hospitality industry.
- Explain the legal and ethical expectations of business in hospitality.
- Articulate the impact of current events and the political environment on restaurant, lodging and tourism establishments.

### Core Courses – 18 credits

HRM105	Introduction to Hospitality
HRM115	Sanitation and Safety
HRM125	Food and Beverage Cost Control
HRM225	Food and Beverage Management
HRM226	Lodging Management
HRM245	Hospitality Law

## Human Resource Management Certificate

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

### Program Learning Objectives

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

### **Program Requirements**

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

#### **Core Courses – 18 credits**

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

### **Marketing Management Certificate**

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This Certificate in Marketing Management provides the student with the understanding of the application of marketing concepts to business models, the development of a marketing strategy, and the effective use of an advertising campaign. This certificate will prepare students for a wide range of careers in the marketing field at varying organizational levels of management.

#### **Program Learning Objectives**

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

### **Program Requirements**

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

#### **Core Courses – 18 credits**

Students are required to take the following 15 credits.

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

In addition, students are required to take one of the following 3 credits:

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

### **Medical Assisting Diploma**

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#### **Mission**

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

#### **Program Learning Objectives**

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

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

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

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

### **Admissions Requirements**

Applicants for the Medical Assisting Diploma program must have a minimum GPA of a 2.00 from the official transcripts from the last school attended to be considered for acceptance. GED scores will be accepted. Applicants are required to submit two reference forms. Reference forms can be obtained through the Admissions Office. If the student does not meet the criteria, they are able to file an appeal for acceptance to the Program Director. **No transfer credits are accepted.**

### **Program Requirements**

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

#### **Core Courses – 30 credits**

ALH102	Medical Assisting Administrative Skills I
ALH104	Medical Assisting Clinical Skills I
ALH106	Structure, Function & Pathophysiology I
ALH124	Medical Assisting Administrative Skill II
ALH126	Medical Assisting Clinical Skills II
ALH128	Structure, Function, & Pathophysiology II
ALH132	Health Insurance
ALH134	Medical Assisting Clinical Skills III
ALH136	Structure, Function, & Pathophysiology III
ALH285	Medical Assisting Diploma Internship

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

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

### **Additional Fees**

Lab supply fee - \$200 (per term)  
CMA Certification Exam - \$125 (final term only)

# Medical Billing and Coding Certificate

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## Mission

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

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

## Program Learning Objectives

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

## Admissions Requirements

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

## Program Requirements

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

## Core Courses – 18 credits

ALH108	Medical Terminology and Pharmacology
ALH112	Essentials of Anatomy and Physiology I
ALH115	Medical Insurance
ALH122	Essentials of Anatomy & Physiology II
ALH125	Diagnostic Coding
ALH235	Procedural Coding

## Additional Fees

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

## Medical Office Assistant Certificate

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Central Penn's Certificate in Medical Office Assistant provides the study needed to become a Medical Office Assistant to work in the healthcare arena. The courses focus on the skills needed to provide office support for medical offices, hospitals, outpatient facilities and clinics.

### Program Learning Objectives

- Understand fundamentals of medical terminology and human biology
- Understand financial practices including basic billing and coding procedures and insurance claim submission.
- Manage medical records (EHR) and use computer applications in a medical office.
- Develop professional communication skills.
- Develop critical thinking skills and demonstrate ethical behavior.

### Admissions Requirements

High School Diploma with a GPA of a 2.0 or an equivalent GED. In addition, applicants must submit two professional letters of reference (Medical Assisting references). Current CPR certification is preferred. Background checks will be required for employment. No transfer credits are accepted.

### Program Requirements

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

#### Core Courses – 18 credits

ALH108	Medical Terminology and Pharmacology
ALH115	Medical Insurance
ALH180	Medical Administrative Procedures
ALH255	Medical Law and Ethics
BIO100	Human Biology
COM101	Introduction to Human Communication

## Organization Change Management Certificate

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

### Program Learning Objectives

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

### Program Requirements

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

#### Core Courses – 18 credits

BUS345	Operations Management
BUS355	Project Management
BUS365	Organizational Behavior

BUS380	Business Policy Formulation
BUS401	Organizational Process Improvement
BUS402	Organizational Change Management

## Optometric Technician Certificate

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### Mission

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

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

### Admissions Requirements

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

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

### Optometric Technician Goals

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

## Program Learning Objectives

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

## Core Courses – 18 credits

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

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

## Patient Care Assistant Certificate

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Central Penn College is currently not enrolling students in the Patient Care Assistant Certificate program in 2023. The program is tentatively scheduled to begin enrolling in 2024.

### Purpose

This 3-credit course is designed to train individuals to work hands-on with patients who have a variety of healthcare needs to provide the local healthcare market with qualified healthcare professional. The program is designed for applicants interested in an entry level position providing direct patient care. Patient Care Assistants may work in numerous settings, such as hospitals, home healthcare agencies, rehabilitation centers, dialysis facilities and assisted living facilities.

### Mission

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

### **Program Learning Objectives**

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

### **Program Requirements**

Course: ALH109\* - 3 Credit Hours

*\*Includes classroom, lab, and clinical experience*

## **Patient Care Technician Post-Medical Assisting (MA) Certificate**

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

### **Purpose**

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

Current Medical Assistants who successfully complete this course may apply for the exam to become a Certified Patient Care Tech (CPCT) through the National Healthcareer Association (NHA). More information is available at [https://www.nhanow.com/certification/nha-certifications/certified-patient-care-technician-assistant-\(cpct-a\)](https://www.nhanow.com/certification/nha-certifications/certified-patient-care-technician-assistant-(cpct-a)). The exam costs \$155.00.

Students who complete this certificate and successfully complete the certification exam and who wish to apply to the Bachelor of Science in Healthcare Management Degree completion program must meet admission requirements for the program. Upon acceptance, ALH119 will be eligible for transfer credit in the degree completion program as a HCM choice course.

### **Mission**

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

### **Admission Criteria**

Completion of an accredited MA educational program (Diploma or Associate) Hold Medical Assisting certification (CMA, RMA or CCMA)



### **Program Learning Objectives**

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

### **Program Requirements**

Course: ALH119\* - 3 Credit Hours

*\*Includes classroom, lab, and clinical experience*

## **Phlebotomy Technician Certificate**

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

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

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

*\*The cost for the Phlebotomy Technician Certification (CPT) is \$125.*

### **Admission Requirements**

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

### **Program Learning Objectives**

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

### Program Requirements

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

#### Core Courses – 18 credits

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

### Progression in the Phlebotomy Technician Certificate

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

### Additional Fees

Lab supply fee - \$200 (per term)

CPT (NHA) Certification Exam - \$125 (charged upon enrollment)

## Restaurant and Food Services Management Certificate

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This certificate program will enable students to enhance their current skills to benefit their current hospitality employment status. It is also geared towards entry-level college students who have a desire to learn about the nuances of the hospitality industry. Both audiences can transfer these credits directly into an HRM Associates Program as well as eventually earning a Bachelor's degree if so desired.

### Program Learning Objectives

- Research the wide ranges of employment opportunities within the hospitality industry.
- Examine the fiscal, managerial and operational responsibilities of various employment areas in the hospitality industry.
- Articulate the impact of current events and the social and political environment on the hospitality industry.
- Explain and recognize the legal and ethical expectations of conducting business in food service, lodging and other hospitality-related institutions.
- Demonstrate communication skills and professionalism necessary to interact with customers.

### Program Requirements

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

#### Core Courses – 18 credits

HRM105	Introduction to Hospitality
HRM115	Sanitation and Safety
HRM125	Food and Beverage Cost Control
HRM225	Food and Beverage Management
HRM245	Hospitality Law
SCI100	Basic Nutrition

## Sports Management Certificate

---

Central Penn College's new online Sports Management Certificate enables sports fans to channel their craving for competition into a rewarding career in the fast-growing world of sports. If you have a passion for sports and a knack for business, sports management may be the dream job for you. Whether you are inspired by the likes of Tom Cruise's iconic Jerry Maguire or real-life sports managers like the Philadelphia Eagles' Howie Roseman, you can now gain real-life training at Central Penn College in how to coach and manage a team at the professional, semi-professional, or recreational levels. It is the perfect intersection of athletics and entrepreneurship.

### Program Learning Objectives

- Understand the business practices, processes, and tools of effective management in a broad array of companies within the sports industry.
- Experience in the sports industry through the completion of class projects that involve solving real business problems for real-world clients.
- Apply the tools and techniques for managing people, activities, business operations, and learn how to react to the fast paced, ever changing, world of sports.
- Develop and demonstrate leadership and coaching strategies that have proven successful in the sports and business world.
- Demonstrate basic knowledge and understanding of fundamental principles requisite for professional success in the sport management profession.

### Program Requirements

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

#### Core Courses – 18 credits

BUS111	Current Issues in Sports
BUS211	Sports Ethics and Leadership
BUS311	Sports Management
BUS411	Sports Coaching
BUS230	Principles of Marketing
COM130	Public Relations

## Surgical Technician Diploma

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### Mission

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

### Admission Requirements

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

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

### Program Learning Objectives

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

- Apply knowledge and skills during the pre-operative, intra-operative, and post-operative phases of patient care safely.
- Demonstrate a strong surgical conscience and accountability, and legal implications of an individual's actions as a member of the surgical team.
- Employ appropriate ethical, professional, and respectful values while providing care to diverse populations within the healthcare system.
- Incorporate the principles of anesthesia administration and explain each component of anesthesia preparation of the surgical patient.
- Recognize the basic physical and biological needs required to sustain life, respect various spiritual and cultural needs, and demonstrate appropriate behavior in response to these needs.
- Demonstrate the methods of processing items during terminal disinfection and/or sterilization and apply principles of sterile storage and handling of sterile supplies.
- Describe common and specialty surgical procedures including general surgery, obstetrics and gynecology, genitourinary, Otorhinolaryngology, Orthopedic, oral and maxillofacial, plastic and reconstructive, ophthalmic, cardiothoracic, peripheral vascular, and neurosurgery.

### Program Requirements

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

### Core Courses – 42 credits

ALH108	Medical Terminology and Pharmacology
ALH112	Essentials of Anatomy and Physiology I
ALH122	Essentials of Anatomy and Physiology II
ALH255	Medical Law and Ethics
BIO260	Microbiology
SUR110	Fundamentals of Surgical Technology
SUR115	Preoperative Techniques and Procedures
SUR120	Intraoperative Techniques and Procedures
SUR125	Surgical Pharmacology
SUR130	Postoperative Techniques and Procedures
SUR135	Surgical Specialties and Pathophysiology
SUR140	Certification Exam Review (taken with Internship)
SUR290	Internship (120-125 cases)

### Additional Fees

Lab supply fee - \$200 (per term)

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

## Post-Baccalaureate Certificate in Executive Corporate Leadership

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The Post- Baccalaureate Certificate in Executive Corporate Leadership in Central Penn's School of Professional Studies is an 18-credit, interdisciplinary certificate. Leaders spend the entirety of their days making decisions. Many decisions are routine; others are unique and critical. Solutions to problems may require considering past experiences, deeper mental engagement with the present and future predictions. This class takes a dual approach to decision-making and risk aversion. This course will teach you to make sound decisions, through evidence-based solutions, logic, and best practices. It will also examine the cognitive processes involved in decision-making, including intuition, association, and judgment. Other topics include information overload, biases, group decision making, ethical decision making, decision framing and System 1/System 2 thinking.

### Admissions Requirements

Completion of a bachelor's degree.

### Program Requirements

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

### Program Learning Objectives

- Understand the descriptive characteristics of decision-making.
- Think critically about the value of information and the value of flexibility.
- Explore cognitive biases that influence our decision making.
- Assess risk when making business decisions.
- Apply decision-making tools and techniques to both quantitative and non-quantitative decisions.
- Evaluate your decision-making style and the style of others.

### Core Courses – 18 credits

LDS500	Leadership Power and Service
LDS510	Decision Making
LDS520	Leadership Communication
LDS530	The Psychology of Leadership
LDS540	Strategic Leadership & Planning
LDS590	Business Development Leadership

## Post-Baccalaureate Certificate in Healthcare Informatics

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

### Admissions Requirements

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

### **Program Learning Objectives**

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

### **Program Requirements**

All required courses of the Post-Baccalaureate Certificate in Healthcare Informatics must be passed with a “C” or higher.

### **Core Courses – 18 Credits**

HCI500	Healthcare Information Systems
HCI505	Healthcare Information Privacy and Security
HCI510	Healthcare Data Analytics
HCI515	Introduction to Healthcare Informatics
HCI520	Healthcare Project Management
HCI525	Population Health Informatics

### **Additional Fees**

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

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

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

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

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

### **Mission**

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

### **Program Learning Objectives**

- Examine critical thinking strategies including cognitive bias, reasoning pathways, and innovation in healthcare leadership.
- Apply the principles of quality improvement strategies by creating and presenting a quality improvement project.
- Explain the determinants and trends of population health and community assessment and determine how these factors influence strategic planning efforts in healthcare organizations.

- Determine the impact of organizational behavior, ethics, and leadership on organizational outcomes.
- Compare and contrast different care delivery models and reimbursement strategies and evaluate the impact of these on providers, patients, and healthcare organizations.
- Evaluate leadership theories and techniques utilized in organizational transformation to meet the challenge of the dynamic healthcare environment.

#### **Admission Requirements:**

- Completion of a healthcare related baccalaureate degree e.g., Healthcare Administration, Healthcare Management, or Nursing.
- Individuals that have demonstrated relevant experience in the healthcare field e.g., Registered Nurses.

#### **Program Requirements**

Students are required to complete the required 18-credit core curriculum.

#### **Core Courses – 18 Credits**

HCM500	Healthcare Quality and Risk Management
HCM505	Epidemiology and Population Health for Healthcare Managers
HCM510	Care Delivery and Reimbursement
HCM515	Change Leadership in Healthcare
HCM520	Critical Thinking and Healthcare Innovation
LDS505	Perspectives of Ethics and Leadership

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

# GENERAL EDUCATION REQUIREMENTS

General Education is at the heart of the undergraduate experience. Through it, students acquire skills, knowledge, and experiences for living in interconnected contexts, making life better for themselves, others, and the world. As professions become more dynamic and career paths less predictable, the ability to place information into context through critical thinking, develop solutions to complex problems, and make ethical decisions become essential skills for a resilient workforce. Creative and analytical practice prepares students of all disciplines to be resourceful in the application of their knowledge towards complex problem solving and to communicate that knowledge in a variety of forms.

Our General Education supports the academic goals expressed in Central Penn College's mission statement. In so doing, it seeks to build bridges between the classroom and the community through rigorous exploration of social, cultural, and academic questions and by providing experiential learning opportunities. We invite students to challenge themselves in General Education and to make intentional course decisions as you 1) develop a sense of purpose to your education; 2) integrate knowledge across the disciplines; and 3) develop a foundation of skills and habits of mind for successful lifelong learning.

## Learning Objectives

The General Education program promotes five core skills and habits of mind for all students. Through the General Education curriculum, you will develop the following skills and habits of mind:

- **Integrative Learning:** In addition to gaining knowledge of human culture, institutions, and the physical and natural world, you will be able to identify, evaluate, and responsibly use information and integrate learning across courses and disciplines, over time, and between campus, community, and professional life.
- **Critical and Analytical Thinking:** You will be able to analyze, interpret, evaluate, and construct reasoned arguments to solve a problem or reach a conclusion.
- **Communication:** You will be able to apply accepted standards and conventions in the production of written, oral, and visual work, adapted to an audience and environment.
- **Quantitative Reasoning:** You will be able to analyze, interpret, evaluate, and employ quantitative, graphic, or visually-represented data for the purpose of understanding issues, addressing problems, and/or answering questions.
- **Citizenship and Intercultural Competency:** You will understand the responsibilities rooted in citizenship at the local, national, and global level; be civically engaged; and connect disciplinary and professional concerns to wider local, national, and global issues.

## General Education Components

General Education requirements will differ depending on the degree and degree type. Please refer to the program page for degree-specific general education requirements not listed here. Students pursuing an associate degree will complete 21 total credits across the "Foundations." Student pursuing a bachelor's degree will complete 42 total credits across the "Foundations," "Intersections," and "Experiential Learning."

## Foundations

As the name denotes, courses in the "Foundations" serve as building blocks for learning. These courses should be taken early in your academic journey, usually within the first few terms. This is where you start building the skills that will be the foundation of what you learn throughout college and beyond. Students pursuing an associate degree will be required to complete 21 total credits



in the “Foundations.” Students pursuing a bachelor’s degree will be required to complete 27 total credits in the “Foundations.” Courses are organized around the five learning objectives described above: Integrative Learning, Critical and Analytical Thinking; Communication; Quantitative Reasoning; and Citizenship and Intercultural Competency. A course-by-course breakdown is available below. Please note that some degree programs direct students to take specific courses in the “Foundations.” Please refer to the program page for degree-specific requirements.

## Intersections

“Intersection” courses build upon the skills and knowledge acquired in the “Foundations.” In these courses, you will apply higher-level thinking and communication skills to increase the breadth and depth of your education through interdisciplinary study. You will explore a theme through different methodologies, integrating learning across a variety of disciplines. With this breadth of understanding, you’ll be better prepared to take on more in-depth work in a variety of disciplines and apply other disciplinary approaches to your own major-specific work.

Bachelor-degree-seeking students will complete 12 credits in one of three categories: “Community & Multiculturalism,” “Health & Wellness,” or “Popular Culture & Society.” You will select an “Intersection” when you enroll at Central Penn College, but you can change your selection up until the time you begin choosing “Intersection” courses. Here is an overview of the three “Intersection” categories available to all students and the one “Intersection” developed specifically for students enrolled in the Widener 2+3 program, plus a list of the approved courses for each:

- **Community & Multiculturalism:** You will study how social, cultural, political, economic, and familial factors shape communities, groups, and cultures. Through the courses in this category, you will compare cultures and societies; develop empathetic understanding of the beliefs, experiences, and actions of groups; and learn about economic and political power relations that enable, maintain, or mitigate inequality among different groups. The courses for this “Intersection” include:
  - COM295 Media and Politics
  - ENG225 Introduction to Contemporary World Literature
  - HUM310 World Mythology
  - IDS400 Topics in Multiculturalism
- **Health & Wellness:** In these courses, you will study the physical, mental, and social components that contribute to healthy living and a fulfilling life, both as understood by modern science and as reflected in various cultural creations over time. The courses for this “Intersection” include:
  - BIO105 Human Development
  - ENG230 Literature and Health
  - PHI210 Death and Dying
  - PSY220 Abnormal Psychology
  - SCI100 Basic Nutrition
  - SCI220 Holistic Health
- **Popular Culture & Society:** These courses explain national and international forms of cultural expression, such as film, theatre, television, music, photography, digital media, and literature and the functions these forms of expression play for creators, consumers, and society at large. The courses for this “Intersection” include:
  - COM285 Media and Society
  - ENG235 Literature and Popular Culture
  - ENG430 Selected Topics in Rhetoric

- Law (only for students in the Widener 2+3 program): In these courses, you will explore the content and practice of law as it intersects with business, bankruptcy, and real estate practices. The courses for this “Intersection” include:
  - LGL320 Business Organizations
  - LGL330 Bankruptcy Law
  - LGL340 Fundamentals of Real Estate
  - LGL420 Advanced Topics in Law

### Experiential Learning

Having a foundation rooted in intellectual and practical skills and an enhanced sense of personal and social responsibility, third- and fourth- year students (or the equivalent) have an opportunity to do, an opportunity to apply, and an opportunity to integrate knowledge with experience in ways that foster an understanding of content and promote a life-long appreciation for learning. “Experiential Learning” is the final component of General Education.

To satisfy this requirement, you will take one of the following classes as the culminating experience of your general education.

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

## General Education Requirements for Associate Degrees

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Students pursuing an associate degree will be required to complete 21 total credits of Foundations. Please refer to the program page for degree-specific requirements not listed here.

### Foundations - 21 Credits

#### I. Integrative Learning - 9 credits

- IDS101 CPC Foundations
- IDS102 Information Literacy

One of the following:

- BIO100 Human Biology
- BIO105 Human Development
- PSY100 Psychology
- SCI100 Basic Nutrition
- SCI230 Environmental Geology
- SOC100 Sociology

#### II. Communication - 6 credits

- COM101 Introduction to Human Communication
- ENG101 College Composition I

#### III. Quantitative Reasoning - 3 credits; choose one of the following

- MTH105 College Algebra
- MTH125 Quantitative Literacy

#### IV. Citizenship and Intercultural Competency: - 3 credits; choose one of the following

- ALH255 Medical Law and Ethics
- BUS130 Macroeconomics
- GEO105 Global Geography

- HIS101 The United States and the World to 1850
- HIS102 The United States and the World from 1850

## General Education Requirements for Bachelor's Degrees

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Students pursuing a bachelor's degree will be required to complete 42 total credits across three tiers of programming labeled "Foundations," "Intersections," and "Experiential Learning." Please refer to the program page for degree-specific requirements not listed here.

### Foundations - 27 Credits

#### I. Integrative Learning - 9 credits

- IDS 101 CPC Foundations
- IDS 102 Information Literacy

One of the following:

- BIO100 Human Biology
- BIO105 Human Development
- PSY100 Psychology
- SOC100 Nutrition
- SCI230 Environmental Geology
- SOC100 Sociology

#### II. Critical and Analytical Thinking - 3 credits

- PHI 105 Ethics

#### III. Communication - 9 credits

- COM 101 Introduction to Human Communication
- ENG 101 College Composition I
- ENG 105 Research and Argument

#### IV. Quantitative Reasoning - 3 credits; choose one of the following

- MTH105 College Algebra
- MTH125 Quantitative Literacy

#### V. Citizenship and Intercultural Competency - 3 credits; choose one of the following

- ALH255 Medical Law and Ethics
- BUS130 Macroeconomics
- GEO105 Global Geography
- HIS101 The United States and the World to 1850
- HIS102 The United States and the World from 1850

### Intersections - 12 credits

Select one of the following categories and complete 12 credits within it.

#### I. Community & Multiculturalism

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

#### II. Health & Wellness

- BIO105 Human Development
- ENG230 Literature and Health
- PHI210 Death and Dying
- PSY220 Abnormal Psychology
- SCI100 Basic Nutrition
- SCI220 Holistic Health

### III. Popular Culture & Society

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

### IV. Law *(only for students in the Widener 2+3 program)*

- LGL320 Business Organizations
- LGL330 Bankruptcy Law
- LGL340 Fundamentals of Real Estate Law
- LGL420 Advanced Topics in Law

### Experiential Learning - 3 credits

Select from one of the following courses.

- HON400 Honors
- IDS401 Topics in Service-Learning
- IDS402 Topics in Student Leadership
- IDS403 Independent Study in Special Topics

# ASSOCIATE DEGREES

## Accounting

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### *Associate in Science Degree*

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

### **Program Learning Objectives**

- Interpret generally accepted accounting principles and standards and apply them to a business environment.
- Use current software packages, including word processing, spreadsheet, database, and automated accounting packages on a local area network.
- Use good communication skills to be able to interface with people of all levels in an organization.
- Understand the various accounting needs of manufacturing, service, and governmental organizations and assess the career opportunities in each.
- Demonstrate a professional manner appropriate to a business environment through work performance and personal appearance.
- Demonstrate problem-solving/research abilities in a business setting.

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

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

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

PSY100     Psychology  
SOC100     Sociology

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

BUS130     Macroeconomics

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

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

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

ACC100     Accounting I\*  
ACC110     Accounting II  
ACC200     Managerial Accounting  
ACC210     Data Management Applications  
ACC220     Income Tax  
ACC230     Intermediate Accounting I  
ACC300     Intermediate Accounting II

ACC310	Nonprofit Accounting
ACC320	Cost Accounting
BUS200	Finance I
LGL140	Business Law
INT299	Associate Degree Internship
or	
IDS290	Associate Degree Capstone

### Open Elective Requirements – 3 credits

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

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

## Child Care Management

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### *Associate in Applied Science Degree*

The Associate in Applied Science Child Care Management program at Central Penn focuses on progressive child care as well as effective business management. Through classroom instruction and hands-on experience, students learn how to develop programs that effectively stimulate the intellectual, emotional, social, and physical growth of children. The program also educates students on the management of child care services and prepares individuals to plan, design, and manage child care facilities and programs that meet children's developmental needs and interests and that provide safe and healthy environments.

Students with an early childhood education can apply for a range of positions that contribute to the support and development of young students. Typically, early childhood educators work with infants and young children up to age four or five. Additionally, it's possible to enter a role in early childhood education and have the opportunity for advancement as more experience in the field is gained. With this degree, graduates can work at a daycare, preschool, or even a kindergarten classroom. They can also choose to work with young minds outside of an academic setting, such as a camp counselor.

### Program Learning Objectives

- Demonstrate effective communication skills, both written and oral, in a manner reflective of the profession.
- Identify appropriate resources and apply analytical reasoning/critical thinking skills to make informed business decisions relating to child care businesses.
- Examine and evaluate the various issues required of childcare providers such as inclusivity, diversity, and policies and procedures surrounding child care.
- Relate knowledge of specific terminology, procedures, and principles of ethics in the childcare field.
- Demonstrate the knowledge required to assess developmental needs of the child.
- 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.

## Program Requirements

In addition to 21 credits of general education, students are required to take a core group of courses (total of 39 credits) associated with their major to total 60 credits.

### Child Care Management Core Courses – 39 credits

BIO105	Human Development
BUS100	Introduction to Business
BUS115	Business Accounting
CCM100	Child Care Foundations
CCM110	Behavior, Observation, and Evaluation
CCM115	Instructional Strategies for Early Childhood Education
CCM130	Infant and Toddler Care
CCM140	The Exceptional Child
CCM210	Creative Activities
CCM220	Administration of Early Childhood Programs
CCM230	Curriculum Planning
CCM299	Internship for Child Care Management

## Communications

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### *Associate in Science Degree*

Communications is a growing field with a variety of career opportunities for graduates. The Associate in Science in Communications combines technical courses required for job preparation and college-level general education courses. The degree program provides students with knowledge of public relations, graphic design, photography and public speaking.

The curriculum includes coursework in AP style, the accepted writing style of journalists and public relations practitioners, as well as provides students opportunities for real world experience through internship and hands-on projects to help develop their resume. This degree prepares students for immediate employment in the public relations and marketing fields or for transfer to a bachelor's degree program in Corporate Communication.

### Program Learning Objectives

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

### Program Requirements

In addition to 21 credits of general education, students are required to take a core group of courses totaling 36 credits associated with their major and one choice course of 3 credits to total 60 credits.

### **Communications Core Courses – 36 credits**

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

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

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

## **Computer Information Systems**

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### *Associate in Science Degree*

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

### **Admission Requirements**

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

### **Program Learning Objectives**

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



## General Education Requirements – 21 credits

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

## Program Requirements – 39 credits

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

## Computer Information Systems Core Courses – 39 credits

TEC103	Survey of Windows
TEC120	Structured Programming
TEC135	Networking I
TEC140	Microcomputer Systems
TEC200	Data Modeling Foundations
TEC230	Introduction to Data Analysis
TEC235	Object-Oriented Programming I
TEC238	Python
TEC245	Internet Programming I
TEC248	Routers and Switching
TEC252	SQL Fundamentals
TEC320	Systems Analysis and Design
INT299	Associate Degree Internship
or	
IDS290	Associate Degree Capstone

## Criminal Justice

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### *Associate in Science Degree*

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

### Admission Requirements

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

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

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

### **Program Learning Objectives**

- Translate classroom theory into applying basic investigative techniques for developing solutions to crime problems.
- Use critical thinking skills to understand and analyze verbal, non-verbal and cultural communications in the field of criminal justice.
- Explain and analyze different social, legal and political responses to criminal behavior.
- Define and explain the major reform movements which have substantially impacted the policing profession in America.
- Define and explain the ethics and ethical paradoxes that face criminal justice professionals.

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

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

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

PSY100      Psychology

### **Program Requirements - 39 credits**

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

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

CRI100      Criminal Justice  
CRI135      Introduction to Corrections  
CRI207      U.S. Intelligence Community  
CRI215      Criminological Theory  
CRI225      Juvenile Justice: Alternatives to Incarceration  
CRI236      Ethics in Criminal Justice  
CRI245      Criminal Investigation  
CRI280      Addiction and Society  
CRI285      Societal Changes in Victimology  
CRI312      Investigative Report Writing  
CRI321      Police Operations  
INT299      Associate Degree Internship  
or  
IDS290      Associate Degree Capstone

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

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

## **Entrepreneurship and Small Business**

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### *Associate in Science Degree*

America's economy has been and will continue to be driven by the successful management of small businesses. This program helps prepare students for the competitive small business environment by providing a background in marketing, finance, computer applications, accounting, sales and promotion, and management.

This program is ideal for students who have aspirations of opening their own business or who will eventually operate a family business.

### **Program Learning Objectives**

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

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

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

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

PSY100 Psychology

SOC100 Sociology

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

BUS130 Macroeconomics

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

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

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

ACC210 Data Management Applications

ACC220 Income Tax

BUS115 Business Accounting

BUS120 Spreadsheet Applications

BUS200 Finance I

BUS220 Principles of Management

BUS230 Principles of Marketing

BUS235 Consumer Behavior

BUS245 Human Resources

BUS270 Entrepreneurship & Small Business Management

LGL140 Business Law

INT299 Associate Degree Internship

or

IDS290 Associate Degree Capstone

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

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

# Hotel and Restaurant Management

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## *Associate in Science Degree*

This program prepares students to enter the fast-paced and challenging fields of hotel and/or restaurant management. Along with learning the importance of customer service, food safety, legal aspects of hospitality, and cost accounting, students develop leadership and decision-making skills. Every student in the program is given the opportunity to become a certified professional in food safety and sanitation through an accredited partnership with the Pennsylvania Restaurant Association.

### **Program Learning Objectives**

- Research the wide range of hospitality-related managerial and entrepreneurial employment opportunities.
- Articulate the impact of current events and the social and political environment on the hospitality industry.
- Examine and understand the fiscal, managerial, and operational responsibilities in various components of the hospitality industry, including front office, housekeeping, sales, accounting, marketing and food and beverage.
- Explain and recognize the legal and ethical expectations of conducting business in food service, lodging and other hospitality-related institutions.
- Examine the fiscal, managerial and operational responsibilities of various employment areas in the hospitality field.
- Demonstrate communication skills and professionalism necessary to interact with customers, co-workers, vendors, and supervisors.
- Demonstrate a working knowledge of hotel and restaurant operations in purchasing, inventory management, safety issues, and sanitation.

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

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

- **First Year Seminar – 3 credits**  
IDS101 CPC Foundations
- **Basic Written Communication – 3 credits**  
ENG101 College Composition I
- **Information Literacy – 3 credits**  
IDS102 Introduction to Information Literacy
- **Oral Communications – 3 credits**  
COM101 Introduction to Human Communication
- **Quantitative Fluency – 3 credits (choose one of the following)**  
MTH105 College Algebra  
MTH125 Quantitative Literacy
- **Scientific Reasoning – 3 credits**  
SCI100 Basic Nutrition
- **Global Citizenship – 3 credits**  
BUS130 Macroeconomics

### **Core Courses – 39 credits**

- ACC100 Accounting I
- BUS220 Principles of Management
- BUS230 Principles of Marketing

BUS245	Human Resources
BUS270	Entrepreneurship and Small Business
HRM105	Introduction to Hospitality
HRM115	Sanitation and Safety
HRM125	Food and Beverage Cost Control
HRM225	Food and Beverage Management
HRM226	Lodging Management
HRM245	Hospitality Law
HRM350	Hospitality Management Seminar
INT299	Internship

## Marketing

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### *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. This program is designed to teach students how to effectively manage the process of product development, pricing, promotion, and distribution. Students also learn aspects of consumer and business marketing while at Central Penn. All students develop an effective integrated marketing communications project.

### **Program Learning Objectives**

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

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

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

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

PSY100	Psychology
SOC100	Sociology

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

BUS130	Macroeconomics
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### **Program Requirements – 39 credits**

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

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

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

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

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

## **Medical Assisting**

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*Associate in Applied Science Degree*

### **Medical Assisting Program Mission**

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

### **Admission Requirements**

Applicants for the Medical Assisting program must have a minimum GPA of a 2.20 from the official transcripts from the last school attended to be considered for acceptance. In addition applicants must have successfully completed two sciences (C or higher) and one math course (C or higher) in high school or college. GED scores will be accepted. Applicants are required to submit two reference forms. Reference forms can be attained through the Admissions Office. If the student does not meet this criteria they are able to file an appeal for acceptance to the Program Director. Demonstration of Psychomotor & Affective Competencies (as part of that course) is required before a course can be transferred into the program.

### **Program Learning Objectives**

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

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

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

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

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

## General Education Requirements

### Foundations - 21 credits

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

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

## Program Requirements

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

### Medical Assisting Core Courses – 39 credits

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

### Progression in the Medical Assisting Program

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

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

### Additional Fees

Lab Supply Fee - \$200 (per term)

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

Medical Certification Exam Review Course - \$65 (final term only)

## Occupational Therapy Assistant

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*Associate in Applied Science Degree*

### Occupational Therapy Assistant Program Mission

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

### Admissions Requirements

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

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



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

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

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

### **Program Learning Objectives**

- Understand the structure and function of the human body, the sensorimotor, psychosocial and cognitive components and their development throughout the lifespan.
- Apply knowledge of occupational therapy theory, principles and philosophies across all stages of the occupational therapy process.
- Demonstrate clinical reasoning skills, solve problems, and offer innovative occupation-based treatments through ethical, evidence-based practice.
- Distinguish between the distinct roles and responsibilities of the Occupational Therapist & Occupational Therapy Assistant in the supervisory process.
- Understand the necessity of life-long learning to support competence, service minded behaviors and professional development.
- Demonstrate professional behaviors within the classroom, clinic and community settings.
- Achieve entry-level competence by successfully completing academic and fieldwork education requirements.

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

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

The OTA program at Central Penn College is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, Inc., located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-6611. Graduates are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. Any student having a criminal record will need to contact NBCOT directly to discuss eligibility for the examination: NBCOT, 1 Bank Street, Suite 300, Gaithersburg, MD 20877, phone: (301) 990-7979.

### ***OTA Application Deadline***

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

### **Clinical Fieldwork Considerations**

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

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

1. If a student voluntarily withdraws from the College, the student will be granted the opportunity to re-apply for readmission into the OTA program with acceptance of credits already completed, if the time frame is more than one term, but less than one year. However, this is not a guarantee that the student will be re-accepted.
  - a. The student must submit a written readmission request to the Program Director. The request must include a statement showing how the student will successfully complete the program upon readmission. The decision to readmit the student will be determined by the full time OTA faculty and Program Director.
  - b. Prior to readmission, the student will be required to take a comprehensive examination covering the material of the previously completed OTA core courses. The student must score 77% or higher in order for previously taken core course credits to be accepted/ transferred. The purpose of this exam is to ensure that all students have the essential knowledge and skill level prior to participating in Level I and II Fieldwork Experiences.
  - c. If a student scores 77% or better on the comprehensive examination yet would like to review material from previously taken courses, the student may audit any previously taken OTA courses as long as the instructor has available space to accommodate all students.
2. After a period of one year, students electing to reapply for readmission to the OTA program will be required to retake the program in its entirety from the beginning. No credits will be accepted for previously taken OTA program core courses. Credits will be accepted for general education coursework that were successfully completed.

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

### Program Requirements

In addition to the 27 credits of general education and elective requirements, students are required to take a core group of 52 course credits associated with the OTA major, to total 79 credits. To be eligible for internship, the student must have on file documented proof of required immunizations, liability insurance, and current CPR certification. Criminal background check, child abuse clearance and FBI fingerprinting will be required for all fieldwork placements.

### Occupational Therapy Assistant Core Courses – 52 credits

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

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

### General Education Requirements

#### Foundations - 21 credits

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

- **First Year Seminar – 3 credits**  
IDS101    CPC Foundations
- **Basic Written Communication – 3 credits**  
ENG101    College Composition I
- **Information Literacy – 3 credits**  
IDS102    Introduction to Information Literacy
- **Oral Communication – 3 credits**  
COM101    Introduction to Human Communication

- **Quantitative Fluency – 3 credits** (*choose one of the following*)  
MTH105 College Algebra  
MTH125 Quantitative Literacy
- **Scientific Reasoning – 3 credits** (*OTA students are required to take*)  
BIO105 Human Development
- **Global Citizenship – 3 credits** (*choose one of the following*)  
BUS130 Macroeconomics  
GEO105 Global Geography  
HIS101 The United States and the World to 1850  
HIS102 The United States and the World from 1850

### OTA Electives — 6 credits

- All OTA students must register for PSY220 Abnormal Psychology
- Students may satisfy the remaining 3 credits from any of the following class options: BIO, PSY, SCI, MTH, SOC

### Progression Through the OTA Program

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

1. All OTA core courses must be passed with a final grade C+. If a student does not pass one of the OTA core courses with a final grade of C+ or better, the student will have one opportunity to retake that class.
2. If on the second attempt to take the class, the student receives a final grade below a C+, the student will be automatically dismissed from the OTA Program and asked to change their major.
3. If a student in the OTA program scores a final grade of less than a C+ in any three total core courses, the student will be dismissed from the OTA Program and asked to change their major.
4. OTA students must maintain a GPA of 2.50 in their core courses. Failure to maintain this GPA for two consecutive terms will result in the student being dismissed from the OTA program and asked to change their major.
5. All (100%) of the competencies must be passed with an 80% or higher to successfully complete all core courses and progress in the program. Failure of any competency results in unsuccessful completion of the course with the highest grade earned being an 80%.

### Additional Fees

Lab Supply Fee - \$200 (per term)

## Paralegal

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### *Associate in Science Degree*

The Associate in Science degree in Paralegal is approved by the American Bar Association (ABA) and is designed for students who wish to pursue a career as a paralegal. Paralegals assist lawyers in providing legal services in a private law firm, corporate law office, or government agency.

Paralegals are not permitted to give legal advice or provide legal services directly to the public. The program provides students with a comprehensive understanding of the judicial system, relevant bodies of law, and the research and preparation of briefs, pleadings, contracts, and other legal documents.

While most courses in this program run online as well as on campus, the ABA requires that all students take at least 9 credits of legal specialty courses on campus, either in the daytime or evening. See “Limitations on transfer of legal specialty credits” below for a list of legal specialty courses.

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

### **Program Learning Objectives**

- Ability to solve legal research problems and draft well-written memoranda, briefs, and pleadings using print and online legal resources.
- Knowledge of principles, procedures, and terminology within a wide variety of legal practice areas.
- Understanding of the ethical responsibilities of lawyers and paralegals.
- Oral and written communications skill appropriate to the legal profession.
- Ability to draft pleadings, motions, contracts, wills and estate documents, and other documents commonly used in legal practice.
- Demonstration of the proper use and presentation of evidence in civil and criminal matters.
- Preparation for obtaining a position as a paralegal and development of a paralegal career.

### **Program Requirements**

In addition to the 21 credits of general education coursework, students are required to take 39 credits of core courses to total 60 credits.

#### **Paralegal Core Courses - 39 credits**

LGL100	Foundations in Law
LGL110	Principles of Legal Research
LGL130	Evidence
LGL210	Legal Research and Writing I*
LGL211	Legal Research and Writing II*
LGL220	Civil Litigation I*
LGL221	Civil Litigation II*
LGL230	Torts
LGL240	Contracts and Commercial Transactions
LGL250	Criminal Law
LGL270	Wills and Probate
LGL280	Family Law
INT299	Associates Degree Internship
or	
IDS290	Associates Degree Capstone**

*\*Courses run in synchronous or on-ground format only.*

*\*\*The capstone course may be taken only with the approval of the Program Director by students who have experience working in the paralegal field.*

### **Limitation on Transfer of Legal Specialty Credits**

Students transferring credits into the paralegal associate program may not transfer more than 12 credits of legal specialty courses. Legal specialty courses are:

LGL210	Legal Research and Writing I
LGL211	Legal Research and Writing II
LGL220	Civil Litigation I
LGL221	Civil Litigation II
LGL240	Contracts and Commercial Transactions
LGL270	Wills and Probate
LGL280	Family Law
LGL330	Bankruptcy Law
LGL340	Fundamentals of Real Estate Law

As required by the ABA, LGL210, LGL211, LGL220, and LGL221 may not be replaced with transfer credits unless the transferred courses were taken in a traditional classroom or remote synchronous format.

## **Physical Therapist Assistant**

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*Associate in Applied Science Degree*

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

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

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

### **Admissions Requirements**

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

1. Students are required to have earned a cumulative GPA of 2.5 or higher. GPA is calculated from all schools attended. Cumulative GPA is based off of school transcripts and pending all course completion.
2. Observation Hours: All applicants are required to complete a minimum of 20 non-paid observation hours in at least two different physical therapy facilities. A minimum of 10

hours must be completed at each facility. A physical therapist or physical therapist assistant working in each facility must validate all observation hours and document the candidate's performance via the form provided by Central Penn College's Admissions Office. Observation hours are to be completed within 12 months of the application and submitted prior to the application deadline.

3. References: All applicants are required to submit two professional references obtained within 12 months of the application deadline.
4. Interview and Essay: Students desiring to enter the field of physical therapy are expected to have effective oral and written communication skills in order to be able to work with clients and other professionals. Each applicant will be rated on communication skills, professionalism, knowledge and enthusiasm for the profession, and their personal attributes as related to their compatibility to the physical therapy profession. Students will also be required to conduct an interview with a member of the PTA faculty and write an essay on site.
5. Due to the academic rigor and specificity of the PTA program, submission of SAT or ACT scores is highly recommended. The program accepts the top students based on the scores given for the above mentioned criteria.
6. PTA core courses must be taken at Central Penn College. There will be no transfer credits accepted for PTA core courses, with the exception of 9 credits of PTA electives.

There are two separate application deadlines during the calendar year for enrollment into the program. The application deadline to begin during the summer term is April 1. The application deadline to begin during the winter term is October 1. Up to 30 students will be accepted each summer and winter term for the daytime program and up to 30 students will be accepted each winter for the evening program. Only complete applications, including most recent transcripts will be reviewed.

### **Program Learning Objectives**

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

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

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

- a. The student must submit a written readmission request to the Program Director. The request must include a statement showing how the student will successfully complete the program upon readmission. The decision to readmit the student will be determined by the full-time PTA faculty and Program Director.
- b. Prior to readmission, the student will be required to take a comprehensive exam covering the material of the previously completed PTA core courses. The student must score a 75% or higher in order to transfer the previously taken core courses. The purpose of this exam is to ensure that all students have the proper knowledge and skill level prior to participating in clinical experiences. If the student does not pass the exam, the student must re-apply to the program, going through the entire application process, and must retake the courses not passed. If accepted, the student will follow the current college catalog's academic requirements for the PTA program.
- c. If a student scores 75% or better, yet would like to review material from previously taken courses, the student may audit any previously taken PTA courses. This means a student may "sit" in the requested course/courses for no credit and no tuition fee as long as space is available in that particular course.

### **PTA Program Policies**

- PTA core courses must be taken at Central Penn College. There will be no transfer credits accepted for PTA core courses.
- Students should be advised that the PTA Program, to meet legal standards, will require a personal and professional criminal background investigation including child abuse, FBI fingerprinting, and PA State Police PATCH report prior to clinical internship placement. Students will be responsible for paying additional fees associated with these clearances. A felony criminal record may prohibit eligibility to sit for the National Physical Therapy Examination (NPTE) and obtain licensure to practice as a physical therapist assistant. Students with any criminal record will need to contact the Pennsylvania State Board of Physical Therapy (State Board of Physical Therapy, P.O. Box 2649, Harrisburg, PA 17105-2649). Most internship sites will also require criminal background clearances as well as proof of health screenings and immunizations. Students will also be required to purchase professional liability insurance in order to participate in clinical internships. All students will also be required to show proof of CPR certification prior to internship placement.
- Students should be advised that some internship experiences will take place during the breaks between terms.
- All PTA students are required to pass ALH120 Anatomy and Physiology I and ALH120L Anatomy and Physiology I Lab with a final grade of C+ (77%) or higher during their first term in order to progress through the PTA program. Any student who does not pass ALH120 with a final grade of C+ or better will be dismissed from the PTA program. If it is the student's intent to reapply to the PTA program, the student will withdraw from the College and reapply to the program, completing the entire application process. If the student would like to change their major, they will fill out the change of major form found on [mycentralpenn.edu](https://www.centralpenn.edu). The student's faculty advisor will assist with this process.
- Additional PTA program policies can be found in the PTA Handbook, which is located on the PTA Program page of the college's website. (<https://www.centralpenn.edu/associate-program/>)

### **General Education Requirements**

#### **Foundations – 21 credits**

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

- **First Year Seminar — 3 credits**



IDS101      CPC Foundations

- **Basic Written Communication — 3 credits**

ENG101      College Composition I

- **Information Literacy — 3 credits**

IDS102      Introduction to Information Literacy

- **Oral Communications — 3 credits**

COM101      Introduction to Human Communication

- **Quantitative Fluency — 3 credits** (*choose one of the following*)

MTH105      College Algebra

MTH125      Quantitative Literacy

- **Scientific Reasoning — 3 credits** (*must take the following*)

BIO105      Human Development

- **Global Citizenship — 3 credits** (*choose one of the following*)

ALH255      Medical Law and Ethics

BUS130      Macroeconomics

GEO105      Global Geography

HIS101      The United States and the World to 1850

HIS102      The United States and the World from 1850

## Program Requirements

In addition to the 21 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 79 credits. Students are required to complete three internships prior to graduation; one two-week and two seven-week clinicals. To be eligible for internship, the student must have on file documented proof of required immunizations and liability insurance, as well as current CPR certification. An extensive criminal and child abuse background clearance are required for clinical placements. Students are responsible for all costs associated with clearances, immunizations, liability and health insurance and physical exams.

## Physical Therapist Assistant Core Courses – 58 credits

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

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

ALH130      Anatomy and Physiology II (*offered spring and fall terms*)

ALH130L      Anatomy and Physiology II Lab (*offered spring and fall terms*)

ALH280      Professional Behaviors for the Allied Health Professional (*offered spring and fall terms*)

PTA100      Fundamentals of Physical Therapy (*offered winter and summer terms*)

PTA155      Physical Therapist Assistant Procedures (*offered spring and fall terms*)

PTA160      Pathophysiology for the PTA I (*offered spring and fall terms*)

PTA235      Modalities (*offered winter and summer terms*)

PTA245      Applied Kinesiology (*offered winter and summer terms*)

PTA255      Therapeutic Exercise (*offered spring and fall terms*)

PTA260      Pathophysiology for the PTA II (*offered winter and summer terms*)

PTA265      Neurological Rehabilitation (*offered spring and fall terms*)

PTA298      PTA Clinical Practice (2 weeks) (*offered winter and summer terms*)

PTA299      Internship for Physical Therapist Assistant (Two 7-week rotations = 14 weeks) (*offered spring and fall terms*)

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

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

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

*Note: Students will follow a unique schedule specifically tailored to the evening format.*

### **Progression Through PTA Classes**

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

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

### **Additional Fees**

Lab Supply Fee - \$200 per term

## **Surgical Technology**

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*Associate in Applied Science Degree*

### **Surgical Technology Program Mission**

The Surgical Technology program prepares competent entry-level Surgical Technologists in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. We encourage holistic active learning experiences to graduate competent Surgical Technologists by instilling the values of evidence-based, ethical practice, professionalism, service, and life-long learning. We stress problem-solving, critical-thinking, and independent skill performance such that our graduates will provide quality care to the public in a positive and professional manner. Our mission is consistent with that of Central Penn College.

### **Admission Requirements**

1. Applicants for the Surgical Technology program must have a high school diploma with a 2.5 GPA or higher or GED of 500 or higher and have completed two sciences with a C or higher; completed 1 algebra with a C or higher; and complete the reference application form.
2. Students must have a minimum GPA of a 2.5 from the official transcripts from the last school attended to be considered for acceptance.

3. Reference forms can be obtained from the Admissions Office.
4. Must complete admissions interview.
5. Must submit personal essay.
6. If the student does not meet these criteria, they are able to file an appeal for acceptance to the Program Director. All core courses must be taken at Central Penn College.

### **Program Learning Objectives**

- Apply knowledge and skills during the pre-operative, intra-operative, and post-operative phases of patient care safely.
- Demonstrate a strong surgical conscience and accountability and understand legal implications of an individual's actions as a member of the surgical team.
- Employ appropriate ethical, professional, and respectful values while providing care to diverse populations within the healthcare system.
- Incorporate the principles of anesthesia administration and explain each component of anesthesia preparation of the surgical patient.
- Recognize the basic physical and biological needs required to sustain life, respect various spiritual and cultural needs, and demonstrate appropriate behavior in response to these needs.
- Demonstrate the methods of processing items during terminal disinfection and/or sterilization and apply principles of sterile storage and handling of sterile supplies.
- Describe common and specialty surgical procedures including general surgery, obstetrics and gynecology, genitourinary, otorhinolaryngology, orthopedic, oral and maxillofacial, plastic and reconstructive, ophthalmic, cardiothoracic, peripheral vascular, and neurosurgery.

The Surgical Technology program curriculum is based upon a sequential, developmental design that first focuses on knowledge, progresses to application, and then finally to mastery of the skills required of an entry-level Surgical Technologist. Early coursework builds a foundation with the fundamentals such as biopsychosocial needs of the patient, understanding the basic concepts of electricity, information technology (IT), robotics, and appropriate attire. Courses then proceed to provide opportunities to apply clinical skills, practice clinical reasoning skills, and allow for integration of theory and practice. Final coursework emphasizes the development of professional behaviors and maintaining professional competency while mastering skills during the completion of internship for practical use and understanding of the material.

### **National Certification Examination for the Surgical Technologist**

The Surgical Technology program at Central Penn College has a site visit for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs ( [www.caaheap.org](http://www.caaheap.org)). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted.

As the Program is in the initial stages of applying for accreditation through the ARC/STSA, students in the Associate Program will be eligible to sit for the NBSTSA Secure Practice Examination offered by the National Board of Surgical Technology and Surgical Assisting successful completion of all programmatic requirements, including clinical internship. If the Program is granted accreditation through the ARC/STSA, students will be eligible to sit for the National Certification Exam (NBSTSA) upon successful completion of all programmatic requirements, including clinical internship. After successfully passing this exam, the individual will be able to use the designation of CST-Certified Surgical Technologist. Information regarding how to apply to take the exam will be provided in the SUR290 course. Exams are offered online at local testing centers. If a candidate fails to pass the certification exam on the first attempt, there is a 30-day waiting period before the candidate may

re-test. You may attempt to retest three times with a minimum of 30 days between tests. After the third attempt, you must wait one year (with remediation) before your fourth and final attempt.

## General Education Requirements

### Foundations - 21 credits

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

- **First Year Seminar – 3 credits**  
IDS101 CPC Foundations
- **Basic Written Communications – 3 credits**  
ENG101 College Composition I
- **Information Literacy – 3 credits**  
IDS102 Introduction to Information Literacy
- **Oral Communications – 3 credits**  
COM101 Introduction to Human Communication
- **Quantitative Fluency – 3 credits** (*choose one of the following*)  
MTH105 College Algebra  
MTH125 Quantitative Literacy
- **Scientific Reasoning – 3 credits** (*choose one of the following*)  
BIO100 Human Biology  
BIO105 Human Development  
BIO260 Microbiology  
PSY100 Psychology  
SCI100 Nutrition  
SCI230 Environmental Geology
- **Global Citizenship – 3 credits** (*choose one of the following*)  
ALH255 Medical Law and Ethics  
BUS130 Macroeconomics  
GEO105 Global Geography  
HIS101 The United States and the World to 1850  
HIS102 The United States and the World from 1850

### Program Requirements

In addition to the 21 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 60 credits. To be eligible for internship, the student must have on file documented Proof of Liability Insurance.

### Surgical Technology Core Courses – 39 credits

- ALH108 Medical Terminology and Pharmacology
- ALH112 Essentials of Anatomy & Physiology I
- ALH122 Essentials of Anatomy & Physiology II
- ALH255 Medical Law and Ethics
- SUR110 Fundamentals of Surgical Technology
- SUR115 Preoperative Techniques and Procedures
- SUR120 Intraoperative Techniques and Procedures
- SUR125 Surgical Pharmacology
- SUR130 Postoperative techniques and Procedures
- SUR135 Surgical Specialties and Pathophysiology
- SUR140 Certification Exam Review
- SUR290 Internship

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

All courses in the Surgical **Technology** program must be passed with a “C” or higher. If a student fails to earn at least a “C” at the conclusion of a core course, the student will need to take a “gap term” and retake the course with the next cohort in that term of the program. If a student fails to earn at least a “C” after the second attempt, they will be automatically dismissed from the program and asked to change major.

Additionally, students are required to complete observation hours at participating facilities to support class and lab curriculum in SUR115, SUR120, and SUR130. Prior to beginning requirements in partner facilities and in accordance with PA state laws, students are required to complete PA state and FBI criminal background checks as well as PA Child abuse history clearance at additional cost to student.

### **Observation and Internship Considerations**

Students enrolled in the Surgical **Technology** program are required to participate in clinical observation and internship experiences. These experiences involve travel to locations off campus and are in addition to the regular class schedule. Students are required to provide their own transportation to these sites. Efforts will be made to place students at the site of their choosing when possible.

### **Additional Fees**

Lab Supply Fee - \$250 (per term)

Certification Exam/App Software/ Certification Practice Exam - \$380 (one-time fee)

# BACHELOR'S DEGREES

## Bachelor of Science Degree Program in Accounting

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

On January 1, 2012, a 150 college-hour requirement became mandatory in Pennsylvania for CPA certificate applicants. In a traditional college, students usually will not meet the state requirement within four years. With our accelerated class schedule, Central Penn accounting majors can complete the 150 college-hour requirement within four years or less. Our accounting majors can obtain the additional 26 credit hours by concentrating on courses that match their interests and complement their accounting degree. Examples of complementary courses are: business administration, criminal justice, homeland security management, information technology, and legal studies. Accounting students are encouraged to consult with their College Advisor and review the state CPA requirements so they can qualify to sit for the exam and become a CPA in their home state.

### Admissions Requirements

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

### Program Learning Objectives

- Interpret and apply Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) and apply them to the business environment.
- Apply problem solving and research skills to summarize financial data and communicate the results of operations to the user of the financial information.
- Identify the various accounting needs of manufacturing, service, nonprofit, and governmental organizations.
- Demonstrate proficiency in the use of software applications, including internet research, spreadsheet administration, online database research and proprietary accounting programs.
- Interpret, analyze, prepare, and communicate financial data to enhance other business disciplines and promote global awareness.
- Demonstrate knowledge of other business functions such as management, leadership, marketing and business in the legal environment.
- Demonstrate written and oral communication skills consistent with standards for college graduates.

### General Education Requirements – 42 credits

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

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

PSY100 Psychology

SOC100 Sociology

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

BUS130 Macroeconomics

**Admissions Requirements**

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

**Program Requirements**

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

**Accounting Core Courses – 60 credits**

ACC100	Accounting I*
ACC110	Accounting II
ACC200	Managerial Accounting
ACC210	Data Management Applications
ACC220	Income Tax
ACC230	Intermediate Accounting I
ACC300	Intermediate Accounting II
ACC310	Nonprofit Accounting
ACC320	Cost Accounting
ACC335	Intermediate Accounting III
ACC405	Auditing
ACC425	Advanced Auditing
BUS120	Spreadsheet Applications
BUS200	Finance I
BUS215	Microeconomics
BUS220	Principles of Management
BUS365	Organizational Behavior
LGL140	Business Law
MTH200	Statistics
INT499	Bachelor Degree Internship
or	
IDS490	Bachelor Degree Capstone

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

**Open Elective Requirements – 18 credits**

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

## Bachelor of Science Degree Program in Business Administration

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

### Program Learning Objectives

- Demonstrate effective communication skills, both written and orally, in a manner reflective of the business profession.
- Identify appropriate resources and apply analytical reasoning/critical thinking skills in order to make informed business decisions, utilizing both quantitative and qualitative data.
- Choose and apply relevant business technologies in order to analyze and present information.
- Demonstrate competency in and across business disciplines.
- Understand the implications of a global economy, appreciate cross-cultural diversity, and differentiate between business cultures.
- Successfully work in teams to accomplish academic tasks.
- Understand the role of effective leadership in driving organizational performance and change.

### General Education Requirements – 42 credits

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

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

PSY100 Psychology

SOC100 Sociology

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

BUS130 Macroeconomics

### Program Requirements

In addition to the 60 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 120 credits. While students can take a general approach to their degree, they can opt to choose a specific concentration. The core requirements and the concentrations are listed below.

### Business Administration Core Courses – 48 credits

BUS115 Business Accounting

BUS120 Spreadsheet Applications

BUS200 Finance I

BUS215 Microeconomics

BUS220 Principles of Management

BUS230 Principles of Marketing

BUS245 Human Resources



BUS260	International Business
BUS270	Entrepreneurship & Small Business Management
BUS325	Electronic Business
BUS365	Organizational Behavior
BUS470	Business Seminar
COM303	Persuasion
LGL140	Business Law
MTH200	Statistics
INT499	Bachelor Degree Internship
or	
IDS490	Bachelor Degree Capstone

## Business Administration Concentrations

### Choice Classes

Students choosing a more general approach to their education are not required to choose a concentration. They do, however, have to complete the same number of requirements choosing from a wider spectrum of courses. Students must complete 12 choice credits from any courses labeled BUS or choose a concentration listed below.

### Healthcare Administration Concentration

Central Penn's Healthcare Administration concentration provides the student with an understanding of the role of public policies and politics in the healthcare industry, the various component sectors of the industry, and the planning methods used within the healthcare field. The Healthcare Administration concentration will prepare students for administrative and strategic planning positions within all branches of the healthcare industry.

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

### Human Resource Management Concentration

Central Penn's concentration in Human Resource Management (HRM) provides the student with an understanding of this increasingly expanding career field that encompasses the complex roles and practices of human resource professionals.

BUS302	Health, Safety and Security
BUS303	Recruitment, Selection and Placement
BUS460	Evaluation and Assessment
BUS465	Training and Development

### Marketing Concentration

Central Penn's Marketing concentration provides the student with the understanding of the application of marketing concepts to business models, the development of a marketing strategy, and the effective use of an advertising campaign. The Marketing concentration will prepare students for careers as sales representative, marketing research analyst, advertising coordinator, public relations specialist, marketing manager, and marketing communications specialist.

BUS235	Consumer Behavior
BUS250	Advertising

### **Sports Management Concentration**

The concentration in Sports Management is designed to give students a broad-based knowledge of the management fundamentals associated with the sports industry. In addition, it allows students to become competent managers in sports organizations by providing a broad understanding of the industry's various forms of leadership, communication, and organizational skills. Additionally, students will gain experience of how to manage people, activities, business operations, and organizational outcomes within the sports industry.

BUS111 General Issues in Sports  
BUS211 Sports Ethics and Leadership  
BUS311 Sports Management  
BUS411 Sports Coaching

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

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

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

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

The curriculum develops skilled communicators who utilize critical thinking, and who are prepared to act in socially responsible and ethical ways while communicating through a variety of channels to a wide spectrum of diverse audiences. Our curriculum emphasizes the foundational components of communication, including the interpersonal and team-building skills that promote collaboration and cooperation in an increasingly diverse workplace and marketplace. Students will also develop practical skills along with a comprehensive understanding of the theoretical bases from which these skills are developed. Students will be prepared to adapt to frequent changes in communications technology.

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

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

### **Program Learning Objectives**

- Evaluate the fields of communications including corporate and nonprofit communications, public relations, print/digital media, and political communications.
- Explain the core areas of communication, including the rules, standards and practices of traditional and digital communications.
- Apply the characteristics of successful organizational communication strategies and create, implement, and evaluate such strategies.

- Appraise the impact communications technology has on the distribution and consumption of media within societies and cultures globally.
- Communicate effectively—in speech, writing, and visual arts—in a variety of interpersonal and mass media settings.

### **Program Requirements**

In addition to 42 credits of general education, students must take a core group of courses (totaling 54 credits) and choice courses (totaling 6 credits) associated with their major. Students will also complete 18 credits of open electives to total 120 credit hours.

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

BUS230	Principles of Marketing
COM100	Survey of Mass Communications
COM125	Digital Photography and Image Editing
COM130	Public Relations
COM140	Media Writing
COM215	Communications Ethics
COM220	Journalism I
COM225	Writing for Public Relations
COM230	Desktop Publishing I
COM265	Organizational Communications and Leadership
COM270	Writing for Broadcast Media
COM290	Video Production
COM303	Persuasion
COM305	Media Relations
COM320	Feature Writing
COM340	Communications Law
ENG425	Writing for Digital Media
INT499	Bachelor Degree Internship
or	
IDS490	Bachelor Degree Capstone

#### **Choice Courses – 6 credits**

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

#### **Open Electives – 18 credits**

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

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

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

with ability to either focus or diversify choice classes, students enjoy the opportunity to either generalize or specialize their studies.

### **Admission Requirements**

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

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

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

### **Program Learning Objectives**

- Analyze and apply key management concepts, appropriate professional manner, and ethical conduct to all aspects of the federal, state, local, or tribal agencies within the criminal justice system.
- Demonstrate written, interpersonal communication, organizational, and technological skills that apply to problem-solving ability in the work environment.
- Demonstrate the appropriate human resource and employment practices and correlate these concepts with the learned criminal justice techniques applicable to diversified work environments.
- Develop, organize, and manage various projects concentrating on crime prevention, asset protection, loss avoidance, investigative strategies, offender rehabilitation, and crisis management.
- Demonstrate competence in devising policies and procedures for the director of a criminal justice organization or the director of security in a large organization.
- Exhibit knowledge of relevant bodies of criminal and civil law, crime prevention strategies, critical incident response protocols, police-community relations, and professional ethics.

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

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

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

PSY100      Psychology

### **Program Requirements**

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

### **Criminal Justice Administration Core Courses - 60 credits**

CRI100      Criminal Justice  
CRI135      Introduction to Corrections  
CRI207      U.S. Intelligence Community  
CRI215      Criminological Theory  
CRI225      Juvenile Justice: Alternatives to Incarceration

CRI236	Ethics in Criminal Justice System
CRI245	Criminal Investigation
CRI280	Addiction and Society
CRI285	Societal Changes in Victimology
CRI310	Criminal Profiling: Policy and Practice
CRI312	Investigative Report Writing
CRI321	Police Operations
CRI365	Cyber Investigations
CRI375	Terrorism
CRI380	Psychology of the Criminal
CRI395	Essential Criminal Justice Research
CRI436	Security Management
CRI445	Probation and Parole Casework
MTH200	Statistics
INT499	Bachelor Degree Internship
or	
IDS490	Bachelor Degree Capstone

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

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

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

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### **Mission**

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

### **Admission Requirements**

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

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

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

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

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

### **Program Learning Objectives**

- Demonstrate an understanding of the principles of physical, biological, and behavioral science as they apply to human growth and development across the lifespan.
- Apply analytical reasoning and critical thinking skills to make informed decisions regarding the dynamic healthcare environment, diversity, and medical ethics.
- Exhibit a professional attitude and demonstrate a commitment to life-long learning, scholarship and research.
- Demonstrate effective communication skills, both written and oral, in a manner reflective of healthcare professionals.
- Examine the scientific theoretical concepts foundational to health science, apply knowledge, and appraise outcomes in laboratory experiences.
- Develop scientific knowledge through scholarly inquiry using evidence based best practices.

### **Overview**

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

### **Curriculum**

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

### **Program Requirements Traditional Program**

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

### **Program Requirements Hybrid Program**

Students may transfer up to 60 credits based upon the transfer evaluation. Students are required to transfer ALH155, ALH155L, ALH165, ALH165L (or ALH120, ALH120L, ALH130, ALH130L) (Anatomy and Physiology I and II with labs); In addition to the 60 credits of general education and elective

requirements students are required to take a core group of courses and choice classes associated with their major to total 121 credits. Additional courses may be required based upon the individual transfer evaluation.

### **Health Science Core Courses – 73 credits**

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

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

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

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

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

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

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

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

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

IDS403      Independent Study in Special Topics

### **Open Electives – 6 credits**

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

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

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

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

### **Additional Fees**

Lab Supply Fee - \$200 per term

## **Bachelor of Science Degree Program in Healthcare Management**

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### **Mission**

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

### **Admission Requirements**

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

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



- Submit two professional reference letters.

### **Program Learning Objectives**

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

### **Overview**

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

### **Progression Policy for the Healthcare Management Program**

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

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

### **Professional Credentials**

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

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

### **Healthcare Management Core Courses – 33 credits**

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

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

ALH365	Issues and Trends in Healthcare ( <i>offered spring and summer terms</i> )
ALH370	Healthcare Informatics ( <i>offered summer and winter term</i> )
ALH375	The Interprofessional Healthcare Team ( <i>offered spring and fall terms</i> )
ALH400	Hospital & Health Services Administration ( <i>offered spring and fall term</i> )
ALH410	Health Economics & Financial Strategies ( <i>offered summer and winter terms</i> )
ALH420	Healthcare Planning & Marketing ( <i>offered summer term</i> )
BUS215	Microeconomics
BUS230	Principles of Marketing
BUS302	Health, Safety and Security
BUS303	Recruitment, Selection, and Placement
BUS345	Operations Management
BUS355	Project Management
BUS380	Business Policy Formulation
BUS401	Organizational Process Improvement
BUS402	Organizational Change Management
BUS450	Labor Relations
BUS460	Evaluation & Assessment
BUS465	Training & Development
IDS400	Topics in Multiculturalism
PHI210	Death and Dying
SOC400	Leadership in Society
SOC410	Race & Gender

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

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

## Admission Requirements

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

## Program Learning Objectives

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

## General Education Requirements - 42 credits

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

## Program Requirements

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

## Information Technology Core Courses - 60 credits

TEC103	Survey of Windows
TEC120	Structured Programming
TEC135	Networking I
TEC140	Microcomputer Systems
TEC200	Data Modeling Foundations
TEC210	Discrete Logic
TEC230	Introduction to Data Analysis
TEC235	Object Oriented Programming I
TEC238	Python
TEC240	Visual Basic for Applications
TEC245	Internet Programming I
TEC248	Routers and Switching
TEC252	SQL Fundamentals
TEC320	Systems Analysis and Design
TEC330	Network Management
TEC345	Internet Programming II
TEC366	Visualization
TEC388	Data Analysis with Python
TEC412	Pen Testing

INT499 Bachelor Degree Internship  
or  
IDS490 Bachelor Degree Capstone

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

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

## **Bachelor of Science Degree Program in Legal Studies**

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The Bachelor of Science in Legal Studies is approved by the American Bar Association (ABA) and is designed for students who wish to receive an advanced education as paralegals, enter law-related fields requiring a bachelor's degree, enhance their academic or professional credentials, or attend law school. Paralegals assist lawyers in providing legal services in a private law firm, corporate law office, or government agency. Paralegals are not permitted to give legal advice or provide legal services directly to the public.

While most courses in the Legal Studies program run online as well as on campus, the ABA requires that all students take at least 9 credits of legal specialty courses in a traditional or remote face-to-face format. See "Limitations on transfer of legal specialty credits" below for a list of legal specialty courses.

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

### **Program Learning Objectives**

- A thorough comprehension of relevant bodies of law, the legal system, judicial processes, and prevailing legal theory.
- Problem solving and research ability relative to legal issues, principles, and procedures.
- Development of computer literacy skills.
- Strong written and oral communication skills.
- Technical skills in legal research, writing and analysis, substantive case evaluation, legal communication, law office and courtroom procedures, and case preparation and management.
- Proficiency in the use of computer-assisted legal research.
- The ability to perform and manage procedural and substantive legal tasks in an ethical manner.
- Professional maturity and preparedness to function effectively and professionally in a legal environment.

### **Program Requirements**

In addition to the 42 credits of general education coursework, students are required to successfully complete 60 credits of core courses, and an additional 18 credit hours as open elective credits (courses not fulfilling another degree requirement) or as a minor outside of Legal Studies. Students are encouraged to meet with an advisor when selecting open electives or a minor.

## **Legal Studies Core Courses – 60 credits**

LGL100	Foundations in Law
LGL110	Principles of Legal Research
LGL120	Historical Perspectives of the Constitution
LGL130	Evidence
LGL210	Legal Research and Writing I*
LGL211	Legal Research and Writing II*
LGL220	Civil Litigation I*
LGL221	Civil Litigation II*
LGL230	Torts
LGL240	Contracts and Commercial Transactions
LGL250	Criminal Law
LGL260	Criminal Procedure
LGL270	Wills and Probate
LGL280	Family Law
LGL300	Administrative and Municipal Law
LGL310	Employment Law
LGL350	Alternative Dispute Resolution
LGL400	Advanced Legal Research and Writing
LGL410	Legal Career Seminar
INT499	Bachelor's Degree Internship
or	
IDS490	Bachelor's Degree Capstone**

*\*Courses run in synchronous or traditional face-to-face format only*

*\*\*The capstone course may be taken only with the approval of the Program Director by students who have experience working in the paralegal or a law-related field.*

## **Widener 2+3 Option for Completion of Legal Studies Bachelor's Degree**

Pursuant to an agreement between Central Penn College and Widener Commonwealth School of Law, Legal Studies bachelor's degree students who wish to attend Widener may choose the 2+3 option. Under this option, qualified students take 90 credits toward their bachelor's degree at Central Penn, and then enroll as full-time students in Widener Commonwealth School of Law. The remaining 30 credits of the bachelor's degree are fulfilled by transferring credits earned at Widener toward a law degree. Upon successful completion of 30 credits of coursework at Widener, students receive their Legal Studies bachelor's degree regardless of whether they complete their law degree at Widener.

To qualify for the 2+3 option, students must maintain a minimum 3.0 GPA and achieve a score on the LSAT equal to or exceeding the median score of students entering Widener during the previous year. In addition, students must complete the Widener application and otherwise meet all admissions requirements to be accepted into Widener.

Students who are not accepted into Widener or do not successfully complete at least 30 credits of coursework at Widener will not receive their Legal Studies bachelor's degree unless they return to Central Penn and fulfill all remaining degree requirements. In that event, Central Penn does not guarantee that all credits taken at Widener will be applied toward the Legal Studies bachelor's degree. Decisions about the transfer of credits from Widener to Central Penn will be based on the content of the courses taken at Widener and the remaining course requirements to complete the bachelor's degree.

Before attending Widener, students must complete 51 Legal Studies core course credits and 39 general education credits. The 51 Legal Studies core credits are:

LGL100	Foundations in Law
LGL110	Principles of Legal Research
LGL120	Historical Perspectives of the Constitution
LGL130	Evidence
LGL210	Legal Research and Writing I
LGL211	Legal Research and Writing II
LGL220	Civil Litigation I
LGL221	Civil Litigation II
LGL230	Torts
LGL240	Contracts and Commercial Transactions
LGL250	Criminal Law
LGL270	Wills and Probate
LGL280	Family Law
LGL300	Administrative and Municipal Law
LGL310	Employment Law
LGL350	Alternative Dispute Resolution
LGL450	LSAT/LSAC Preparation

The 39 general education credits are the general education credits required for a bachelor's degree, except for the 3 credit experiential learning component.

The Widener 2+3 option is not an endorsement of Widener Commonwealth School of Law. Students are welcome to complete the Legal Studies bachelor's degree program and apply for and attend any law school of their choice. Students intending to apply to law school, but not taking the 2+3 option, are strongly encouraged to take LGL450 LSAT/LSAC Preparation.

### **Approved Substitutions from Prior Catalogs**

Students entering Central Penn prior to Summer 2022 may substitute the following courses for Legal Studies core courses under prior catalogs:

- Substitute LGL410 Legal Career Seminar for LGS285 Legal Seminar.
- Substitute LGL430 Advanced Topics in Law or LGL450 LSAT/LSAC Preparation\* for LGS310 Legal Communications.

*\*Should only be taken by students planning on applying to law school.*

### **Limitation on Transfer of Legal Specialty Credits**

Students transferring credits into the Legal Studies bachelor's program may not transfer more than 15 credits of legal specialty courses. Legal specialty courses are:

LGL210	Legal Research and Writing I
LGL211	Legal Research and Writing II
LGL220	Civil Litigation I
LGL221	Civil Litigation II
LGL240	Contracts and Commercial Transactions
LGL270	Wills and Probate
LGL280	Family Law
LGL330	Bankruptcy Law
LGL340	Fundamentals of Real Estate Law

All transfers of legal specialty courses must be approved by the Program Director. LGL210, LGL211, LGL220, and LGL221 may not be replaced with transfer credits unless the transferred courses were taken in a traditional classroom or remote synchronous format.

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

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Central Penn College is currently not enrolling students in the Bachelor of Science in Nursing (RN to BSN) program. The program is tentatively scheduled to begin enrolling in Spring 2025.

The Bachelor of Science degree in Nursing (BSN) Program is an online RN to BSN program designed to meet the educational needs of the Registered Nurse (RN). All courses are 100% online and practice experiences to support professional nursing expertise and career development are accomplished in the student's local area, if available. The BSN degree provides a base for nurses to assume professional nursing roles in a variety of healthcare settings and to meet requirements for enrollment in advanced practice and specialty graduate nursing education programs.

### **Mission**

The Central Penn College Nursing Program mission is to provide nursing education that prepares graduates to assume professional nursing roles in a variety of settings and achieve expanded career goals, including entry into graduate programs in nursing.

### **Program Learning Objectives**

- Analyze principles, models, and research studies from nursing and related disciplines to support evidence-based practice (EBP) decisions, patient care safety, and quality improvement in clinical practice.
- Incorporate the use of appropriate patient care technology to facilitate management and provision of interdisciplinary care.
- Evaluate current issues and trends in healthcare policies and participate in actions that advance the nursing profession and individual professional development.
- Collaborate effectively with nursing colleagues, other disciplines, patients and families to create safe and culturally competent health care outcomes.
- Apply the nursing process to address health promotion and complex care issues of diverse populations across the life span in a variety of health care environments.
- Share and assume responsibility for leadership in monitoring and ensuring high quality care as a member of the interdisciplinary health care team.
- Demonstrate professional, ethical and legal accountability in the provision and delegation of nursing care.

### **Admission Requirements**

- Validation of current unencumbered RN license in state of residence and state where student expects to complete courses that involve practice experiences.
- Graduation from an ACEN, formerly NLNAC, approved associate degree or diploma in nursing program with grade point average of 2.5 or better, confirmed by review of official transcripts.
- Submission of Central Penn College application and official transcripts of previous college education for transfer credit evaluation.
- Letters of Reference: Two (2) professional/academic references (former educator, professional colleague or supervisor at place of employment) to Central Penn College Admissions Department.
- Essay: Submission of a written paper that addresses professional experience (past work and education experience) and goals for completion of the BSN degree.

## **Program Learning Objectives**

- Analyze principles, models, and research studies from nursing and related disciplines to support evidence-based practice (EBP) decisions, patient care safety, and quality improvement in clinical practice.
- Incorporate the use of appropriate patient care technology to facilitate management and provision of interdisciplinary care.
- Evaluate current issues and trends in healthcare policies and participate in actions that advance the nursing profession and individual professional development.
- Collaborate effectively with nursing colleagues, other disciplines, patients and families to create safe and culturally competent health care outcomes.
- Apply the nursing process to address health promotion and complex care issues of diverse populations across the life span in a variety of health care environments.
- Share and assume responsibility for leadership in monitoring and ensuring high quality care as a member of the interdisciplinary health care team.
- Demonstrate professional, ethical and legal accountability in the provision and delegation of nursing care.

## **Credit for Professional Credentials**

In recognition of the life experience learning associated with achievement of licensure and practice as an RN, 15 credits applicable to General Education credit requirements are granted on admission for validation of a current unencumbered RN license in the state of residence and the state where the student expects to complete practice experience requirements while enrolled in the program.

## **Compliance Requirements for Clinical Agencies**

Compliances that are required by clinical agencies need to be completed prior to enrollment in courses with practice experiences. Requirements e.g. Professional Liability Insurance, documentation of CPR certification for Health Care Provider, etc. are presented in the Nursing Program Student Handbook and completed as part of meeting the course requirements for NUR300 Philosophy of Professional Nursing, the first nursing course in the RN to BSN program. The Practice Experiences Compliances Policy is published in the Nursing Program Handbook available at the Nursing Program home page, on the Central Penn College's website. Practice experiences are an expected part of all BSN programs, including RN to BSN to meet national standards. Experiences are focused on application of new skills acquired to support BSN practice roles and not like clinical in pre-licensure programs.

## **Program Requirements**

Central Penn requires a minimum of 120 credits for a bachelor's degree. A potential of 60 credits will be accepted by transfer for an Associate degree in nursing and 15 credits will be granted for validation of a current RN license. Students will complete 49 credits at Central Penn College: Nursing Program Core Courses - 37 credits and General Education - 12 credits. Students who fail to meet the requirements for graduation with a bachelor's degree at Central Penn College through transfer credits will be required to take additional courses.

## **Nursing Program Core Courses - 37 Credits**

ALH370	Healthcare Informatics
ALH375	The Inter-professional Healthcare Team
ALH388	Healthcare Quality Management
NUR330	Philosophy of Professional Nursing
NUR335	Introduction to Nursing Research
NUR350	Health Assessment*
NUR410	Community Health Promotion and Education*



NUR420 Leadership, Management and Role Transition\*  
 NUR430 Evidenced-Based Practice in Complex Care  
 NUR498 Capstone for Nursing\*  
 300+ level Nursing Elective  
 300+ level Nursing Elective

*\*Includes Practice Experience*

## **General Education Requirements – 12 Credits**

### **Experiential Learning – 3 Credits** *(Choose one of the following)*

HON400 Honors Studies  
 IDS401 Topics in Service Learning  
 IDS402 Topics in Student Leadership  
 IDS403 Independent Study in Special Topics

### **Open Intersection – 9 Credits** *(Choose three of the following)*

IDS315 Global Cultural Study  
 IDS325 Nature of Leadership  
 IDS400 Topics in Multiculturalism  
 PHI300 Critical Thinking  
 SCI320 Advanced Nutrition for Healthcare Providers  
 SCI330 Advanced Pharmacology

## **Progression Policy for the RN to BSN Program**

Graduates of the RN to BSN Program are expected to be prepared for advancement into graduate study. Grade standards are set to support acquisition of knowledge that adequately prepares graduates to continue their nursing education. NUR courses in the nursing major are designated “C+ or higher to progress.” Students must also maintain an overall GPA of 2.5 for all courses taken at Central Penn College to complete requirements for the bachelor’s degree.

1. If a student scores below “C+”(77%) on one of the NUR courses, they have one opportunity to retake the course. The grade for the first attempt will be recorded on the transcript. When the course is taken twice, both grades appear on the transcript, but only the second of the two courses is calculated in the student’s GPA.
2. If on the second attempt the final grade falls below “C+” (77%), the student will not be able to continue in the program.
3. Maintenance of a 2.5 GPA is also required to remain in the program. Academic warning occurs when a student falls below 2.5 at the end of any academic term. Academic dismissal occurs when a student’s GPA falls below 2.5 and the student fails to demonstrate achievement of 2.5 GPA in the following term.
4. Midterm warnings are issued when the course grade at midterm falls below “C”(77%). Students are advised to seek guidance immediately from the course faculty to develop remediation strategies that can support successful course completion.
5. The student has the right to appeal the dismissal decision. The Academic Grievance Policy can be accessed online in the College Catalog.

# Bachelor of Science Degree Program in Organizational Leadership

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Central Penn College is currently not enrolling students in the Bachelor of Science in Organizational Leadership (BSOL) program.

The Bachelor of Science degree program in Organizational Leadership is an interdisciplinary integrative approach that will prepare students to gain a solid theoretical and practical education in the principles of effective leadership. The program objective is to provide students with an education to facilitate and enhance their professional employability within their respective field of study or continue on to graduate study. The program emphasizes understanding leadership issues and applying the exercise of ethical leadership in complex social, culturally diverse, team, and organizational settings.

## Program Learning Objectives

- Compare and justify the need for leadership and management concepts by analyzing and reviewing a variety of processes.
- Explore and examine leadership roles within their chosen career field through the demonstration of professional competence and confidence.
- Discuss the knowledge, methods, and techniques needed to develop and motivate followers, resolve conflict and disputes.
- Examine and distinguish organizations as complex systems and the implications of workplace diversity, organizational change, and corporate culture.
- Select and apply techniques to continually improve an organization by using critical thinking, problem solving, and various research methods to support decisions.
- Through service learning, students will synthesize and interpret the impact social responsibility plays on significant political and social issues such as poverty, welfare, single parenting, and homelessness.
- Differentiate and compare principles of management, leadership, administration, and supervision.
- Illustrate strong written and oral communication skills consistent with or surpassing generally accepted standards for college graduates.
- Identify, compare, and research varied social, cultural, ethical, and aesthetic values while comparing perceptions of followers and leaders based on those followership styles.

## Program Requirements

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

### Organizational Leadership Core Courses – 43 Credits

BUS220	Principles of Management
BUS245	Human Resources
BUS365	Organizational Behavior
BUS401	Organizational Process Improvement
BUS402	Organizational Change Management
COM235	Management Proposal Writing
COM265	Organizational Communications and Leadership
IDS325	Nature of Leadership
IDS400	Topics in Multiculturalism
INT499	Bachelor's Degree Internship
LGL350	Alternative Dispute Resolution

PHI105	Ethics
SOC350	Social Responsibility
SOC400	Leadership in Society
STS300	Job Pursuit Seminar

**Choice Courses – 21 Credits** *(15 credits must be at 300 level or higher)*

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

ALH320	Health Services Organization and Management
BUS330	Non-Profit Organizations
BUS355	Project Management
COM405	Crisis Communications
CRI416	Crisis Management
HSM215	Emergency Management
HSM420	Emergency Management: Disaster Policy and Politics
LGL310	Employment Law
POL225	Congress and American Presidency
POL310	Public Policy
POL320	State and Local Government
POL325	Conflicts in American Government

# MINORS

An academic minor is an organized program of study outside of your major that comprises the fundamental requirements of an academic major (core and choice courses) equivalent to a minimum of 18 semester credit hours. If you are interested in electing a minor, you should confer with the Program Director of your major department. Only nine credit hours taken in one minor or major may be counted toward the fulfillment of a minor.

## Minor in Accounting

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Central Penn's Minor in Accounting prepares students to become familiar with the concepts of accounting and the accounting profession by providing them an opportunity to obtain knowledge on a variety of topics with the objective to facilitate and enhance their employability within their respective field of study.

### Learning Objectives

- Interpret and apply Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) and apply them to the business environment.
- Apply problem solving and research skills to summarize financial data and communicate the results of operations to the user of the financial information.

### Requirements – 18 credits

Students within the Bachelor of Science Degree in Accounting are required to take these 18 credits and therefore this minor is not available to students majoring in Accounting.

### Minor in Accounting Courses – 18 credits

ACC100	Accounting I *
ACC110	Accounting II
ACC200	Managerial Accounting
ACC220	Income Tax
ACC230	Intermediate Accounting I
ACC320	Cost Accounting

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

## Minor in Business Administration

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Central Penn's Minor in Business Administration prepares students to become ethical, competent, and innovative graduates in order to meet the demands of the competitive 21st century global business environment. This minor allows students to select curriculum from key functional areas of business to include banking & finance, healthcare administration, human resource management, organizational change management, and marketing.

### Learning Objectives

- Demonstrate competency in and across business disciplines.
- Identify appropriate resources and apply analytical reasoning/critical thinking skills in order to make informed business decisions.

**Requirements – 18 credits**

Students within the Bachelor of Science Degree in Business Administration are required to take these 18 credits and therefore this minor is not available to students majoring in Business Administration.

**Minor in Business Administration Courses – 18 credits**

Any six (6) courses with a BUS designation not fulfilling another degree requirement.

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**Minor in Communications Media**

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Central Penn's Minor in Communications Media prepares students to work in multiple media who want to hone their communication skills to complement their major course of study and enhance their employability within their field of study. Students learn the basis of media studies and produce media content. The Minor in Communications Media enhances the ability to showcase expertise in creating this content through various communication channels.

**Learning Objectives**

- Explain the core areas of communication, including the rules, standards and practices of traditional and digital communications.
- Communicate effectively—in speech, writing, and visual arts—in a variety of interpersonal and mass media settings.
- Appraise the impact communications technology has on the distribution and consumption of media within societies and cultures globally.

**Requirements – 18 credits**

Students within the Bachelor of Science Degree in Corporate Communications are required to take these 18 credits and therefore this minor is not available to students majoring in Corporate Communications.

**Minor in Communications Media Courses – 18 credits**

COM100	Survey of Mass Communications
COM125	Digital Photography and Image Editing
COM140	Media Writing
COM230	Desktop Publishing
COM270	Writing for Broadcast Media
COM290	Video Production

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**Minor in Crime and Criminal Behavior**

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Central Penn's Minor in Crime and Criminal Behavior prepares students to become familiar with the criminal justice profession by providing them an opportunity to obtain knowledge on a variety of legal topics with the objective to facilitate and enhance their employability within their respective field of study.

**Learning Objectives**

Exhibit knowledge of relevant bodies of criminal and civil law, crime prevention strategies, critical incident response protocols, police-community relations, and professional ethics.

### **Requirements – 18 credits**

Students within the Bachelor of Science Degree in Criminal Justice are required to take these 18 credits and therefore this minor is not available to students majoring in Criminal Justice. It is highly suggested that a student takes PSY100 Psychology as their choice course in the Scientific Reasoning Foundation to prepare for this minor.

### **Minor in Crime and Criminal Behavior Courses – 18 credits**

CRI100	Criminal Justice
CRI225	Juvenile Justice: Alternative to Incarceration
CRI245	Criminal Investigations
CRI285	Societal Changes in Victimology
CRI310	Criminal Profiling: Policy and Practice
CRI380	Psychology of the Criminal

## **Minor in Information Technology: Networking**

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Central Penn's Minor in Information Technology: Networking prepares students to collaborate with management and lead project teams in the design, installation, maintenance, and security of complex networks.

### **Learning Objectives**

- Demonstrate the ability to illustrate user needs and apply an IT-based solution in order to solve a technical problem and enhance the user environment.
- Evaluate a computer-based system, process, component, or program to meet needs of individuals, organizations, and society.

### **Requirements – 18 credits**

Students are required to take 18 credits associated with the Bachelor of Science Degree in Information Technology. This minor is not available to students majoring in Information Technology.

### **Minor in Information Technology: Networking Courses – 18 credits**

TEC140	Microcomputer Systems
TEC135	Networking I
TEC222	Networking II (Prerequisite TEC135)
TEC248	Routers and Switches (Prerequisite TEC135)
TEC330	Network Management (Prerequisite TEC222)
TEC412	Pen Testing (Prerequisite TEC330)

## **Minor in Information Technology: Programming**

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Central Penn's Minor in Information Technology: Programming prepares students to collaborate with management and lead project teams in developing applications to solve business problems. In addition to hand-on technical skills, students will understand the standards and principles of programming and be able to apply them to new and challenging situations.

### **Learning Objectives**

- Demonstrate the ability to illustrate user needs and apply an IT-based solution in order to solve a technical problem and enhance the user environment.

- Evaluate a computer-based system, process, component, or program to meet needs of individuals, organizations, and society.

### **Requirements – 18 credits**

Students within the Bachelor of Science Degree in Information Technology are required to take these 18 credits and therefore this minor is not available to students majoring in Information Technology.

### **Minor in Information Technology: Programming Courses – 18 credits**

TEC120	Structured Programming
TEC140	Microcomputer Systems
TEC235	Objected Oriented Programming I
TEC240	Visual Basic for Applications
TEC245	Internet Programming I
TEC345	Internet Programming II

## **Minor in Legal Studies**

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Central Penn's Minor in Legal Studies provides non-legal majors with an understanding of the legal profession and various legal principles relevant to their fields of study. \*A minor in Legal Studies does not qualify you to perform as a Paralegal.

### **Learning Objectives**

- Comprehend relevant bodies of law, the legal system, judicial processes, and prevailing legal theory.

### **Requirements – 18 credits**

Students within the Bachelor of Science Degree in Legal Studies are required to take these 18 credits and therefore this minor is not available to students majoring in Legal Studies. It is highly suggested that a student takes PSY100 Psychology or SOC100 Sociology as their choice course in the Scientific Reasoning Foundation to prepare for this minor.

### **Minor in Legal Studies Courses – 18 credits**

LGL100	Foundation in Law
LGL350	Alternative Dispute Resolution

Any four of the following:

LGL230	Torts
LGL240	Contracts and Commercial Transactions
LGL250	Criminal Law
LGL260	Criminal Procedure
LGL270	Wills and Probate
LGL280	Family Law
LGL310	Employment Law

## **Minor in Public Relations**

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Central Penn's Minor in Public Relations prepares students to promote a client's business, image, product or service. Public relations is a strategic communication process that builds mutually beneficial relationships between organizations (business, government, nonprofit, individual) and

the public by creating and delivering key messages through traditional and social media. The program provides students a well-rounded education in public relations that focuses on skills for creating message campaigns to complement students' major course of study and to enhance their employability within their field of study.

**Learning Objectives**

- Explain the core areas of communication, including the rules, standards and practices of traditional and digital communications.
- Communicate effectively—in speech, writing, and visual arts—in a variety of interpersonal and mass media settings.

**Requirements – 18 credits**

Students within the Bachelor of Science Degree in Corporate Communications are required to take these 18 credits and therefore this minor is not available to students majoring in Corporate Communications.

**Minor in Public Relations Courses – 18 credits**

COM130	Public Relations
COM140	Media Writing
COM220	Journalism
COM225	Writing for Public Relations
COM265	Organizational Communications and Leadership
COM305	Media Relations



# COURSE DESCRIPTIONS

## Accounting

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

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

### **ACC100      Accounting I\***

**3 Credits**

This course is an introduction to Generally Accepted Accounting Principles (GAAP) as they pertain to external financial reports. The accounting cycle, accounting systems, theories, and policies relative to asset valuation, liability measurement, and income determination are presented. Emphasis is placed on accounting for a sole proprietorship.

*Prerequisites:* MTH010 with a grade of C or higher or accounting math placement test score of 75 or higher or advanced placement

*Terms Offered:* SU, FL, WI, SP

### **ACC110      Accounting II**

**3 Credits**

This course is a study of corporate accounting including the issue of stock and payment of dividends. Other topics include accounting for partnerships, plant assets, intangible assets, investments, inventories and payroll, and liabilities.

*Prerequisite:* ACC100 or BUS115

*Terms Offered:* SU, FL, WI, SP

### **ACC200      Managerial Accounting**

**3 Credits**

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

*Prerequisite:* (ACC110 or concurrent registration) or BUS115

*Terms Offered:* FL, SP

### **ACC210      Data Management Applications**

**3 Credits**

This course is designed to introduce students to the QuickBooks computer application system. Students will use this accounting program to process common business transactions, prepare financial reports, and analyze financial statements.

*Prerequisite:* ACC110

*Terms Offered:* FL, SP

### **ACC220      Income Tax**

**3 Credits**

This course provides a comprehensive explanation of various parts of the federal individual income tax code. The student will apply the tax code by completing commonly used income tax forms through the use of tax software.

*Prerequisite:* ACC110 (or concurrent registration) or BUS115 (or concurrent registration)

*Terms Offered:* WI, SP

### **ACC230      Intermediate Accounting I**

**3 Credits**

A study of contemporary financial statements and related accounting practices, processes and presentation. Emphasis is placed on cash, accounts receivable, notes receivable, inventories, and cost of goods sold.

*Prerequisite:* ACC110

*Terms Offered:* SU, WI

### **ACC300      Intermediate Accounting II**

**3 Credits**

A study of the application of generally accepted accounting principles and financial pronouncements to the financial reporting and disclosure of property, plant and equipment, investments, current and

noncurrent liabilities, and shareholders' equity.

*Prerequisite: ACC230*

*Terms Offered: FL, SP*

**ACC310 Nonprofit Accounting**

**3 Credits**

A study of fund accounting reporting principles, procedures, and standards. This will be accomplished through analyzing, recording, summarizing, evaluating, and interpreting accounting data for government units and other nonprofit organizations.

*Prerequisite: ACC110*

*Terms Offered: SU, WI*

**ACC320 Cost Accounting**

**3 Credits**

This course is a study of manufacturing cost accounts, documents and reports, job order costing, process costing and standard costing reporting. Other topics discussed will be direct and variable costing, fixed and variable overhead recording and distribution process, ABC costing, joint cost allocation and cost analysis for management decision making.

*Prerequisite: ACC200*

*Terms Offered: SU, FL*

**ACC325 Accounting Information System**

**3 Credits**

This course is designed to introduce computer technology and literacy as it relates to design, implementation, and operation of accounting information systems. A major portion of the course is devoted to internal control procedures. Generally Accepted Auditing Standards require a complete understanding of a company's internal controls to assess the risk of material misstatement of financial statements prepared in accordance with Generally Accepted Accounting Principles.

The objective of the course is to familiarize students with (1) accounting information systems (AIS) and their components; (2) the transformation of raw financial data into financial information by AIS; (3) the use of internal controls to assure the accuracy and reliability of accounting data and information; (4) the systems analysis, design, and implementation cycle; and (5) the completion of a case study analyzing financial information.

*Prerequisite: ACC300*

*Terms Offered: SU, WI*

**ACC330 Advanced Income Tax**

**3 Credits**

A study of the application of generally accepted accounting principles and financial pronouncements to the financial reporting and disclosure of property, plant and equipment, investments, current and noncurrent liabilities, and shareholders' equity.

*Prerequisite: ACC220*

*Terms Offered: As needed*

**ACC335 Intermediate Accounting III**

**3 Credits**

To provide students with a thorough understanding of the Conceptual Framework of financial accounting through a study of the application of generally accepted accounting principles relating to advance accounting topics such as revenue recognition, leases, income taxes, pensions and postretirement benefits, share-based compensation and EPS, accounting changes, and the Statement of Cash Flows.

*Prerequisite: ACC300*

*Terms Offered: SU, WI*

**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 trans-actions, and business combinations. Foreign currency and partnership transactions are also examined.

*Prerequisite: ACC335*

*Terms Offered: As needed*

**ACC405      Auditing****3 Credits**

This course is a study of Generally Accepted Standards and Statements of Auditing Standards as the foundation for the audit process. Topics covered include the demand for audit services, the audit process, applications of the audit process to normal business cycles, understanding financial statement assertions, audit reports for financial statements, legal liability and the professional ethical responsibility of the auditor.

*Prerequisite: ACC300*

*Terms Offered: FL, SP*

**ACC425      Advanced Auditing****3 Credits**

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

*Prerequisite: ACC405 or successful completion of ACC405 final exam*

*Terms Offered: SU, WI*

## Allied Health

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

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

**ALH102      Medical Administrative Skills I\*****2 Credits**

This course will contain administrative skills of the MAERB core curriculum. Communication will be studied in-depth. The medical record will be introduced along with proper documentation. Telephone techniques, equipment maintenance, and inventory will be presented. Scope of practice and medical law and ethics will be covered.

*Terms Offered: SU, WI*

**ALH104      MA Clinical Skill I\*****3 Credits**

This course provides students with the basic overall health procedures. Students will complete vital sign assessments, bloodborne pathogen training, and development of communication skills for the clinical setting. HIPAA, maintaining and understanding the components of medical record along with documentation will be discussed. Patient examinations and dietary needs will be presented.

*Terms Offered: SU, WI.*

**ALH106      Structure, Function, and Disease of the Human Body I\*****3 Credits**

The organization of the human body is presented. Some basic chemistry, the structure of the human cell, and tissues of the body are studied. The basis of medical terminology will be covered. The anatomy and physiology, the medical terminology, and the pathophysiology of the muscular, skeletal, reproductive, and digestive systems will be explored.

*Terms Offered: SU, WI.*

**ALH108      Medical Terminology and Pharmacology\*****3 Credits**

This course provides the student with the ability to recognize, analyze, define, spell, and correctly utilize the medical language used to convey information about anatomy, physiology, disease control, and treatment of alteration in one's state of health. Medical Terminology applies in describing normal as well as abnormal; study begins with the normal as a base and adds to this the terms that describe pathological changes. The student specifically becomes aware of the medical prefixes, roots, and suffixes in forming a medical vocabulary. Students will develop appropriate communication skills within the healthcare field. The classification of medications by action will be studied.

*Terms Offered: WI, SU (online); WI (on ground)*

**ALH109 Patient Care Assistant****3 Credits**

In this course students will learn the skills needed to become a patient care assistant. The course is divided into the following sections: Basic Patient Care, Compliance and Safety, Infection Control, Skills lab, PCA clinical experience.

*Terms Offered: As needed*

**ALH112 Essentials of Anatomy and Physiology I\*****3 Credits**

This course examines the structural organization and the functioning of the human body. The human cell is described in detail as it is the basic building block of the body. Body planes, directional terms, quadrants, and cavities are illustrated and located. The components and normal processes of the integumentary, skeletal, muscular, nervous, endocrine, and lymphatic systems are discussed. Common pathology and aging are related to structure and function.

*Terms Offered: SU, FL, WI, SP (online), FL (on ground)*

**ALH115 Medical Insurance\*****3 Credits**

In this course the student is introduced to the major nationwide medical insurance plans. An overview of eligibility and benefits of Blue Cross/Blue Shield, Medicare, Medicaid, TRICARE, Workers' Compensation, Health Maintenance Organizations (HMO), and Preferred Provider Organizations (PPO) will be discussed. This course will also familiarize the student with the purpose and use of ICD-10 diagnostic and CPT procedural coding. Other procedural/diagnostic coding systems currently in use are presented. The student will learn to prepare medical insurance claim forms for reimbursement.

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

*Terms Offered: SU, FL, WI, SP (online)*

**ALH119 Patient Care Technician****3 Credits**

In this course students will learn the skills needed to become a patient care technician. The course is divided into the following sections:

*Terms Offered: As needed*

- **Basic Patient Care** In this section students will attain the skills required to provide direct patient care including ADLs, emotional support, use of equipment, reporting, and monitoring of patient changes.
- **Compliance and Safety** In this section students will learn about mandatory reporting, prevention of injuries, Joint Commission patient safety guidelines, HIPAA, cultural competence, and scope of practice.
- **Infection Control** In this section students will learn and practice standard and transmission-based precautions, biohazardous waste, aseptic and sterile techniques, equipment disinfection, and OSHA standards.
- **Skills lab** In this section students will practice skills learned and demonstrate competency in key skills for patient care technicians including phlebotomy and EKG.
- **PCA clinical experience** 60-hour clinical experience in a healthcare facility.

**ALH120 Anatomy and Physiology I+****3 Credits**

This course is a study of the normal structure and function of the human body. The course covers the basic cell, body chemistry, and then provides an in-depth investigation into the integumentary system. The skeletal system, and the muscular system. The lab will consist of demonstration and hands-on learning in the following areas: cell structure, planes of movement, axis of rotation, wound care, sterile techniques, isolation precautions, joint system bone structure and landmarks, and the musculoskeletal system of the body. Emphasis will be placed on the practical application, skill development, and effective communication techniques. Successful completion of competency examinations in an ethical, safe and effective manner is required for this course. Through the competency examinations, students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Co-requisite: ALH120L*

*Terms Offered: SU, FL, WI, SP (on ground)*

**ALH120L     Anatomy and Physiology I Lab+****1 Credit**

This course is the practical laboratory application of the concepts learned in ALH120 which is a study of the normal structure and function of the human body. The course covers the basic cell, body chemistry, and then provide an in-depth investigation into the integumentary system, the skeletal system, and the muscular system. The lab will consist of demonstration and hands-on learning in the following areas: cell structure, planes of movement, axis of rotation, wound care, sterile techniques, isolation precautions, joint system, bone structure and landmarks, and the musculoskeletal system of the body. Emphasis will be placed on practical application, skill development, and effective communication techniques. Successful completion of competency examinations, student will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Co-requisite: ALH120*

*Terms Offered: SU, FL, WI, SP (on ground)*

**ALH122     Essentials of Anatomy and Physiology II\*****3 Credits**

This course continues the study of the human body. The cardiovascular, respiratory, digestive, urinary, and reproductive systems' structures and functions are studied. An in-depth study of fluid and electrolyte balance in the body is included as is acid/base balance and the importance to a functioning human body.

*Prerequisite: ALH112*

*Terms Offered: SU, FL, WI, SP (online), WI (on ground)*

**ALH124     Medical Administrative Skills II\*****2 credits**

This course contains administrative skills of the MAERB core curriculum. It will cover office finances, written and electronic communication, the electronic medical record, and managing medical records. The role of a patient navigator and assisting with community resources will be presented. Professionalism and job search skills will be discussed.

*Prerequisites: ALH102, ALH104, ALH106*

*Terms Offered: FL, SP*

**ALH125     Diagnostic Coding\*****3 Credits**

The students will learn to abstract information from the medical record and combine it with coding strategies to obtain the proper codes for diagnoses. The ICD-10M book will be studied for understanding of format. DRG's will also be discussed.

*Terms Offered: SU, WI (online)*

**ALH126     MA Clinical Skills II\*****3 Credits**

This course will focus on identifying classification of medications including use, desired effects, side effects and adverse reactions. Students will learn basic math concepts and apply those to solve dosage calculations. Surgical asepsis, assisting with minor office surgeries and understanding the role of the MA in this type of ambulatory setting will be taught.

*Prerequisites: ALH102, ALH104, ALH106.*

*Terms Offered: FL, SP*

**ALH128     Structure, Function, and Disease of the Human Body II\*****3 Credits**

This course continues the study of the functioning of the human body. The anatomy and physiology, the medical terminology, and the pathophysiology of the integumentary, respiratory, nervous, and endocrine systems will be explored. Special senses will be discussed.

*Prerequisites: ALH102, ALH104, ALH106.*

*Terms Offered: FL, SP*

**ALH130     Anatomy and Physiology II+****3 Credits**

This course builds on knowledge obtained in Anatomy and Physiology I by investigating the anatomical structure, organization and general physiology of the digestive, lymphatic, urinary, and endocrine systems. This course emphasizes the anatomy and physiology of the nervous system, cardiovascular system and the respiratory system. Medical terminology will be incorporated into the weekly topics. The lab component will consist of hands-on learning in the following areas: Nervous system, cardiovascular

system, respiratory system, and vital sign assessment. Emphasis will be placed on practical application, skill development, and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective manner is required for this course. Through the competency examinations, students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Co-requisite: ALH130L*

*Prerequisites: ALH120 and ALH120L*

*Terms Offered: SU, FL, WI, SP (on ground)*

### **ALH130L     Anatomy and Physiology II Lab+**

**1 Credit**

This course is the practical laboratory application of the concepts learned in ALH130 which builds on knowledge obtained in Anatomy and Physiology I by investigating the anatomical structure, organization and general physiology of the digestive, lymphatic, urinary, and endocrine systems. This course emphasizes the anatomy and physiology of the nervous system, cardiovascular system, and the respiratory system. Medical terminology will be incorporated into the weekly topics. The lab component will consist of hands-on learning in the following areas: Nervous system, cardiovascular system, respiratory system, and vital sign assessment. Emphasis will be placed on practical application, skill development, and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective matter is required for this course. Through the competency examinations, student will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Co-requisite: ALH130*

*Prerequisites: ALH120 and ALH120L*

*Terms Offered: SU, FL, WI, SP (on ground)*

### **ALH132     Health Insurance\***

**2 Credits**

Major medical insurance plans will be introduced and medical insurance claim forms for reimbursement will be completed. The basic purpose and understanding of diagnostic and procedural coding will be studied. The course includes coding from medical record documentation.

*Prerequisites: ALH124, ALH126, ALH128*

*Terms Offered: SU, WI*

### **ALH134     MA Clinical Skills III\***

**3 Credits**

In this course students will be introduced to the laboratory component of the medical office. Students will be taught phlebotomy, CLIA waived testing, and how to collect specimens. CPR, first aid training, emergency management and emergency preparedness is presented.

*Prerequisites: ALH124, ALH126, ALH128*

*Terms Offered: SU, WI*

### **ALH136     Structure, Function, and Pathophysiology of the Human Body III\***

**3 Credits**

The structure, function, medical terminology, and pathophysiology of the cardiovascular (including the blood), lymphatic, immune, and urinary systems are explored.

*Prerequisites: ALH128, ALH124 and ALH126*

*Terms Offered: SU, WI*

### **ALH145     Allied Health Procedures\***

**3 Credits**

This course provides the student with an overview of basic health procedures. Emphasis is placed on developing therapeutic communication in the clinical setting. Students will learn the components of a medical record and principles of medical documentation. Application of HIPAA, principles of Standard Precautions, vital sign assessment, and monofilament testing will be presented.

*Prerequisite: ALH112 or ALH120*

*Terms Offered: FL, SP (on ground)*

### **ALH155     Advanced Anatomy and Physiology I+**

**3 Credits**

This course is a study of the normal structure and function of the human body. The course covers the basic cell, body chemistry and then provides and in-depth investigation into the integumentary system,

the skeletal system, the muscular system, the nervous system, and the special senses.

*Co-requisite: ALH155L*

*Terms Offered: FL*

**ALH155L      Advanced Anatomy and Physiology I+**

**1 Credit**

This course is the practical laboratory application of the concepts learned in ALH155, Advanced Anatomy and Physiology I. The focus of this course is the normal of the human body including the integumentary system, the skeletal system, the muscular system, the nervous system, and the special senses.

*Co-requisite: ALH155*

*Terms Offered: FL*

**ALH165      Advanced Anatomy and Physiology II+**

**3 Credits**

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

*Prerequisite: ALH155 and ALH155L*

*Co-requisite: ALH165L*

*Terms Offered: WI*

**ALH165L      Advanced Anatomy and Physiology II+**

**1 Credit**

This course is the practical laboratory application of the concepts learned in ALH165, Advanced Anatomy and Physiology II. The focus of this course is the normal of the human body including the cardiovascular, respiratory, digestive, lymphatic, urinary, endocrine and reproductive systems.

*Prerequisites: ALH155 and ALH155L*

*Co-requisite: ALH165*

*Terms Offered: WI*

**ALH180      Medical Administrative Procedures\***

**3 Credits**

In this course, the student is trained in the most up-to-date administrative functions in physicians' offices. Important aspects of office procedures include communicating and interacting with patients, the role of the receptionist, effective telephone usage, administrative planning, supply and task organization, 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: ALH108, ALH145 and ENG101*

*Terms Offered: FL, SP (online)*

**ALH208      Clinical Procedures\***

**3 Credits**

This course emphasizes the information on the medication label and the physician's order. Identification of the classifications of medications including indications for use, desired effects, side effects, and adverse reactions will be studied. Students will learn the concepts used to calculate medication dosages. A comprehensive review of basic math theory is given. Wound care and dressings will be discussed. Additional topics include surgical asepsis, assisting with minor surgeries, and theory of IV therapy.

*Prerequisites: ALH108 and ALH145*

*Terms Offered: SU, WI (on ground)*

**ALH210      Clinical Techniques\***

**3 Credits**

This course will outline the principles and procedures of complete physical, gynecological, obstetrical, and pediatric examinations. The student is given the opportunity to gain basic knowledge and understanding of the purposes, techniques, and the procedures of electrocardiography, radiology, pulmonary function testing, and medication administration that are commonly associated with the physician's office.

*Prerequisites: ALH122, ALH145, and ALH208.*

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

*Terms Offered: FL, SP (on ground)*

**ALH230      Disease and Diagnostic Methods\***

**3 Credits**

This course introduces pathology and disease by investigating the etiology, pathophysiology, and clinical manifestation of a wide variety of diseases affecting the various body systems of the human body. Diagnostic procedures and treatments for various disorders will be discussed. Students will develop sensitivity for persons with various disabilities. Communication skills between patient, family, and healthcare personnel will be addressed through student presentations.

*Prerequisites: ALH122, ALH130 or ALH165*

*Terms Offered: SU, WI (online)*

**ALH235      Procedural Coding\***

**3 Credits**

The student will learn to abstract information from the medical record and combine it with coding strategies to obtain the proper codes for procedures. The format and coding conventions of the Current Procedural Terminology, HCPCS, and IDC-10-PCS will be studied. Students will use practice management software to complete insurance claims.

*Terms Offered: SU, WI (online)*

**ALH255      Medical Law and Ethics\***

**3 Credits**

This course is an in-depth study of law and ethics as they pertain to health care and related fields. There are extensive discussions of legal, ethical, and bioethical issues which affect all aspects of medical office personnel. An emphasis on laws affecting liability, licensure, and health care directives is presented. Students will discuss and develop sensitivity for persons with disability, and cultural and socioeconomic differences.

*Terms Offered: SU, FL, WI, SP (online)*

**ALH280      Professional Behaviors for the Allied Health Professional+**

**3 Credits**

This course explores the ever-expanding role of the physical therapist assistant responsibilities, laws and ethics on their way to becoming a competent professional in the physical therapy field. There are discussions around legal, ethical, and social issues which affect patient and practitioner relationships. As part of the interprofessional healthcare team, students will discuss and develop various communication tools to provide effective treatments for patients from various social, economic, cultural, and physical backgrounds. An emphasis will be placed on understanding and putting into practice the APTA Code of Ethics, Guide for Conduct, and Standards of Ethical Conduct for the Physical Therapist Assistant. This course provides a foundation for students to understand their role and responsibilities in the clinical setting as they prepare for upcoming clinical rotations.

*Prerequisites: ALH108 or PTA100*

*Terms Offered: FL, SP*

**ALH285      Medical Assisting Diploma Internship**

**6 Credits**

The Medical Assisting internship experience of the Central Penn diploma program includes 160 hours of on-the-job educational experience. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment. The student will complete a formal program review course and sit for a national certification exam.

*Prerequisite: Successful completion of all program courses.*

*Terms Offered: FL, SP*

**ALH299      Medical Assisting Internship\***

**6 Credits**

The Medical Assisting Internship experience at Central Penn includes an on-the-job educational experience. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment. The student will complete a formal program review and sit for the certification exam.

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

*Terms Offered: As needed*



**ALH310 Medical Laboratory\*****3 Credits**

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

*Prerequisites:* ALH108, ALH145 and ALH122 or ALH130

*Terms Offered:* SU, WI (on ground)

**ALH320 Health Services Organization and Management\*****3 Credits**

This course involves the organization of the U.S. healthcare delivery system, and the basic management strategies and practices, which are implemented to administer its component parts. Dynamics of the interrelated components of the system are considered in terms of the impacts of social, political and economic change, and evolving system components to effectively accommodate and manage these changes.

*Prerequisite:* ENG220 or BUS220

*Terms Offered:* SU, WI (online)

**ALH330 Healthcare Policies and Politics\*****3 Credits**

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

*Prerequisite:* ENG220 or BUS220

*Terms Offered:* SU, WI (online)

**ALH350 Medical Seminar\*****3 Credits**

In this upper-level course, the students will practice administrative and clinical skills from the program in the Medical Assisting Laboratory. The course is designed to illustrate and explore the role of medical personnel within the framework of the health care profession and to assist the student in the transition from student to health care team member. The student becomes aware of the role the MA plays in promoting a professional image for the practice and of health care resources. Nutrition and diet therapies are studied. The law and ethics of healthcare are discussed. CPR, first aid training, emergency management, and emergency preparedness are presented.

*Prerequisite:* ALH210 or concurrent registration

*Offered:* FL, SP (on ground)

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

This course examines the challenges that have shaped the healthcare delivery system in the United States. The course will focus on key issues facing healthcare such as cost, access and quality and their impact on the issues and trends within the current environment of healthcare systems. In addition, this course will explore how the changing dynamics of healthcare directly impact patient care.

*Prerequisite:* ALH320 or ALH330

*Terms Offered:* SP, FL (online)

**ALH370 Healthcare Informatics****3 Credits**

Medical information is an important part of healthcare delivery. Healthcare professionals must have an understanding of how computers are used to deliver healthcare. This course will provide students from across a range of healthcare professions an exploration of information technology as it applies to healthcare, the knowledge and skills to manage health information technology to improve patient care, comply with accreditation and government regulations, and achieve efficiencies.

*Prerequisite:* ALH330

*Terms Offered:* SU, WI (online)

**ALH375      Interprofessional Healthcare Team****3 Credits**

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

*Prerequisite: ENG220 or NUR330*

*Terms Offered: FL, SP (online)*

**ALH388      Healthcare Quality Management\*****3 Credits**

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

*Prerequisite: ALH320*

*Terms Offered: SU, WI (online)*

**ALH400      Hospital and Health Services Administration****3 Credits**

This course prepares the student to carry out the day-to-day responsibilities of a hospital or healthcare facility administrator. It serves as foundational work to develop practical skills in operations management for rising healthcare managers. The issues of efficient production of patient care services, management of labor costs and supply chain, pharmaceuticals, and translation of operational performance improvement to financial sustainability are no different in a hospital than a physician clinic, home health agency, community health center, or ambulatory care facility.

*Prerequisites: BUS220 and BUS365*

*Terms Offered: FL, SP (online)*

**ALH405      Healthcare Leadership\*****3 Credits**

The rate of change in healthcare organizations requires development of leadership competencies. To meet these challenges, skilled leadership is needed that understands emerging best practices in relation to relevant leadership theories. This course is designed for students to understand and apply leadership theory including transformational and servant leadership, and address the specific issues related to healthcare leadership. Particular emphasis is placed on the leadership process, strategy development and conflict management.

*Pre-requisite: ALH255 and BUS365*

*Terms Offered: FL, SP (online)*

**ALH410      Health Economics and Financing Strategies****3 Credits**

This course includes analysis of financial flows, third-party payment programs, and reimbursement practices in the health sector. An economic analysis of the U.S. healthcare system regarding organization and financing policy issues will also be considered.

*Prerequisites: BUS365*

*Terms offered: WI (online)*

**ALH420      Healthcare Planning and Marketing****3 Credits**

This course considers planning and marketing from the perspective of an administrator with responsibility for delivery of a particular healthcare service to the public. The product may be a general hospital, a specialized clinic, or a residence and long-term care facility. Consideration is given to differences of approach to each of these various services, and also to the planning and marketing strategies, which are common to all. Public policy and government planning functions are also considered, as well as direct and indirect inputs from professional organizations, insurance providers, and other relevant parties. The student will estimate public utility and benefits provided vs. actuarial

cost incurred, means of financing and costing long-term facilities, staffing needs, major equipment, supplies, indirect costs in the planning process, cost recovery strategies and marketing plans, and philosophical policy ideas.

*Prerequisites: BUS220 and BUS230*

*Term Offered: WI, SU*

## Arts

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### **ART100      Drawing and Illustration**

**3 Credits**

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

*Terms Offered: As needed*

### **ART105      Arts and Humanities**

**3 Credits**

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

*Terms Offered: As needed*

### **ART115      Theater and the Performing Arts**

**3 Credits**

This is an introductory course in which students will learn both the tradition and the mechanics of theater: its history, purpose, and meaning. The course will focus on questions of theatre and society, global traditions and similarities, and multicultural representations. Students will learn theatre concepts and specific historical traditions through study, analysis, and performance.

*Terms Offered: As needed*

### **ART120      Art Appreciation**

**3 Credits**

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

*Terms Offered: As needed*

### **ART205      Art History**

**3 Credits**

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

*Terms Offered: As needed*

## Biology

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

### **BIO100      Human Biology**

**3 Credits**

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

*Terms Offered: SU, WI*

**BIO105 Human Development****3 Credits**

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

*Terms Offered: SU, WI (on ground) and SU, FL, WI, SP (online)*

**BIO230 Advanced Biology I\*****3 Credits**

This course is an introduction to the biological sciences. The focus of this course is the study of living organisms with an emphasis on the structure and function of the cell as the basis of life. Topics include elements of biochemistry, cell structure and function, reproduction, genetics, and elements of physiology.

*Co-requisite: BIO230L*

*Prerequisites: ALH165 and ALH165L or ALH130 and ALH130L*

*Terms Offered: SP*

**BIO230L Advanced Biology Lab I\*****1 Credit**

This course is the practical laboratory application of the concepts learned in BIO230, Advanced Biology I. The focus of this course is the study of living organisms with an emphasis on the structure and function of the cell as the basis of life.

*Co-requisite: BIO230*

*Prerequisites: ALH165 and ALH165L or ALH130 and ALH130L*

*Terms Offered: SP*

**BIO260 Microbiology\*****3 Credits**

In this course, students will learn fundamental information related to being a surgical technologist and working with patients. Topics will include the biopsychosocial needs of the patient and family, concepts of death and dying, using electricity and special concerns in an operative environment, using information technology, robotic surgery, and skills related to professionalism including appropriate attire. This course requires students to complete competency exams related to patient care and communication.

This is a C to progress Course.

*Terms Offered: As needed*

**BIO330 Advanced Biology II\*****3 Credits**

This course provides an overview of cell biology, both at the structural and functional level highlighting medical implications and builds on the concepts introduced in BIO230. Topics of study include bimolecular structure and function, fundamental molecular biology of the cell, genetics, genetic engineering, and biotechnology.

*Co-requisite: BIO330L*

*Prerequisites: BIO230 and BIO230L*

*Terms Offered: SU*

**BIO330L Advanced Biology Lab II\*****1 Credit**

This course is the practical laboratory application of the concepts learned in BIO330. Topics of student include bimolecular structure and function, fundamental molecular biology of the cell, genetics, genetic engineering, and biotechnology.

*Co-requisite: BIO330*

*Prerequisites: BIO230 and BIO230L*

*Terms Offered: SU*

**BIO430 Advanced Microbiology\*****3 Credits**

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

*Co-requisite: BIO430L*

*Prerequisites: BIO230, BIO230L, CHM200, and CHM200L*

*Terms Offered: FL*

**BIO430L     Advanced Microbiology Lab\*****1 Credit**

This course is the practical laboratory application of the concepts learned in BIO430. Emphasis is on the relationship between microorganisms and human disease, identification and control of pathogens, disease transmission, host resistance, and immunity.

*Co-requisite: BIO430*

*Prerequisites: BIO230, BIO230L, CHM200, and CHM200L*

*Terms Offered: FL*

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**Business**

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**BUS100     Introduction to Business****3 Credits**

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

*Terms Offered: SU, WI*

**BUS105     Fundamentals of Selling****3 Credits**

This is a fundamental course for students to learn about the selling environment and successful selling techniques, including presentation and closing skills. The course emphasizes the desirable qualities of a successful salesperson with a special emphasis on customer relationship management and product knowledge. Students participate in role-playing and sales presentations to develop selling ability and self-confidence.

*Terms Offered: SU, WI*

**BUS111     General Issues in Sports****3 Credits**

This course is designed to introduce current issues in society and their impact on sports at all levels of participation. The course covers a variety of issues facing sports as a leisure activity and as an industry. It also examines how these issues are addressed by coaches, administrators, sports organizations, and the media. Overall, this course examines the social impact of sports, the effect of gender, race and ethnicity on sports, the role of the media in sports, how to apply knowledge to basic sport athletic situations and more.

*Terms Offered: FL, SP*

**BUS115     Business Accounting****3 Credits**

This course is an introduction to the basics of accounting including what accounting information is, how it is developed, how it is used, and what it means. Financial statements are examined to identify the information communicated within and how they are used in everyday decision-making and problem solving within the business world.

*Prerequisites: MTH010 with min 2.0 GPA, MTH101, MTH105, MTH125, MTH150, MTH200, MTH245, MTH250, or minimum required score on Accuplacer or other college placement test, ACT, or SAT math sections.*

*Terms Offered: FL, SP*

**BUS120     Spreadsheet Applications****3 Credits**

This course is designed to expose the students to the advanced basic capabilities of spreadsheet software. The use of current spreadsheet software is integral to creating spreadsheet projects based on real business situations.

*Terms Offered: SU, WI*

**BUS130     Macroeconomics****3 Credits**

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

*Terms Offered: FL, SP*

**BUS200     Finance I****3 Credits**

This course is a study of the financial problems associated with the life cycle of a business. Topics

covered include the sources and use of business funds, cost of capital, risk, asset management, and capital investments and valuation. Students are trained in the programming and use of the widely-accepted financial calculators for the solution of practical business applications.

*Prerequisite: ACC110 or BUS115 concurrent registration*

*Terms Offered: FL, SP*

### **BUS201      People, Growth & Purpose**

**3 Credits**

This course provides instruction on emotional intelligence and why it is important in the workplace. The student will develop an understanding of how emotions affect behavior and performance on the job. The student will be able to demonstrate critical thinking skills, summarize personality traits of emotionally intelligent people and learn how to communicate in an emotionally intelligent manner.

*\*This course is only offered for Workforce Excellence.*

### **BUS211      Sports Ethics and Leadership**

**3 Credits**

This course teaches concepts, principles, and skills of leadership for professionals in the sports industry who in their roles as leaders influence others to get things done in an ethical manner. Sports leaders (coaches, managers, and administrators) understand the importance of ethical behavior and having an ethical decision-making process. Styles of successful sports coaches and managers will be examined and analyzed in the context of their times and their settings. The role of coaches and administrators is made easier when they understand the nature of sports and what it means to strive for excellence rather than winning at all costs. The thoughts generated by information presented in this course will help students develop and examine the principles and skills needed to become effective ethical leaders in the field of sports.

*Terms Offered: SU, WI*

### **BUS215      Microeconomics**

**3 Credits**

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

*Prerequisite: BUS100 or BUS130*

*Terms Offered: SU, WI*

### **BUS220      Principles of Management**

**3 Credits**

This course provides a conceptual framework for fundamental knowledge of management. Primary consideration is given to the areas of planning, organizing, leading, and controlling. Emphasizing both the art and science of management through a variety of approaches to learning that may include lecture formats, case studies, outside readings and interviews.

*Terms Offered: FL, SP*

### **BUS230      Principles of Marketing**

**3 Credits**

This course studies current concepts and strategies of marketing activities. The marketing environment including ethics and social responsibility are brought out. The major divisions in marketing and their relationship to target markets, products, strategies, and distribution are discussed. Studies of current practices of specific companies are reviewed and analyzed.

*Terms Offered: SU, WI*

### **BUS235      Consumer Behavior**

**3 Credits**

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

*Terms Offered: SU, WI*

### **BUS236      Introduction to Organizational Process Improvement**

**3 Credits**

This course is a study of the principles of organizational behavior in a variety of organizational environments, both private and public. Students will be able to differentiate between organizational processes and organizational objectives, analyze processes, interpret and compare changes and examine process analysis tools.

*\*This course is only offered for Workforce Excellence.*

**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.

*Terms Offered: As needed*

**BUS242 Survey of Esports Business****3 Credits**

This course looks at esports from a historical as well as business perspective. The history of video games is traced to its roots in pinball arcades through its evolution into esports. Along the way students will examine three frameworks for analyzing a game's suitability for esports (SCAR), profitability (BAMS) and sustainability (OMENS).

*Terms Offered: As needed*

**BUS243 Introduction to Operations Management****3 Credits**

This is an introduction to the study of the management of operations and will include decision-making techniques used in operations management. Topics include product design, process selection, design of jobs, and supply chain management. Methods for analyzing standards, measures and processes will be discussed. There will be an overview of inventory concepts and quality management.

*\*This course is only offered for Workforce Excellence.*

**BUS245 Human Resources****3 Credits**

This course provides guideposts for effective performance in recruiting, selecting and placing people in the right jobs, training and development, performance appraisals, benefits and compensation, health and safety in the workplace, and labor relations.

*Terms Offered: FL, SP*

**BUS248 Introduction to Organizational Change Management****3 Credits**

This course is an introductory course that covers current techniques for the management of change in organizations. The student will be able to understand that effecting change is essential for companies, institutions, government entities and various sized organizations. The design of change will be explored as well as evaluating leadership and customer satisfaction.

*Terms Offered: As needed*

**BUS250 Advertising****3 Credits**

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

*Terms Offered: SP, FL*

**BUS252 Esports Team Management****3 Credits**

Esports is experiencing explosive growth and with it the number of teams playing the various games is growing rapidly. This course will examine esports teams from their beginnings as guilds to the current state of teams that are sponsored by huge organizations all around the world. Students will explore all aspects of managing esports teams including scouting and recruitment of players, training, coaching, nutrition, lifestyle and facilities. Non-player roles within esports teams will also be evaluated.

*Terms Offered: As needed*

**BUS260 International Business****3 Credits**

This is a fundamental course addressing international business and management. The course focuses on international business with a study of how the political, social, and economic environment of foreign cultures affect business attitudes and operations. The impact of cultural, economical, and political forces on business practices in a global organization is studied

*Prerequisite: BUS220*

*Terms Offered: SU, WI*

**BUS265 Business Ethics****3 Credits**

This course prepares future managers to understand ethical issues specific to business. Topics include the significance of ethics as a core component of business growth; ethical challenges related to management conduct, judgment and decision-making; the source of ethical problems in business and how to prevent them; ethical issues specific to the functional areas of business including leadership, marketing, and finance; ethical considerations relative to -corporate stakeholders, the global business environment and environmental sustainability; and ethical management in a world of fast-paced technological change.

*Terms Offered: SP*

**BUS270 Entrepreneurship and Small Business Management****3 Credits**

This course provides an overview of the responsibility and importance of “small businesses” as they relate to the current business community and the entrepreneur. It provides an understanding of the complexities and problems associated with ownership, management, administration, and finances.

*Prerequisite: BUS230*

*Terms Offered: FL, SP*

**BUS273 Entrepreneurship and Innovation in the Context of Crisis****3 credits**

The entrepreneurs' role is crucial as entrepreneurial activity and innovation are the main drivers of a country's economic recovery and growth, especially after a crisis. This course will have students explore entrepreneurs' perceptions and experiences with regards to the barriers for recovery and will allow students to identify possible strategies to respond to any given crisis.

*Terms Offered: As needed*

**BUS275 Digital Media Marketing****3 Credits**

Digital Marketing is where marketing meets the internet and other forms of new media. Through a combination of lecture, case studies, and course projects, student will assess various digital media marketing channels; understand the importance of establishing a digital media strategy; understand the digital trends that are shaping the future; define key performance indicators (KPI's); techniques used to measure the ROI of your digital campaigns; and learn how to develop a digital media plan.

*Prerequisite: BUS230*

*Terms Offered: FL, SP*

**BUS300 Finance II****3 Credits**

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

*Prerequisite: BUS200*

*Terms Offered: SU, WI*

**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*

*Terms Offered: As needed*

**BUS302 Health, Safety, and Security****3 Credits**

This course is designed to identify key occupational health, safety, workplace security theories and concepts. The course covers legal and regulatory requirements affecting health related programs, policies, and employment liabilities.

*Prerequisite: BUS245*

*Terms Offered: SU, WI*



**BUS303 Recruitment, Selection, and Placement****3 Credits**

This course studies the successful person/organization match. The course discusses the external influences such as economic conditions, labor markets, unions, and laws and regulations. It also covers the staffing support systems such as staffing strategy and planning, job analysis, measurement, and major staffing activities.

*Prerequisite: BUS245*

*Terms Offered: SU, FL, WI, SP*

**BUS304 Strategic Planning and Marketing Communications****3 Credits**

This course is a comprehensive and integrated study of strategic planning and marketing communications. Advertising, sales promotion, direct marketing, Internet marketing, personal selling, and public relations/publicity are -discussed and related to strategic planning. Students will evaluate the relationship between marketing management and marketing communications.

*Prerequisite: BUS230*

*Terms Offered: SU, WI*

**BUS305 Investments****3 Credits**

This course analyzes the varying degrees of risk and return from different types of investments. Topics include securities and securities markets, portfolio policies, institutional investment policies, and management of investment funds. Students are trained in the programming and use of the widely accepted financial calculators for the solution of practical business applications.

*Prerequisite: BUS200 or Program Director approval*

*Terms Offered: FL, SP*

**BUS306 Esports Event Management****3 Credits**

Esports events are organized at many levels from small player coordinated events to huge tournaments held in gigantic arenas and broadcast to millions of viewers and everything in between. Students in this course will learn all aspects of organizing and marketing esports events including securing a venue, extending invitations to top players, equipping the venue for game play and broadcasting/streaming and securing sponsorships and other marketing opportunities. The course will culminate with a hands-on project in which student plan and host an esports event.

*Terms Offered: As needed*

**BUS308 Esports Marketing and Promotion****3 Credits**

The explosive growth of esports has created many marketing opportunities for forward thinking organizations. Students in this course will explore marketing and promotion from three perspectives: game publishers, event organizers, and esports teams. Each of these has a different goal but overlapping audiences. Students will learn about target demographics and the impact of social media and influencers in the marketing and promotion of esports.

*Terms Offered: As needed*

**BUS311 Sports Management****3 Credits**

This course provides a conceptual framework for fundamental knowledge of sports management. It introduces sports management as a field of study and professional endeavor. Primary consideration is given to the areas of planning, organizing, and leading with the application to equip prospective sports managers with a basic understanding of administration theory and practice as specifically applied to the sports profession. The development of a critical understanding of the position and the environment in which sports managers perform is a vital element of this course. Students will develop a professional perspective and learn management concepts that can be applied to various sports management careers. This course includes a variety of approaches to learning that may include lecture formats, case studies, outside readings and interviews of sports managers.

*Terms Offered: SU, WI*

**BUS320 Money and Banking****3 Credits**

This course is a study of the American banking system, monetary theories, and monetary policy. Topics include the relationship of money and the banking system to the functioning of the monetary policy

implementation.

*Prerequisite: BUS130*

*Terms Offered: SU, WI*

### **BUS325      Electronic Business**

**3 Credits**

This course is an intense study of the business implications of the automation technologies and telecommunication systems that have driven the field of electronic commerce to the modern era of electronic business. This demonstrates the utilization of electronic business tools based on electronic data interchange, the Internet, the World Wide Web, and other sources. It not only covers the marketing and selling of products electronically, but explores the major electronic aspects of business operations.

*Prerequisite: BUS220*

*Terms Offered: SU, WI*

### **BUS330      Nonprofit Organizations**

**3 Credits**

This course provides the basic framework for management of nonprofit organizations, including the managing of volunteers. The focus is on business strategies taken by nonprofit organizations.

*Prerequisite: BUS220*

*Terms Offered: SU, WI*

### **BUS335      Insurance**

**3 Credits**

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

*Terms Offered: FL, SP*

### **BUS345      Operations Management**

**3 Credits**

This course is a study of the management of operations, incorporating decision-making techniques used in operations management. Topics include the practical applications to product design and process selection, design of facilities and jobs, and supply chain management. Methods for developing and analyzing standards, measures, and processes are also discussed. Other topics incorporate an overview of inventory concepts, Total Quality Management including an ISO9000 overview, and business operations re-engineering.

*Prerequisite: BUS220*

*Terms Offered: SU, WI*

### **BUS355      Project Management**

**3 Credits**

This course is for those who seek a hands-on approach to project management. It is an application-oriented approach which provides a road map for managing various types of technical or non-technical projects including manufacturing scheduling, construction, research and development projects, and special events through the use of computer applications and short-term hands-on projects.

*Prerequisite: BUS220*

*Terms Offered: FL, SP*

### **BUS360      Marketing Research**

**3 Credits**

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

*Prerequisites: BUS230 and MTH200*

*Terms Offered: FL, SP*

### **BUS365      Organizational Behavior**

**3 Credits**

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

influences, with the intent of gaining a better understanding of workplace behaviors.

*Prerequisite: BUS220*

*Terms Offered: SU, WI*

### **BUS371 International Human Resource Management**

**3 Credits**

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

*Prerequisite: BUS245*

*Terms Offered: As needed*

### **BUS380 Business Policy Formulation**

**3 Credits**

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

*Prerequisite: BUS220*

*Terms Offered: SU, WI*

### **BUS401 Organizational Process Improvement**

**3 Credits**

Efficient organizational processes, product and service quality, and customer satisfaction are consistently moving targets. Therefore, an organization that aspires to be the best must create a cycle of continuous process improvement within. This course examines organizational process improvement related to the hard and soft system approaches of decision-making including assessing expectations of internal and external constituents, identifying the difference between the current state and the desired state, and empowering organizational teams to close the identified gaps between the current and desired states.

*Prerequisite: BUS365*

*Terms Offered: SU, WI*

### **BUS402 Organizational Change Management**

**3 Credits**

This course covers the current proven techniques for the management of change in organizations. Effecting change is an absolute necessity for upper management of private companies, educational institutions, and government entities, small, large, for profit, or nonprofit. Emphasis is on leading change at all levels of an organization and the culture and political environments in which change occurs. Course includes an exploration of designing, planning and implementing change using soft and hard organizational systems. The course will evaluate leadership at all levels, customer satisfaction, employee satisfaction, business process integration, and quantifiable results related to organizational change.

*Prerequisite: BUS365*

*Terms Offered: FL, SP*

### **BUS405 Business Marketing**

**3 Credits**

This course examines the marketing of goods and services between businesses, with a special emphasis on organizational buying. Special focuses are on relationship marketing and integrated marketing communications for business-to-business marketing.

*Prerequisite: BUS230*

*Terms Offered: As needed*

### **BUS411 Sports Coaching**

**3 Credits**

This course is designed to provide entry-level information, fundamentals, principles, and management concepts for those who coach and/or instruct basic skills for a team at the youth or high school level. This course develops a theoretical base for teaching sports and sports skills and thus has a practical application. This course includes the development of a coaching philosophy, with an emphasis on strategy, tactics and managing behaviors in coaching, and establishing a successful coaching style. A

review of the impact of contemporary trends and issues in coaching is included.

*Terms Offered: FL, SP*

**BUS430      Marketing Management**

**3 Credits**

This course integrates marketing concepts for strategic planning, implementation, and control. The primary focuses are analyzing marketing opportunities, developing marketing strategies, managing the total marketing effort, and understanding future marketing trends.

*Prerequisite: BUS230*

*Terms Offered: SU, WI*

**BUS435      Personal Financial Management**

**3 Credits**

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

*Terms Offered: FL*

**BUS440      International Finance**

**3 Credits**

This course is an investigation of the challenges of doing business in an increasingly global environment. Special emphasis is placed on the cultural, political, financial, and social diversities of international financial institutions. It examines the financial strategies of global firms and the challenges of international financial decisions.

*Prerequisites: BUS200 or concurrent registration and BUS260 or concurrent registration*

*Terms Offered: As needed*

**BUS450      Labor Relations**

**3 Credits**

This course studies the evolving labor-management relationship and the collective bargaining process in public and private sector organizations. The course includes the historical, legal, and structural environments of the labor-management relationship in the U.S. today.

*Prerequisites: BUS220 and BUS245*

*Terms Offered: As needed*

**BUS455      Compensation and Benefits**

**3 Credits**

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

*Prerequisite: BUS245*

*Terms Offered: As needed*

**BUS460      Evaluation and Assessment**

**3 Credits**

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

*Prerequisite: BUS245*

*Terms Offered: SU, WI*

**BUS465      Training and Development**

**3 Credits**

This course covers the field of training and development from orientation and skills training to career and organization development.

*Prerequisite: BUS245*

*Terms Offered: FL, SP*

**BUS470      Business Seminar**

**3 Credits**

This course is a capstone that synthesizes all business concepts including marketing, human resources, quantitative methods, global strategies, accounting, finance, production, service, and policy issues. Through case studies and participation in a real-world strategy simulation game, students will be able to

apply all previously learned business concepts.

*Prerequisites:* BUS365 and completion of 90 credit hours

*Terms Offered:* FL, SP

### **BUS490      Applied Business Research Methods**

**3 Credits**

This course is an introduction to quantitative methods utilized in organizational research, including measurement, experimental control, validity, and the fundamentals of research design. In addition, topics stressed will be the scientific method, data distributions, probability, and statistical inference. Working in groups, students will be required to complete a research problem addressing a real-world business dilemma.

*Prerequisites:* MTH200 and BUS365

*Terms Offered:* As needed

## **Chemistry**

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

### **CHM200      Introduction to Chemistry\***

**3 Credits**

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

*Co-requisite:* CHM200L

*Prerequisite:* MTH105

*Terms Offered:* SP

### **CHM200L      Introduction to Chemistry Lab\***

**1 Credit**

This course is the practical laboratory application of the concepts learned in CHM200, Introduction to Chemistry. Topics applied in this course include chemistry and measurement, energy and matter, atoms and elements, nuclear chemistry, compounds and bonding, chemical reactions, gases and solutions, chemical equilibrium, acids and bases.

*Co-requisite:* CHM200

*Prerequisite:* MTH105

*Terms Offered:* SP

### **CHM310      Organic Chemistry\***

**3 Credits**

This course is a one-term organic chemistry course in which students are introduced to the fundamentals of organic chemistry. Emphasis is placed on the structure, properties, synthesis, reactions and simple mechanisms of aliphatic and aromatic hydrocarbons, alcohols, ethers, aldehydes, ketones, amines, carboxylic acids and their derivatives, and biologically important molecules.

*Co-requisite:* CHM310L

*Prerequisites:* CHM200 and CHM200L

*Terms Offered:* SU

### **CHM310L      Organic Chemistry Lab\***

**1 Credit**

This course is the practical laboratory application of the concepts learned in CHM310, Organic Chemistry. Emphasis is placed on the structure, properties, synthesis, reactions and simple mechanisms of aliphatic and aromatic hydrocarbons, alcohols, ethers, aldehydes, ketones, amines, carboxylic acids and their derivatives, and biologically important molecules.

*Co-requisite:* CHM310

*Prerequisites:* CHM200 and CHM200L

*Terms Offered:* SU

### **CHM400      Biochemistry\***

**3 Credits**

Biochemistry involves the study of the molecular composition of living cells, the organization of biological molecules within the cell, and the structure and function of the biological molecules. The

biological macromolecules which are included in this course are proteins, polysaccharides, and polynucleic acids (DNA and RNA), including monomeric units of these macromolecules. We will also examine the structure and function of lipids, a fourth important type of biological molecules and a major component of cell membranes. We will also study the biological transport in membranes.

*Co-requisite: CHM400L*

*Prerequisites: CHM310 and CHM310L*

*Terms Offered: FL*

### **CHM400L Biochemistry Lab\***

**1 Credit**

This course is the practical laboratory application of the concepts learned in CHM400, Biochemistry. Biochemistry involves the study of the molecular composition of living cells, the organization of biological molecules and the structure and function of the biological molecules. The macromolecules utilized in this course are protein, polysaccharides, polynucleic acids (DNA and RNA), lipids, and biological transport mechanisms in membranes.

*Co-requisite: CHM400*

*Prerequisites: CHM310 and CHM310L*

*Terms Offered: FL*

## **Child Care Management**

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### **CCM100 Child Care Management**

**3 Credits**

This course will cover the basic theories of Child Care program planning with an emphasis on the specific objectives of operating a practical daycare program. The content will cover the preparation of daily and monthly activity plans based on environment, availability of 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. This course will cover the knowledge, skills and values needed to operate a daycare facility along with reviewing the regulations governing personnel and the environment.

*Terms Offered: FL, SP (online)*

### **CCM110 Behavior, Observation, and Evaluation**

**3 Credits**

This course will introduce students to the child care setting where students will observe early childhood programs and participate in a discussion and evaluation of types of activities, situations, and behavior patterns and identify specific patterns of child behavior relevant to classroom management. Students will be exposed to a variety of assessment techniques in early childhood education, including children with special needs. The course focuses on structured observations, use of behavioral rating scales, psycho-educational screening tests, and assessment of parent-child interactions. Formal and informal parent contacts, interviewing techniques, the use of technology in the assessment process, and referrals to school and community resources are also explored. Emphasis is placed on developmental and differentiated assessment strategies for children birth through age 8.

*Prerequisite: BIO105 Human Development or concurrent with BIO105*

*Terms Offered: WI, SU*

### **CCM115 Instructional Strategies for Early Childhood Education**

**3 Credits**

This course will cover theoretical models that underlie teaching and learning in the early childhood setting, birth through age 8 or through Grade 3. Students will examine appropriate methods for teaching all young children, explore lesson plan designs, and analyze the most effective, research-based teaching strategies to promote student learning. The course will focus on language development, communication, and the importance of self-expression while providing and identifying typical developmental characteristics and the needs of children. Theories and practical skills that are needed to administer discipline to promote the educational development and personal achievement of young children will be discussed.

*Prerequisite: CCM100*

*Terms Offered: SP, FL*

**CCM120 Children's Health and Wellness****3 Credits**

This course will introduce students to the childcare setting where students will observe early childhood programs and participate in a discussion and evaluation of types of activities, situations, and behavior patterns and identify specific patterns of child behavior relevant to classroom management. Students will be exposed to a variety of assessment techniques in early childhood education, including children with special needs. The course focuses on structured observations, use of behavioral rating scales, psycho-educational screening tests, and assessment of parent-child interactions. Formal and informal parent contacts, interviewing techniques, the use of technology in the assessment process, and referrals to school and community resources are also explored. Emphasis is placed on developmental and differentiated assessment strategies for children; birth through age 8.

*Prerequisite: BIO105 or concurrent with BIO105, CCM100*

*Terms Offered: WI, SU*

**CCM130 Infant and Toddler Care****3 Credits**

This course is designed to teach students about the care and guiding of infants and toddlers and provides an introduction to methods of childcare management. The emphasis of the course focuses on developing the skills needed to provide a challenging and developmentally appropriate atmosphere. The course will discuss the ideas, of respectful, responsive, and reciprocal adult-infant-toddler interactions.

*Prerequisite: BIO105*

*Terms Offered: WI, SU*

**CCM140 The Exceptional Child****3 Credits**

This course is designed to teach students strategies on how to interact with children with special needs in the early childhood classroom. The course will provide realistic curricular adaptations for ensuring the successful inclusion of students with special needs, ages 3 to 8. The students will explore daily activities, how-to strategies and lesson modifications that help facilitate a truly inclusive classroom experience. The course provides knowledge and skills that early childhood directors and teachers need to understand when working with families, children, and professionals of diverse backgrounds.

*Prerequisite: BIO105*

*Terms Offered: WI, SU*

**CCM220 Administration of Early Childhood Programs****3 Credits**

This course provides an overview of Early Care and Education and Program Administration. It will assist students with identifying Child Care Program Core Values, Vision and Mission Statements, as well as discuss planning for Program Evaluations. The course will also discuss regulations, accreditation criteria, and other standards of practice in Child Care. Students will learn the essential aspects of creating and maintaining a safe, healthy, and effective daycare environment for children. Students will synthesize knowledge of business and childcare to create a working childcare facility.

*Prerequisite: BUS100, CCM100*

*Terms Offered: SP, FL*

**CCM230 Curriculum Planning****3 Credits**

This course focuses on the process of planning and implementing a curriculum and setting up an inclusive child-centered environment. This course allows students to utilize their prior knowledge from their 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.

*Prerequisite: BIO105, CCM100*

*Terms Offered: SP, FL*

**CCM299 Internship for Childcare Management****3 Credits**

Upon successful completion of all required coursework, students will complete ten weeks of internship

in an approved childcare setting to apply knowledge to practice. This experience is the capstone for all Child Care Management classes and will enable the student to further develop their hands on skills for assessment and implementation of best practices. The goal is to develop professionalism and competence in career responsibilities as a generalist entry-level Child-Care educator.  
Prerequisite: Successful completion of all program requirements and skills of the Child Care Management program.  
*Terms Offered: WI, SU*

## Communications

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

**COM100      Survey of Mass Communications      3 Credits**

This course introduces students to mass communications as a field of study, focusing particularly on historical, social, and political intersections of media and culture. Various forms of media and their intersections with journalism, advertising, public relations, ethics, and government will be considered from both a national as well as a global perspective. Seminal theories of mass communication will be introduced as well.

*Terms Offered: FL, SP*

**COM101      Introduction to Human Communication      3 Credits**

This course is a study of the basic principles of human communication contexts such as intrapersonal, small group, and public speaking. It provides an introduction to human communication and addresses the role of communication in the student's professional and personal life.

*Terms Offered: SU, FL, WI, SP (on-ground or online)*

**COM105      Foundations of Corporate Communications      3 Credits**

This course will be an introduction to important concepts in corporate communication such as organizational communication, as well as interpersonal and small group concepts of the workplace. Within course materials, the idea of representing the company you work for will be emphasized; from understanding how to portray your professional self through digital media to assisting your company with aspects of professionalism in a variety of contexts. This course will also focus on developing leadership skills, workplace relations, diversity, and other important elements of communicating successfully in the business environment.

*Terms Offered: As needed*

**COM112      Digital Photography      3 Credits**

This course introduces students to the basic concepts of digital photography. Emphasis is placed on capture and composition, digital editing and manipulation, and framing. Students will gain knowledge about digital technology and its relationship to traditional photography.

*Students must provide their own digital camera to participate in this course.*

*Terms Offered: As needed*

**COM115      Digital Image Editing      3 Credits**

This course is an introduction to digital photography and the manipulation of images. The use of a digital camera and the importation of images into the computer is covered. Techniques for the combination of graphics and images, as well as photo manipulation and correction are demonstrated. Other topics covered include practices of photo repair, distortion, and collage. The removal of backgrounds through use of alpha channels and the preparation of images for output to print and web are also covered. The class utilizes the industry-standard application for pre- and post-processing of images. Additional time outside of class is needed to complete projects.

*Terms Offered: As needed*



**COM125 Digital Photography and Image Editing****3 Credits**

This course is an introduction to digital photography and the manipulation of images. Students will gain knowledge about digital technology and its relationship to traditional photography. The use of a digital camera and the importation of images into the computer is covered. Techniques for the combination of graphics and images, as well as photo manipulation and correction are demonstrated. Students must provide their own digital cameras or use high-quality smartphones.

*Terms Offered: As needed*

**COM130 Public Relations****3 Credits**

This course introduces students to the field of public relations. Its history and social significance, including ethical considerations, are surveyed. Various types as well as core practices of public relations are defined and contextualized. Key phases of planning and executing public relations are defined and analyzed. Common careers in public relations are examined as well.

*Terms Offered: SU, WI*

**COM140 Media Writing\*****3 Credits**

Introduces the variety of mass communication mediums students may encounter in their professional careers. The course focuses on preparation and presentation of various mass communication formats. It examines message construction, framing, and interpretation from the perspective of print and electronic media, public relations, and advertising. Study of grammar, spelling, and Associated Press (AP) news style is also a focus. A proficiency exam will be given during the semester. Students must earn a course grade of "C" or better to progress in the program.

*Terms Offered: FL, SP*

**COM200 Technical Writing****3 Credits**

This is a writing course designed to develop writing skills specifically for technical documents, such as instructions and process analysis, and for written and oral business reports.

*Prerequisite: COM140*

*Terms Offered: As needed*

**COM205 Cases in Public Relations****3 Credits**

This is an advanced public relations course that focuses on how organizations, both private and government, deal with public relations issues. The course will examine real-life public relations issues that face organizations and how those organizations dealt with the particular public relations issues.

*Prerequisite: COM130*

*Terms Offered: As needed*

**COM210 Contemporary Media Issues****3 Credits**

This course continues the in-depth study of mass media and its effects upon audiences. Students will discover the importance of communications research, the news process, and international mass communications, as well as the political, ethical, and legal issues of mass media.

*Prerequisites: COM100 and COM140*

*Terms Offered: As needed*

**COM215 Communications Ethics****3 Credits**

This course provides an in-depth analysis of the principles and concepts involved in the ethics of communications practitioners. Emphasis is placed on the development of decision-making skills as they apply to practical ethical issues in the communications field. Topics covered include truth and objectivity, ethical responsibility to the public and ethical boundaries in media coverage.

*Prerequisite: COM140*

*Terms Offered: As needed*

**COM220 Journalism I****3 Credits**

This course is an introduction to journalism, including the elements of news, the style and structure of news stories, news-gathering methods, copyrighting and editing, and reporting.

*Prerequisite: COM140*

*Terms Offered: As needed*

**COM225 Writing for Public Relations****3 Credits**

This is an intermediate public relations course that focuses on the actual preparation and writing involved in public relations practices rather than the general theory of public relations. The course is writing-intensive and is designed to give the student hands-on experience in the various types of writing required of public relations practitioners, plus give students a portfolio of sample writings. Students will additionally participate in mock exercises testing their writing skills under deadline.

*Prerequisite: COM130*

*Terms Offered: SP*

**COM230 Desktop Publishing I****3 Credits**

This course introduces the basic graphic design skills needed for students to achieve organizational and/or client publishing goals. Modern, open-source programs will be discussed and used to create professional caliber design for posters, social media graphics, event flyers, and other types of graphical business communication.

*Prerequisite: COM140*

*Terms Offered: SU*

**COM240 News Editing and Design****3 Credits**

This course introduces students to the fundamentals of editing print and electronic news writing. Topics covered include an overview of grammar, journalistic style, basic proofreading techniques, editing for content, and editing for design. Responsibilities of editors in news organizations are also discussed. Students in this course are required to contribute to campus publications or community newspapers.

*Prerequisite: COM220*

*Terms Offered: As needed*

**COM245 Opinion Writing****3 Credits**

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

*Prerequisite: COM220*

*Terms Offered: As needed*

**COM265 Organizational Communications and Leadership****3 Credits**

This is a course that examines how leaders within an organization can effectively communicate with target publics both inside their organization and outside it as well. Leadership skills—including teamwork, diversity, and empowerment—in a modern workplace will be discussed. Students will examine case studies as well as create their own vehicles of communication in various delivery methods.

*Prerequisite: ENG101 and COM101*

*Terms Offered: WI*

**COM270 Writing for Broadcast Media****3 Credits**

This course is intended to teach students to write for radio and television, including news, commercials, public service announcements, editorials, and radio music scripts.

*Prerequisite: COM140*

*Terms Offered: FL*

**COM275 Web Design I****3 Credits**

This course emphasizes the importance of WEB sites in communicating information to a wide range of publics in the corporate and other settings. Course content will include but not be limited to discussion of Internet and intranet site use. Comparison and contrast of successful and unsuccessful web sites is incorporated. Students will learn how to write, edit and place (emphasis on placement) written and graphic content on websites to most effectively communicate mission-critical and other information to a variety of publics, within and outside a range of organizations. Additional time outside class will be needed to complete projects.

*Prerequisites: COM130 and COM225*

*Terms Offered: As needed*

**COM285      Media and Society****3 credits**

In this course, students will look critically at media messages and meanings for deeper understanding of values that both shape and reflect our culture and cultures abroad. Media, in its various forms, are discussed, along with cultural icons and media effects theories. Students will learn to conduct basic social science research and will study the effects of media on a specific group of people.

*Prerequisite: ENG105*

*Terms Offered: FL, SP*

**COM290      Video Production****3 Credits**

This course is designed to introduce students to the basics of video production, both behind and in front of the camera. Students will be expected to create storyboards, scout locations, conduct interviews, produce informative video and edit that video into a final product. Students will also develop an appreciation of and ability to critique video productions.

*Prerequisite: COM101*

*Terms Offered: As needed*

**COM295      Media and Politics****3 credits**

Students evaluate the relationship between political news coverage and audience demographics with respect to the framing of narratives/stories. Polarizing cultural issues are also examined in regards to civic engagement and political literacy.

*Prerequisite: ENG105*

*Terms Offered: SU, WI*

**COM303      Persuasion****3 Credits**

This is a course a study of advanced principles of persuasion in the context of human and business communication. The course will focus on public speaking using techniques of persuasion in the delivery of speeches throughout the course. Students will learn the foundations of persuasion and implement those foundations into a variety of different types of presentations. The perspective developed in this course will enable students to develop effective persuasive message creation in their careers and in day-to-day life.

*Prerequisite: COM101*

*Terms Offered: SU*

**COM305      Media Relations****3 Credits**

This course is designed to give students an in-depth look at the interrelationship between the media and other organizations. Topics discussed include effective ways for corporate communications practitioners to interact with the media, with a focus on different social channels, and addressing problems that may arise between the media and private industry, and methods of resolving such problems. Specific case studies will be analyzed.

*Prerequisite: COM140*

*Terms Offered: As needed*

**COM320      Feature Writing****3 Credits**

This second level journalism course builds upon basic news reporting and writing skills. The course will allow students to develop and write feature and opinion articles for print and/or online media. The course focuses on ethics and responsibilities, specific types of features and editorials, AP style, and how to submit articles and/or columns for publication.

*Prerequisite: COM220*

*Terms Offered: FL*

**COM330      Desktop Publishing II****3 Credits**

Students apply skills learned in Desktop Publishing I and related courses in the planning, implementation, and completion of at least one major project. Additional time outside class is needed to complete projects.

*Prerequisite: COM230*

*Terms Offered: As needed*

**COM340      Communications Law****3 Credits**

This is an advanced communications course that explores legal issues, liberties, and restraints on media today. Of special concern will be restrictions and freedoms of commercial speech - advertising. Corporate speech, and everyone's access to public information, are also covered.

*Prerequisite: ENG105*

*Terms Offered: SU*

**COM355      Sports Broadcasting and Reporting****3 Credits**

This course explores various sports media outlets, including print, broadcast, and online, and how they affect sports. Students gain knowledge of the fundamentals of many sports media elements, including writing game and feature stories for the college's student new organization, broadcast writing techniques, active voice, internet streaming, shooting on location, anchoring, and play-by-play. Students will have the chance to apply their knowledge and skills to sports media activities using the college's athletic program (or other approved site) as their media emphasis in the experiential learning course.

*Prerequisite: COM270 and COM290 or by approval of Program Coordinator*

*Terms Offered: As needed*

**COM360      Television and Screen Writing****3 Credits**

Students build upon earlier journalism skills by learning how to create a script for both television and motion picture, from the earliest stages of developing the concept to the marketing of the finished product.

*Prerequisite: COM220*

*Terms Offered: As needed*

**COM365      Media During War****3 Credits**

Students learn about the changing relationship between the news media and the government during times of war and how each side seeks to control the news.

*Prerequisite: COM220*

*Terms Offered: As needed*

**COM370      Public Opinion and Political Communications****3 Credits**

This course examines public opinion polling as it relates to political communications. The course will examine how polls are used in political campaigns and also later as a tool for politicians for engineering political consensus on issues. The course will include a discussion of polling methodologies.

*Prerequisites: COM140 or LGL100 or LGL140 or LGL300 and MTH200*

*Terms Offered: As needed*

**COM375      Political Speechwriting****3 Credits**

Students learn the role and importance of Presidential speechwriters, review the style of different Presidential speeches prepared by speechwriters, and write their own Presidential speeches during mock elections.

*Prerequisites: COM101 and COM140 or LGL100 or LGL140 or LGL300*

*Terms Offered: As needed*

**COM385      Current Strategies in Electronic Media Programming****3 Credits**

This course will provide a perspective on the changing media landscape in the television and film industries. The emphasis in the course will focus on streaming and on-demand platforms and the impact that they have on the medium of visual communication. Discussions on the time-shifting of television and film programming, as well as analysis of the impact of internet technologies on the television and film industries, will be discussed at length. As part of this course, students will learn methods for disseminating their own media creation and effectively distribute and market their final piece based on class concepts.

*Prerequisite: COM140*

*Terms Offered: As needed*

**COM390 Public Affairs Reporting****3 Credits**

Provides instruction in methods of gathering and reporting in the mass media information about government and politics, law enforcement agencies and the courts, labor, business and finance.

*Prerequisite:* COM220

*Terms Offered:* SU

**COM395 Photojournalism****3 Credits**

This is an advanced course for students who have an understanding of basic photographic equipment and photographic techniques. The course examines and explores use of visual communication techniques in print media and websites. Covers history of photojournalism, technical aspects of photojournalism, and modern visual communication production techniques in both traditional and digital formats. Assignments designed to teach how to produce and edit visual elements and combine them with text for both print and web-based publications.

*Prerequisite:* COM220

*Terms Offered:* SP

**COM405 Crisis Communications****3 Credits**

This course introduces students to how communications practitioners handle crisis situations in the corporate setting. Attention is given to crisis management plans, legal issues surrounding crisis communications, ethics in handling crisis situations, and a corporation's responsibility to its public.

*Prerequisite:* COM140 or COM265

*Terms Offered:* As needed

**COM410 Media Events Planning****3 Credits**

This course is designed to provide students with the practical concepts needed to coordinate media events. Topics discussed include different types of events, the role of media at these events, and the specific functions of the communications specialist who is coordinating the event. Students will end the term with a culminating project of coordinating an actual media event for a client either internal or external to the college.

*Prerequisite:* COM140

*Terms Offered:* As needed

**COM420 Projects in Corporate Communications****3 Credits**

This capstone course synthesizes the principles taught in lower-level corporate communications classes. Students will apply their knowledge to a communications project or projects for clients either internal or external to the college. This course will culminate in a campus-wide presentation of the project and the eventual implementation of the project for the client.

*Prerequisite:* COM215

*Terms Offered:* As needed

**COM425 Fundraising and Grant Writing****3 Credits**

In this course, students analyze the process of raising funds for various types of non-political organizations as it relates to the responsibilities of communications practitioners. Students will analyze past capital campaigns for effectiveness and then apply their observations by designing, implementing, and evaluating their own mock capital campaign. Students also incorporate the fundamentals of writing grant proposals as a component of raising funds for organizations.

*Prerequisite:* ENG105 or COM265

*Terms Offered:* As needed

**COM435 Campaign Advertising and Promotion****3 Credits**

This is an advanced course in political communications that examines the strategies, techniques, design, and impact of paid political communications. It will focus on the role of political advertising in a campaign, including radio, direct mail, and print, as well as television.

*Prerequisite:* COM140 or LGL100 or LGL140 or LGL300

*Terms Offered:* As needed

**COM440      Lobbying****3 Credits**

This is an advanced course that explores the history and modern techniques of lobbying of federal and state legislatures and regulatory agencies by special interest groups and by other government agencies.

*Prerequisite: COM140 or LGL100 or LGL140 or LGL300*

*Terms Offered: As needed*

**COM445      Political Fundraising and Campaign Finance Law****3 Credits**

This is an advanced studies course exploring federal and state law regarding campaign financing, the rise of political action committees, and effective methods for generating election funds.

*Prerequisite: COM140 or LGL100 or LGL140 or LGL300*

*Terms Offered: As needed*

**COM450      Propaganda and Policy****3 Credits**

Students will study historical use of propaganda by the U.S. government and other governments in influencing the public and the current governmental efforts at propaganda. Students will also analyze methods and messages by non-governmental groups to influence the public.

*Prerequisite: COM220 or LGL100 or LGL140 or LGL300*

*Terms Offered: As needed*

**COM465      Selected Topics in Media Studies****3 Credits**

The topic of this course is determined during the academic term that it is offered. This topic will relate to a specific area of studying media – from television to film to audio. Students will use their writing, research, and analysis skills to participate in this course.

*Prerequisite: COM100 or COM140*

*Terms Offered: As needed*

**COM470      SEO and Business Analytics****3 Credits**

This course introduces business analytic techniques applied in the context of digital marketing. It includes approaches to design, run, evaluate, and improve online marketing tactics to meet specific business objectives such as customer acquisition. It covers digital analytics methods and the execution of marketing tactics with data-driven techniques, showing the impact of analytics on successful marketing decisions. Finally, it emphasizes the implementation of analytic skills on practice problems.

*Terms Offered: As needed*

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**Criminal Justice**

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**CRI100      Criminal Justice****3 Credits**

This course is an introduction to the criminal justice system and its role in society. The course introduces criminal justice concepts and terms, and relates criminal justice concepts to current events and trends, with a particular focus on career paths and areas of specialization within law enforcement, the court system, and corrections. Students are also introduced to the concept of protecting and serving the public while respecting constitutional procedures and administrative priorities.

*Terms Offered: FL, SP*

**CRI135      Introduction to Corrections****3 Credits**

This course examines the role of corrections in the criminal justice system, focusing on historical developments, punishment, rehabilitation, sentencing, deterrence, and the operation of prisons, and including a study of intermediate punishment, parole, and community corrections programs.

*Terms Offered: FL, SP*

**CRI207      U.S. Intelligence Community****3 Credits**

This course is an introductory study of the U.S. Intelligence community, its means, and methods. The material including the roles, duties, and methods of the case officer, agent, and analyst are introduced. Several common analytical techniques will be examined. Practical analytical assignments in both crime and intelligence analysis are covered.

*Prerequisite: CRI100 or CRI135*

*Terms Offered: FL, SP*

**CRI215      Criminological Theory****3 Credits**

This course is designed to provide an analysis of criminological theory. It will engage students by teaching them how to put criminological theory in context, examine policy implications brought about by theoretical perspectives and show students the practical application of theories to contemporary social problems.

*Prerequisite: CRI100*

*Terms Offered: FL, SP*

**CRI225      Juvenile Justice: Alternatives to Incarceration****3 Credits**

This course provides an analysis of the juvenile justice system as it relates to the punishment and rehabilitation of the juvenile offender, including an in-depth study of juvenile probation and other intermediate sanctions presently utilized within the juvenile justice system.

*Prerequisite: CRI100 or CRI135 or by permission of the Program Director.*

*Terms Offered: SU,WI*

**CRI236      Ethics in Criminal Justice****3 Credits**

This course examines the issue of professional, moral, and ethical behavior within the criminal justice system. Students will be provided an overview of the history, philosophy, and role ethics play within the system.

*Prerequisites: CRI100*

*Terms Offered: FL, SP*

**CRI245      Criminal Investigation****3 Credits**

This course is a study of the techniques and theories of criminal investigations, including interviewing witnesses, suspects, and victims, collecting and preserving evidence, and preparing cases for trial.

*Prerequisite: CRI100 or CRI135 or HSM110 or HSM115*

*Terms Offered: FL, SP*

**CRI280      Addiction and Society****3 Credits**

This course examines drug-taking behavior and its impact on the criminal justice system. This course is a study of substance abuse and crime. Topics explored will include the history and classification of drug abuse, the impact of drugs on crime, and criminal justice strategies to manage the problem of drug abuse.

*Prerequisite: CRI110*

*Terms Offered: WI, SU*

**CRI285      Societal Changes in Victimology****3 Credits**

Course structure covers contemporary developments in the field of victimology, its conceptual boundaries, its basic concepts and literature, its subfields and role as a field of study within criminology and criminal justice. The historical and emerging roles of victimology as a field of study are examined and discussed in depth. Special attention is paid to applied learning objectives with respect to each student's personal experiences with the human dimensions of victimization. This course also deals with analysis of contemporary programs and trends in the criminal justice system's response to victims.

This course is a study of the social and psychological consequences of victimization. The emphasis is placed on analyzing the victim's traits that make them susceptible to particular types of crimes; the effects of victimization to include immediate and long-term patterns, and the legislative rights of victims.

Course work will consist of interdisciplinary studies that include sociology, psychology, criminology, public policy and the law. An in-depth study dissecting the psychological and sociological traits of an actual case file -victim will be the culmination of the course requirements.

*Prerequisite: CRI100 or CRI135 or HSM110 or by permission of the Program Director*

*Terms Offered: SU, WI*

**CRI301      Fraud Investigation****3 Credits**

This course provides an examination of existing and emerging, "e-crimes" (i.e., economic and electronic), identity theft, Internet, credit card and check fraud, as well as the basics of protecting an

organization's digital assets. The course will focus on government/private industry methodology to detect, investigate, and prevent such crimes. A specialized course focus includes counterfeit negotiable instruments and debit card fraud.

*Prerequisite: CRI100 or CRI135 or CRI245 or HSM110 or HSM115*

*Terms Offered: As needed*

### **CRI305      Crime Scene Examination**

**3 Credits**

This course is a study of the professional discipline used to investigate and establish facts in criminal or civil courts of law that involves the scientific analysis of crime scene evidence. Learning objectives will be primarily hands on within a collaborative environment that will include evidence identification, collection, documentation, scientific examination, court testimony and professional presentation of scientific findings.

*Prerequisite: CRI245*

*Terms Offered: As needed*

### **CRI310      Criminal Profiling: Policy and Practice**

**3 Credits**

This course deals with the examination of offender "profiling." The course will cut through the confusion and misunderstandings regarding the "art of profiling" by providing detailed original and scientific research methods that examine the variations in criminal behavior from which any "profile" is derived. Particular types of crimes will be studied via offender topologies and profiles derived from these topologies.

*Prerequisite: CRI245*

*Terms Offered: SU, WI*

### **CRI312      Investigative Report Writing**

**3 Credits**

This course focuses on the theoretical and practical methods of written documentation in the investigative process. Specific emphasis will be placed on field note-taking, narrative report writing, and the completion of specialized reports including affidavits of probable cause and arrest and search warrants. The course will also examine investigation reports, writing concepts for probation, corrections, and other criminal related investigations in anticipation of prosecution.

*Prerequisite: CRI100, CRI123, HSM110 or HSM115 and ENG101*

*Terms Offered: SU, WI*

### **CRI315      Advanced Issues in Evidence**

**3 Credits**

This course will build on the concepts covered in LGL130 Evidence, including constitutional issues, relevance, competency, hearsay, and privilege. The course will cover issues of evidence as they relate to the role of the criminal justice professional in preparation of cases with emphasis on effective courtroom testimony through a complete knowledge of the substantive and procedural laws of evidence.

*Prerequisite: LGL130*

*Terms Offered: As needed*

### **CRI321      Police Operations**

**3 Credits**

This course is a study of the development, organization, and function of contemporary law enforcement agencies, police-community relations, police decision-making and other concepts in police practice and administration. This course will also examine the design and organization of police departments, with special emphasis on patrol techniques, investigations and investigative computer technology, oral and written communication with and among law enforcement officials, and the use of force in law enforcement.

*Prerequisite: CRI100*

*Terms Offered: FL, SP*

### **CRI330      Criminalistics**

**3 Credits**

This course is a study of the identification, collection, and preserving of physical criminal evidence. The course focuses on crime scene documentation, internal and external perimeter control necessary for the identification and securing of forensic evidence; such as, biological, physiological, ballistics, fire and narcotic specimens. Practical exercises and some laboratory activities will be done.

*Prerequisite: CRI245 or LGL260 or LGL130 or LGL250*

*Terms Offered: As needed*



**CRI365 Cyber Investigations****3 Credits**

The course is primarily designed as a survey of the legal issues surrounding the use of the Internet. Coverage includes origins of the Internet, criminal aspects of cyberspace, tort liability, and privacy issues. The course also includes a critical examination of intellectual property, online business concerns, and child online protection.

*Prerequisite:* CRI245

*Terms Offered:* SU, WI

**CRI375 Terrorism****3 Credits**

This course will explore the continuing phenomena of organized extremism in America and around the world. The origins of modern terrorism (international as well as domestic) will be explored. The histories, philosophies, activities, and recruiting methods and tactics of such groups will be reviewed. Methods to counter terrorism and the role of the Department of Homeland Security will also be explored.

*Prerequisite:* CRI100 or HSM115

*Terms Offered:* SU, WI

**CRI380 Psychology of the Criminal****3 Credits**

This course is a study of the contribution of psychology to our understanding of criminals and their behavior. The course will analyze various types of criminals in regard to their early childhood backgrounds, traits, and characteristics (biological, sociological, and psychological) in context to a particular type of crime. Emphasis will be placed on psychopathy, sexual sadism, and mental disorders, and the appraisal of theoretical criminology in evaluation of known criminal offenders.

*Prerequisite:* PSY100

*Terms Offered:* SU, WI

**CRI395 Essential Criminal Justice Research****3 Credits**

This course covers experimental research methods in criminal justice and related disciplines. Research design, data collection, analysis, validity, and report writing all be covered. The format of the course will be mixture of lecture and discussion, writing, and demonstrations. Primary evaluation of this course is an introduction to social science research methods generally, with an emphasis on comparing them to the field of criminology. Interpretation in the understanding of the scientific method, the terminology of research methodology and outcomes will be covered.

*Prerequisite:* ENG105 and CRI100

*Terms Offered:* FL, SP

**CRI416 Crisis Management****3 Credits**

This course will explore the realm of crisis intervention from the basics of defusing anger to the complex issues of hostage negotiations and hostage survival. De-escalation skills will be taught and practiced at all levels of the crisis continuum. This course will examine the many factors that lead to confrontations and the techniques and pitfalls of managing aggression.

*Prerequisite:* COM101 or ENG220

*Terms Offered:* As needed

**CRI420 Correctional Management****3 Credits**

This course is an advanced study of correctional institutions and facilities focusing upon management, operations, and administration. This course will focus on recent research, programs, contemporary topics such as sex in prison, prison contraband markets, privatization, policy development, prison social structure, and the latest Supreme Court decisions pertaining to institutional corrections.

*Prerequisite:* CRI135

*Terms Offered:* As needed

**CRI431 Police Administration****3 Credits**

This course involves a study of police management as it relates to the functions and activities of a police department. While organizational structure is examined, emphasis will be on police management and the associated contemporary theories, policy development/implementation, and community policing. This course will include an appraisal, comparison and contrast, of the management techniques and

operational policies/procedures of an existing police agency.

*Prerequisite: CRI321*

*Terms Offered: As needed*

### **CRI436 Security Management**

**3 Credits**

This course explores the various aspects of the corporate security profession. Specific areas to be addressed include legal theory, standards of protection, organizational management, operational administration, technology, and investigative protocols. Subjects of special study will include corporate espionage, risk management, threat assessment, crisis management, and professional development.

*Prerequisite: CRI100 or HSM110*

*Terms Offered: SU, WI*

### **CRI445 Probation and Parole Casework Management**

**3 Credits**

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

*Prerequisite: CRI110 or CRI135*

*Terms Offered: SU, WI*

### **CRI450 Criminal Justice Independent Study**

**3 Credits**

The Independent Study course is an independent study program, which encourages students to explore aspects of their major beyond the required courses by working on a project approved by the advising instructor. Working with an advising instructor in their major, students develop a research topic and plan, carry out that research, and produce a project (thesis, multimedia presentation, video, etc.) which demonstrates academic excellence. Projects will then be presented formally to the advisor. It is the student's responsibility to plan and develop the project, report weekly to the faculty advisor, and to develop the final presentation of the individual project. Only those individuals who have shown course completion with a 3.5 GPA or higher, and deemed by the faculty advisor as a good candidate due to her/his independent working skills, will be allowed to enroll in this course.

*Prerequisites: Completion of all lower-level program courses and student is in the last three terms of study*

*Terms Offered: As needed*

### **CRI500 Advanced Criminological Theory**

**3 Credits**

This course is designed to provide an advanced analysis of criminological theory. This causes of crime will be explored from a biological, psychological, sociological, and cultural perspective. The course will emphasize the importance of understanding these key concepts within the realm of the current state of criminological theory.

*Terms Offered: FL, SP*

### **CRI505 Advanced Policy and Practices**

**3 Credits**

This course is designed to provide an advanced analysis of the theoretical and practical aspects of leadership in the American criminal justice system. The nature of criminal justice organizations, individuals and group behavior will be explored. This course will also address processes inherent within these organizations along with human resource functions, including personnel management, employment, and recruitment.

*Terms Offered: FL, SP*

### **CRI510 Advanced Crisis Communication**

**3 Credits**

This course is designed to provide an in-depth examination of recent tragedies that have occurred around the globe, including natural disasters, accidents, and terror attacks. Focus will be placed on the leadership's communication during each incident, as well as the most effective way to prepare for and handle a crisis.

*Terms Offered: FL, SP*

### **CRI515 Advanced Ethics in Criminal Justice**

**3 Credits**

This course is designed to provide an advanced analysis corruption in law enforcement organizations.

Specifically how leadership handles ethical dilemmas and issues that arise within the organizations. Topics covered will include the steps administrators take to prevent corruption as well as a realistic look at the ethical problems faced in the practice of police work.

*Terms Offered: FL, SP*

## Dental

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### **DEN100      Biomedical Sciences in Dentistry**

**3 Credits**

This course is designed to give students an understanding of basic information of biomedical sciences in dentistry. This course will prepare students that have no prior experience for a successful career in the dental office. Emphasis placed on infection control, OSHA and hazard communications in the dental setting. This course will provide a solid foundation in dental sciences such as anatomy and physiology, microbiology, nutrition, and pharmacology relating to their roles in dental education and successful over all care of their future patients. A strong focus on the development and application of the processes of care for the dental patients will be developing during this course.

*Terms Offered: SU, WI*

### **DEN105      Essential Dental Assisting Skills**

**3 Credits**

This course is an introduction to the clinical dental assisting profession. Emphasis placed on proper infection control practices and sterilization techniques according to OSHA standards. Processes of management and prevention of dental emergencies. Preparing the operator, seating the patient, performing basic Dental Assisting responsibilities such as reviewing medical history, vital signs, identifying procedural set-ups, performing oral evacuation, and basic chair-side four-handed dentistry.

*Terms Offered: WI, SU*

### **DEN120      Dental Clinical and Behavioral Sciences**

**3 Credits**

This course will introduce the students to different dental diseases and an understanding of abnormal and disease states. Emphasis on preventive and diagnostic procedures. Dental terminology will be covered preparing the students to communicate professionally with coworkers and patients. Medical law and ethics for the dental assistant will be discussed, ensuring the students are properly educated in their roles in the office setting. Students will learn about the many dental specialties available for patient needs, including cosmetic, oral surgery, implants, endodontic, periodontal, orthodontic, and prosthodontic procedures. Students will be introduced to top of the line innovative technologies they will use in the dental lab setting. Students will gain knowledge on the management and prevention of dental emergencies.

*Terms Offered: FL, SP*

### **DEN125      Chairside Dental Assisting Skills**

**3 Credits**

This course includes Dental Assisting techniques, preventative care, and diagnostic procedures in the general dental and dental specialty offices. Students will learn proper use and care of dental laboratory equipment. Additionally, the students will begin to participate in an externship of 30 hours in various dental offices under the supervision of a licensed Dentist. Students will use what they have learned in the lectures and labs while gaining exposure to all aspects of the dental operations.

*Terms Offered: FL, SP*

### **DEN130      Dental Billing, Coding, and Treatment Coordinator**

**3 Credits**

This course involved the study needed to become a dental billing and coding specialist. With emphasis on terminology, diagnostic and procedural codes, students will have the knowledge to properly interpret dental records and prepare dental insurance claims. Students will prepare to become an integral member of the dental team with knowledge in administrative skills, such as treatment scheduling, professional, confidential communication, and understanding of the rules and regulations of the most common dental insurance plans.

*Prerequisites: DEN120*

*Terms Offered: SU, WI*

**DEN150 Dental Anatomy and Material Sciences****3 Credits**

This course provides students with a deeper knowledge of dental anatomy. Including the oral anatomy, tooth forms, and functions. This course will prepare student to take the radiation health and safety exam by providing the students with the principles of radiological safety. Methods and techniques of exposing and mounting x-rays. Students will be able to accurately identify anatomical landmarks and pathologies on the x-rays. Commonly employed dental materials will be a focus of this course, with special emphasis on restorative materials, and dental lab materials. A deeper understanding of dental instrumentation, proper dental assisting skills, and sterilizing procedures will be covered.

*Terms Offered: SU, WI*

**DEN155 Advanced Dental Assisting Functions****3 Credits**

This course is the clinical externship component to prepare students to become an integral member of the dental healthcare team. The students will complete a minimum of 210 externships hours by completing procedures in a dental office under the supervision of a licensed Dentist. Students will also expand their clinical skills and learn radiography skills during 8 hours of hands-on lab hours, including exposing x-rays using methods in the paralleling technique, the bisecting angle technique, the extra-oral techniques, and radiographic interpretation of normal and abnormal structures in both.

*Terms Offered: SU, WI*

## English

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

**ENG101 College Composition I\*****3 Credits**

This course introduces students to academic writing with a specific emphasis on writing about argument and rhetoric. Students will engage in diagramming the writing situation, labeling elements of the rhetorical triangle, identifying ethos, pathos, and logos in model texts, and describing the function of persuasive writing. The course will focus on evaluating elements of argument, analyzing rhetoric, and engaging in digital and visual literacy best practices. A minimum grade of "C" must be achieved before enrolling in IDS102 (Introduction to Information Literacy).

*Terms Offered: SU, FL, WI, SP (on-ground or online)*

**ENG101E College Composition I Enhanced\*****3 Credits**

This course introduces students to academic writing with a specific emphasis on writing about argument and rhetoric. Students will engage in diagramming the writing situation, labeling elements of the rhetorical triangle, identifying ethos, pathos, and logos in model texts, and describing the function of persuasive writing. The course will focus on evaluating elements of argument, analyzing rhetoric, and developing and demonstrating mastery of conventions of academic writing. This course is equivalent to ENG101, but includes requirements for the use of student services to encourage student success. A minimum grade of "C" must be achieved before enrolling in IDS102 (Introduction to Information Literacy).

*Terms Offered: As needed*

**ENG105 Research and Argument****3 Credits**

This course expands on the writing skills established in ENG101 and the research skills established in IDS102. Students will develop skills in using evidence-based research for producing written arguments. Students will learn how to analyze sources and incorporate them smoothly and ethically into their own writing. Students will apply academic formatting and citation methods. The course will focus on how to employ research methods that best fit a specific rhetorical purpose and audience.

*Prerequisite: IDS102*

*Terms Offered: SU, FL, WI, SP*

**ENG220 Business Communications****3 Credits**

This course introduces students to the fundamentals of communicating in a professional business environment. The course covers the planning, organizing, and writing of business communications

including cover letters, resumes, proposals, memos, emails, and reports. Students will develop skills to communicate effectively in a variety of business situations by producing business documents that integrate proper conventions of grammar, format, style, and layout. In addition, the course addresses the ethics of cross-cultural and intergenerational communications.

*Prerequisite: ENG102 or ENG105 or IDS102*

*Terms Offered: As needed*

### **ENG225 Introduction to Contemporary World Literature 3 Credits**

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

*Prerequisite: ENG105*

*Terms Offered: FL, SP*

### **ENG230 Literature and Health 3 Credits**

This course employs literature to evaluate topics of current importance health and medicine. These can include areas such as homelessness, domestic violence, poverty, stigmatization, suffering, death, the physician and war, the family and society, aging, human subject experimentation, the doctor-patient relationship, and humor in medicine.

*Prerequisite: ENG105*

*Terms Offered: FL, SP*

### **ENG235 Literature and Popular Culture 3 Credits**

In this course, we will investigate popular culture and narrative by focusing on the relationship between literary texts and popular culture. Readings and materials for the course may include a range from the nineteenth century to the present, and include novels, short stories, essays, older and newer comics, and some older and newer films.

*Prerequisite: ENG105*

*Terms Offered: SU, WI*

### **ENG300 Creative Writing 3 Credits**

An intensive writing course where students will read and analyze the works of published authors and then produce their own creative material. All creative material will be work shopped in class by students with the professor directing the discussion. Class size will be small to encourage the free flow of ideas and criticism regarding student work. The genres within which students will write are poetry and fiction.

*Prerequisite: ENG105*

*Terms Offered: As needed*

### **ENG310 Selected Topics in Literature 3 Credits**

The topic of this course is determined during the academic term that it is offered. This topic will relate to a specific area of literature and/or an intensive study of the life and works of one particular author. Students will use their writing and research skills to participate in this course.

*Prerequisite: ENG105*

*Terms Offered: As needed*

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

This course will survey the literary movements that involve contemporary American writers of color, including African Americans, Native Americans, and Latino Americans. Students will engage with genres including fiction, poetry, and literary criticism written by contemporary authors of color. The course will address not only the ways that these writers have engaged with their current cultural movement, but also how their writing reflects historical, social, and cultural contexts.

*Prerequisite: ENG105*

*Terms Offered: As needed*

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

This course will require students to read and analyze a variety of literary texts to answer questions such as: How is work defined? Who decides on this definition? How do our ideas about work rely on the cultural myth of the American Dream? How does literature portray the working-class man and woman? And how do literary texts reinforce or refute the traditional definitions of work? This course will focus particularly on how gender, race, and class contribute to our understanding of work and how work can both uplift and dehumanize certain individuals. We will also examine the ethics of labor. This class will help students better understand how literature reflects and challenges preconceived notions of work and the working class.

*Prerequisite: ENG105*

*Terms Offered: As needed*

**ENG405 American War Literature Since 1945****3 Credits**

World War II helped to shape the culture, economy, art, and philosophy in contemporary American society. By examining war literature from the post-World War II era until today's modern conflicts with Iraq and Afghanistan, this course challenges students to breakdown the relationship between the destructiveness of war and the creativity of art. In this course, students will study a variety of selected war literature (poetry, drama, short story, novel, personal memoir, nonfiction, and film) to examine how writers shaped the experiences of war. They will distinguish between the different purposes of the literature, the effect it had at the time it was written, and the effect it still has on readers today.

*Prerequisite: ENG105*

*Terms Offered: As needed*

**ENG425 Writing for Digital Media****3 Credits**

In this course, students will learn how to put their tweeting, texting, posting, blogging, emailing and chatting abilities to use in professional, digital spaces. Through examination and analysis, students will study the creation, exchange, and reception of digital texts, how these texts impact professional reputations, and how to shape your online presence. Topics in the course will include website navigation, social media, digital literacy, and current issues. Students will be expected to create their own texts in various modes and styles including blogging, social media, websites, emails and proposals and share them in digital venues.

*Prerequisite: ENG105*

*Terms Offered: SU, WI*

**ENG430 Selected Topics in Rhetoric****3 Credits**

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

*Prerequisite: ENG105*

*Terms Offered: FL, SP*

## Geography

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**GEO100 Cultural Geography****3 Credits**

This fundamental course in world cultures informs students about the non-Western world, cultural differences, geographic issues, population trends, and major contributions to an interdependent global society.

*Terms Offered: As needed*

**GEO105 Global Geography****3 Credits**

This is a basic course providing students with a broad familiarization of those areas of study defined by one or more distinctive characteristics of features as to climate, location, typography, raw materials, language, or economic activities. This study includes the interaction of physical and human phenomena at individual places and how those interactions form patterns and organize space. It includes topics in

physical geography, human geography, and cultural geography.

*Terms Offered: As needed*

## History

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### **HIS101      The United States and the World to 1850**

**3 Credits**

The course provides an enlarged frame for U.S. history by considering world historical events and outcomes, linking and global histories within the geographical boundaries of the modern U.S., including early narratives of settlement and trade in Alaska, Hawai'i, California, and the Southwest. Based upon recent research, the course integrates the history of the western U.S. into the larger narrative of the making of the U.S.A., connecting the region with the colonies along the East Coast and the Atlantic World. It connects the history of early encounters and relations among native Americans, Africans, and Europeans to the broader history of the development of independent nation-states elsewhere in the Americas. Finally, the course considers the transformation of racial, gender, and political identities in the colonial and early national United States through a world historical lens.

*Terms Offered: SU, WI*

### **HIS102      The United States and the World, 1850 to Present**

**3 Credits**

This course examines the history of the United States between 1850 and the present and its relationship with the world. During this period, the United States came to play an increasing role on the global stage after its civil war, most notably through imperialism, the global depression, two world wars, and the Cold War. This course pays particular attention to world historical themes that marked the period, including industrialization, population growth, citizenship, science and technology, urbanization and suburbanization, and the exploitation of natural resources (most notably, the impact of the increasing reliance on petroleum after 1900). By placing America within the world, we seek to question ideas such as about U.S. exceptionalism and the historical roots of U.S. hegemony, as well as more generally the utility of national histories. Finally, this course seeks to incorporate the study of culture, race, class, and gender into a new globalized U.S. history.

*Terms Offered: FL, SP*

### **HIS105      Ancient Civilizations**

**3 Credits**

This course provides a worldwide tour of ancient kingdoms, empires, and civilizations that influenced most of Western society today. Topics such as foundations of development, governance and political structures, trade and other economic activities, communication and interactions with others, and the collapse of the civilization will be discussed.

*Terms Offered: As needed*

### **HIS110      African-American History**

**3 Credits**

With the election and second term of President Barack Obama, many people argue that the long civil rights struggles of African American people in the United States have finally come to an end. Turn on the nightly news, however, or take a walk through any of this nation's densely populated cities of color and you may call this conclusion into question. For centuries, people of African descent in the U.S. have worked diligently to help the nation realize its ideals of freedom and democracy, particularly since these ideals have been so intimately tied to their own status as free citizens in the country. Yet as they worked, changing times and shifting meanings of freedom and democracy in the nation have forged new alliances between African American people and virtually every ethnic group in the country, as well as it has presented new struggles and raised new questions about what it means to be American in the US. Over the course of this semester, we will consider the meanings of freedom and democracy to people of African descent in the United States from before colonial times to the contemporary time.

*Terms Offered: As needed*

### **HIS120      U.S. History to 1865**

**3 Credits**

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

trade, American Revolution, Civil War, and Reconstruction.

*Terms Offered: As needed*

### **HIS130 U.S. History Since 1865**

**3 Credits**

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

*Terms Offered: As needed*

### **HIS310 Remember: A Retrospective of the Holocaust**

**3 Credits**

In this course, students explore events leading to, culminating in, and existing after the Holocaust. Topics covered include racism and anti-Semitism, a history of the Jewish people, the Nazi Party's rise to power, Hitler's Final Solution, and world reaction during and after the war. Students are encouraged to discuss views, research specific areas of interest, and present findings.

*Prerequisite: ENG102*

*Terms Offered: As needed*

### **HIS315 Martin Luther King**

**3 Credits**

This course is designed to expose students to the life and times of Dr. Martin Luther King, Jr., as one of the great Americans in history. Students will view a snapshot of history gaining an understanding of the cultural, social, political, and historical aspects of the late 1960s.

*Prerequisites: HIS130 or HUM105 or PSY100 or SOC100*

*Terms Offered: As needed*

### **HIS320 Military History**

**3 Credits**

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

*Prerequisite: HIS120 or HIS130*

*Terms Offered: As needed*

### **HIS330 Middle Eastern History**

**3 Credits**

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

*Prerequisite: ENG101*

*Terms Offered: As needed*

### **HIS340 American Civil War**

**3 Credits**

This course examines the political, economic, social, and military aspects surrounding the American Civil War from the perspectives of both the North and South. It will examine the causes of the war and the early attempts to prevent it, the role of the press during the war, the political strategies, and military campaigns. Also covered will be the role of blacks and immigrant groups during the war. The course will contrast Presidents Abraham Lincoln and Jefferson Davis as well as Generals Ulysses S. Grant and Robert E. Lee.

*Prerequisite: Any 200-level social science course*

*Terms Offered: As needed*

### **HIS345 Selected Topics in Local Pennsylvania History**

**3 Credits**

This course will introduce students to various topics on the history, society, and culture of South Central Pennsylvania. This topical survey of local history will include readings, lectures, and out-of-class visits to



local landmarks, historical sites, and museums.

*Prerequisite: ENG102 or ENG105 or IDS102*

*Terms Offered: As needed*

## Honors

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

### **HON400 Honors Studies\***

**3 Credits**

*This course affords motivated, civic-minded students the chance to develop and practice leadership roles in the community. Accordingly, this course facilitates the design and implementation of a service-learning project informed by academic research, guided by a faculty mentor, and driven by a specific need or issue within the college or local community.*

*Prerequisite: Successful completion of 75 earned credits for the bachelor's degree.*

*Terms Offered: As needed*

## Homeland Security Management

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### **HSM110 Principles of Private Security**

**3 Credits**

This course is an introduction to the principles of private security, including the history and role of private security, threat assessment and security survey, and principles of physical security, including personnel security and functional area security systems.

*Terms Offered: As needed*

### **HSM115 Homeland Security Management**

**3 Credits**

This course will provide an introduction to homeland security management, the protection of U.S. territory, sovereignty, domestic population, and critical infrastructure against external threats and aggression, and its role in society. Students will receive an overview of the roles and duties of various Federal, Tribal, State and local agencies in maintaining homeland security, as well as the relationship between homeland security and private security. The course also explores threats from terrorism and weapons of mass destruction and provides an overview of emergency management.

*Terms Offered: As needed*

### **HSM205 Fundamentals of Intelligence Analysis**

**3 Credits**

This course is an introductory study of crime and intelligence analysis, including the roles and duties of the analyst and the collection, analysis, and dissemination of information. Several common analytic techniques will be examined. Practical analytical assignments in both crime and intelligence analysis are covered.

*Prerequisite: CRI100 or HSM110 or HSM115*

*Terms Offered: As needed*

### **HSM215 Emergency Management**

**3 Credits**

This course is a study of emergency management to include the history and role of emergency management in the United States as part of homeland security. Response to natural disaster, terrorism, and other incidents will be explored, as well as the Incident Command system and interaction of all public safety organizations. The course will also cover emergency management to include the National Incident Management (NIMS) and Incident Command System (ICS) overviews and these play a large part in overall scene management.

*Prerequisite: HSM110 or HSM115 or by permission of the Program Director.*

*Terms Offered: As needed*

### **HSM335 Business Intelligence**

**3 Credits**

This course provides an overview of the threat to the business community from espionage and counterintelligence operations. It also covers legal issues such as the Espionage Act and the U.S.

NISPOM regulations for the protection of classified information. The development of a business counterintelligence program will also be covered.

*Prerequisite: HSM205*

*Terms Offered: As needed*

### **HSM350 Environmental Security**

**3 Credits**

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

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

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

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

*Prerequisite: HSM115*

*Terms Offered: As needed*

### **HSM405 Criminal Intelligence Analyst I**

**3 Credits**

This course is a study in crime and intelligence analysis, including the role and duties of the analyst, the collection, analysis, and dissemination of information, and the laws pertaining thereto. Emphasis will be placed on the criminal intelligence analyst, however, practical analytical assignments in crime and intelligence analysis will be covered.

*Prerequisite: HSM205*

*Terms Offered: As needed*

### **HSM415 Threats to Homeland Security**

**3 Credits**

This course will analyze the history and many dimensions of national security before and after 9/11. It will also provide a comprehensive and interdisciplinary critique of the concepts of threats and responses and explore the nature of various threats. The course will compare and contrast how to conduct threat assessment using the concept of threats using the included practical risk assessment tool for emergency managers. It will also look at assessing and defending against cyber-terrorism and cyber-warfare to include how information can be used as a weapon.

*Prerequisite: HSM115*

*Terms Offered: As needed*

### **HSM420 Emergency Management: Disaster Policy and Politics**

**3 Credits**

Disasters and emergencies challenge people and their governments. Burned into American psyche is how government officials performed after 9/11 terror attacks of 2001 and response to the Hurricane Katrina disaster in New Orleans in 2005. Rather than look at disasters and the response to them as unexpected events, this course will attempt to show that the response to these events is determined by public policy and analysis, organizational management, and leadership. The book is thematic, intended to guide students through a wealth of material by employing a simple analytical framework and set of themes to help students in organizing details and connecting them to larger concepts. Taken together, the framework and its concepts provide students with a way to understand disaster policy and politics. NIMS, ICS, and HAZ-Mat qualities will be featured.

*Prerequisite: HSM215*

*Terms Offered: As needed*

### **HSM430 Data Mining and Predictive Analysis**

**3 Credits**

This course is an advanced study in the field of intelligence analysis, including applications in data

mining as an analytical tool to predict crime trends, emerging security threats and statistical analysis of crime trends. Specialty topics, such as foreign and domestic security threats, anti-terrorism, and counter-intelligence will be featured. Previously learned analytic techniques and skills will be applied in case studies and research projects. Analytic methods using open sources of information will be featured.

*Prerequisite: HSM110 or HSM115*

*Terms Offered: As needed*

## Hotel & Restaurant Management

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### **HRM105 Introduction to Hospitality**

**3 Credits**

This course examines the background and scope of the hospitality and tourism industry. The course outlines the various types of hotels, restaurants, travel and tourism organizations, and their individual organizational structures. In addition, future trends and career opportunities within the hospitality industry are evaluated.

*Prerequisite: None*

*Terms Offered: WI, SU*

### **HRM115 Sanitation and Safety**

**3 Credits**

Students will learn about important topics as they related to a variety of food safety issues that food service personnel must address daily in the restaurant industry. Hand-washing and personal hygiene are major components covered in this course, along with the need to recognize the dangers of food allergens, pathogens, toxins, and a variety of other related contaminants. The textbook utilizes ANSI and FDA approved material, which will prepare the student to pass the ServSafe Certification exam.

*Prerequisite: None*

*Terms Offered: WI, SU*

### **HRM125 Food and Beverage Cost 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.

*Prerequisite: HRM105*

*Terms Offered: WI, SU*

### **HRM225 Food and Beverage 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.

*Prerequisite: HRM105*

*Terms Offered: WI, SU*

### **HRM226 Lodging Management**

**3 Credits**

Presents the principles of organizational, management, and decision models that apply to the tasks and challenges of hotel/lodging operations from the manager's perspective. This course discusses techniques of problem solving (including planning, organizing, directing and controlling operations) in areas of front office operations, housekeeping, sales/marketing and food/beverage personnel.

*Prerequisite: 105*

*Terms Offered: WI, SU*

### **HRM245 Lodging Management**

**3 Credits**

The course will introduce students to the operations of the legal system and practical knowledge of law as it pertains to the hospitality industry. A case study approach will be used to understand restaurant, hotel, and travel laws and regulations that influence business and management decisions in the hospitality industry. The course is designed to provide the student with practical knowledge of law and

the operations of the legal system.

*Prerequisite: none*

*Terms Offered: WI, SU*

### **HRM350 Hospitality Management Seminar**

**3 Credits**

This course will utilize portions of the concepts that were covered in all the prerequisite HRM courses. The students will be closely evaluating current event issues weekly and deciphering how the industry is adversely or beneficially affected. A major project will be completed by each student, in which they will need to comprehend and apply information from reputable sources, textbooks and personal backgrounds.

*Prerequisite: HRM225 or HRM226*

*Terms Offered: WI, SU*

## **Humanities**

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### **HUM105 Cultural Anthropology**

**3 Credits**

The course introduces students to the concept of culture across human civilizations, past and present. Topics covered in the course include definitions of marriage and family, gender stereotypes and roles, exploring identity through the lens of gender, race, and ethnicity, dissecting religious and spiritual beliefs, identifying processes of industrialization, globalization, and sustainability. Students will be challenged to reflect on their own beliefs, engage in basic ethnography and comparison, and consider their role in a multicultural world.

*Terms Offered: As needed*

### **HUM205 History of Jazz**

**3 Credits**

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

*Terms Offered: As needed*

### **HUM210 History of American Popular Music**

**3 Credits**

This course examines the history and progression of American popular music from the turn of the 20th century to present day. By interpreting musical recordings and videos as “text,” we will understand how American popular music reflects American society and the economic, political, social, and cultural shifts which have occurred in the last century. Additionally, we will comprehend how popular music has helped shape a mass culture in which Americans have participated, regardless of socioeconomic, gender, race, or regional differences.

*Prerequisite: HUM210 History of American Popular Music 3 Credits*

*Terms Offered: As needed*

### **HUM305 Comparative Religion**

**3 Credits**

Students take an in-depth look at the central beliefs of such major world religions as Hinduism, Buddhism, Judaism, Christianity, and Islam. The varieties of religious experience from both Eastern and Western cultural traditions are explored to determine their similarities and differences.

*Prerequisite: SOC100 or SOC205*

*Terms Offered: As needed*

### **HUM310 World Mythology**

**3 Credits**

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

*Prerequisite: ENG105*

*Terms Offered: SU, WI*

**HUM320      Computers and Society****3 Credits**

Students will enhance their understanding of their social/professional environment as it is becoming rapidly altered by the utilization of computers. This course is designed to create and invoke ethical, sociological, and philosophical debates on the issue of the effects of computers in social settings. This is an open-ended discourse due to the novelty of the issue.

*Terms Offered: As needed*

**HUM325      Feminism: Impact and Evolution****3 Credits**

This course is designed to expose students to the Feminist Movements in American history. Topics to be covered include feminist theory, the socioeconomic impact of women in American culture, and the politics of global feminism.

*Prerequisite: ENG105*

*Terms Offered: As needed*

**HUM335      The Evolution of Social Media****3 Credits**

This course analyzes the impact of social media on contemporary cultural, political, economic, and/or social issues. By synthesizing the power and nature of the medium, students will understand the history and evolution of social media and evaluate their place in the social sphere.

*Prerequisites: ENG105 and HUM105 or SOC100 or PSY100 or COM130*

*Terms Offered: SU, WI*

## **Interdisciplinary Studies**

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

**IDS101      CPC Foundations****3 Credits**

This course provides an introduction to the college and serves as an extended orientation to college life. Topics will include college systems, managing time, and assessing goals. Students will also identify and analyze common obstacles to student success and address college resources that will support and strengthen students' academic, personal, and professional goals.

*Terms Offered: SU, FI, WI, SP (on-ground or online)*

**IDS102      Introduction to Information Literacy****3 Credits**

This course is an introduction to 21st century information literacy concepts and skills. Students will develop lifelong research skills relevant to their academic careers, professional lives, and community participation by thinking critically about information creation, access, and usage. Student will learn how to locate and evaluate sources, analyze the social factors influencing information, and understand how to responsibly use and create information.

*Prerequisite: ENG101*

*Terms Offered: SU, FI, WI, SP*

**IDS200      Consumer Protection****3 Credits**

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

*Terms Offered: As needed*

**IDS205      Selected Topics in Film****3 Credits**

The topic of this course is determined during the academic term that it is offered. This topic will relate to a specific area of filmmaking and/or appreciation. Students will use their writing and research skills, along with their knowledge of mass media, to participate in this course. Directorial filmographies or selected genres will be the focus of this course.

*Prerequisite: ENG105*

*Terms Offered: SU, WI*

**IDS210      Global Humanitarian Studies****3 Credits**

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

*Terms Offered: As needed*

**IDS290      Associate Degree Capstone****3 Credits**

The capstone course for the associate degree integrates coursework, knowledge, skills, and experiential learning to enable the student to demonstrate their level of achievement for entry into a new field or advancement in the current field. This is a self-directed, integrated learning opportunity that is the summation of the student's academic and hands-on learning experiences at the associate degree level.

*Co-requisite/Prerequisite: Satisfactory completion of all coursework required for the associate degree with the exception of the final term.*

*Terms Offered: SU, FI, WI, SP*

**IDS315      Global Cultural Study****9 Credits**

This course combines and in-depth study of cultural and gendered responses to economic globalization. Topics include culture and security, identity politics, clashes of and accommodations among civilizations, modernity, and post-modernity. A sociological and cultural analysis of the background and contemporary customs of the people of the country is studied on location with special attention paid to the problems of modernization and culture change.

*Prerequisite: 21 earned credits*

*Terms Offered: As needed*

**IDS325      Nature of Leadership****3 Credits**

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

*Prerequisite: PHI105*

*Terms Offered: As needed*

**IDS330      Global Conflict****3 Credits**

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

*Prerequisites: HUM105, SOC100, or PSY100*

*Terms Offered: As needed*

**IDS335      Fashion, Media, Culture****3 Credits**

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

*Terms Offered: As needed*

**IDS400      Topics in Multiculturalism****3 Credits**

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

*Prerequisite: ENG105*

*Terms Offered: As needed*

**IDS401      Topics in Service-Learning****3 Credits**

This course will provide an opportunity to work with other students, community members, and community agencies in organizing and carrying out a service-learning project that addresses an existing community issue or need.

*Prerequisite: Successful completion of 75 earned credits for the bachelor's degree.*

*Terms Offered: As needed*

**IDS402      Topics in Student Leadership****3 Credits**

Student leaders meet with campus leaders to discuss principles of leadership, evaluate their own leadership, and develop and implement a campus project. The project should embody the core values of the college while permitting students to develop as servant-leaders.

*Prerequisite: Successful completion of 75 earned credits for the bachelor's degree.*

*Terms Offered: As needed*

**IDS403      Independent Study in Special Topics****3 Credits**

This course provides students an opportunity to develop an individualized study plan on a specific theme, topic, or innovative area of interest, conduct extensive research, prepare a final project, and present the findings to the community. Students have an option of furthering a faculty member's research or developing their own project.

*Prerequisite: Course registration will require approval from the Program Director of General Education. Students will also be asked to fill out IDS403 Special Topics Student Proposal Form.*

*Terms Offered: As needed*

**IDS490      Bachelor's Degree Capstone****3 Credits**

The capstone course for the bachelor's degree integrates coursework, knowledge, skills, and experiential learning to enable the student to demonstrate their level of achievement for entry into a new field or advancement in the current field. This is self-directed, integrated learning opportunity that is the summation of the student's academic and hands-on learning experiences at the bachelor's degree level. Co-requisite/Prerequisite: Satisfactory completion of all coursework required for the bachelor's degree with the exception of the final term.

*Terms Offered: SU, FI, WI, SP*

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

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

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

*Terms Offered: As needed*

## **Internships**

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**INT299      Associate Degree Internship****3 Credits**

The internship experience at Central Penn includes an on-the-job educational experience. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment.

*Prerequisite: Successful completion of 45 credits for the associate degree.*

**INT490      Disney College Internship**

**12 Credits**

This internship program at Walt Disney World Resort, Orlando, Florida allows students to gain on-the-job experience with a world-renowned company, providing uniquely Disney learning experiences, all while preparing for your future, building transferable skills, including networking, problem solving, teamwork and effective communication.

**INT498      Washington Institute Internship**

**12 Credits**

The Washington Institute Internship experience is offered through an articulation agreement between the Washington Institute and Central Penn College. The program is performed in Washington, D.C. where students complete an internship in a professional setting such as federal agencies, congressional offices, embassies, businesses and a verity of nonprofit and advocacy organizations. This highly competitive structured program includes an on-the-job educational experience coupled with two academic courses and seminars in theory and practice. This hands-on opportunity allows students to apply, analyze, synthesize, and evaluate the knowledge and skills learned in the classroom to the working environment of our national government.

The 12 earned credits can be distributed amongst Internship, an experiential learning course, intersection courses, minor courses, open electives, or another option that best fits the student's needs for graduation. Students must preplan their academic schedule and course load to complete this program.

**INT499      Bachelor's Degree Internship**

**3 Credits**

The internship experience at Central Penn includes an on-the-job educational experience. This hands-on opportunity allows students to apply, analyze, synthesize, and evaluate the knowledge and skills learned in the classroom to the working environment.

*Prerequisite: Successful completion of 90 credits for the bachelor's degree.*

**Language**

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

**LNG100      Conversational Spanish**

**3 Credits**

This course teaches students how to understand others and to make themselves understood using the Spanish language. Practical exercises and activities specifically geared toward "real life" scenarios are used.

*Terms Offered: As needed*

**Leadership**

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

**LDS400      Leadership Project\***

**3 Credits**

The Leadership Project is an individual project developed and implemented by the student to show his or her understanding of leadership and ability to lead others. While the specific nature of the project is open and should meet the student's interests and goals, it must demonstrate the student's ability to lead others and to serve as example for others. The project should also embody the core values of the college. The student then makes a presentation based on his or her project to the campus community and any relevant organizations.

*Prerequisites: BUS402, IDS325, and SOC400*

*Terms Offered: As needed*



## Legal Studies/Paralegal

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Courses designated LS are legal specialty courses. Under ABA guidelines, nine credits of these courses must be taken in a traditional (on-ground) format. No more than 12 of these credits may be transferred into the paralegal associate program from other institutions, and no more than 15 may be transferred into the legal studies bachelor's program. Transfer of legal specialty courses must be approved by the Program Director.

### **LGL100      Foundations in Law**

**3 Credits**

This introductory course for the paralegal and legal studies programs introduces students to the American legal and court systems, professionalism and other essential skills, law office processes and organization, legal ethics, basic legal analysis, and print and online legal resources. Students receive experiential learning through the preparation of a basic legal memo or a case brief.

*Prerequisites: None*

*Terms Offered: SU, FL, WI, SP*

### **LGL110      Principles of Legal Research**

**3 Credits**

This course teaches students to use the Harvard System of Legal Citations (the "Bluebook") to create accurate legal citations for a wide variety of primary and secondary legal resources. Students receive experiential learning through citation drills that simulate tasks they may encounter while working as paralegals.

*Prerequisites: None*

*Terms Offered: FL, SP*

### **LGL120      Historical Perspectives of the Constitution**

**3 Credits**

This course teaches students the history and meaning of the United States constitution, the structure of federal government including separation of powers and checks and balances, and fundamental rights including due process equal protection and freedoms of speech, religion, association, and the press. Students received experiential learning by viewing videos of United States Supreme Court justices explaining the inner workings of the court and listening to oral arguments and reading opinions issued in key constitutional cases.

*Prerequisites: None*

*Terms Offered: SP*

### **LGL130      Evidence**

**3 Credits**

This course introduces the student to the admissibility, credibility, and effectiveness of trial evidence. The rules of evidence relating to competence, authenticity, relevance, and hearsay are explored, along with chain of custody, privilege, the exclusionary rule, the examination of witnesses, and trial procedures affecting admissibility.

*Prerequisites: None*

*Terms Offered: SP*

### **LGL140      Business Law**

**3 Credits**

This course is designed as a basic introduction to law and the legal system for the non-legal major. Students will learn about the federal and state court systems and various substantive areas of law including contracts, business organization, bankruptcy, wills and estates, torts, and real property. Emphasis is placed on the practical aspects of the law and its relation to personal and business transactions.

This course should NOT be taken by students in the Paralegal associate or Legal Studies bachelor's programs.

*Prerequisites: None*

*Terms Offered: As needed*

### **LGL210      Legal Research and Writing I (LS)**

**3 Credits**

This course teaches students to use critical thinking and legal analysis to formulate answers to legal questions based on primary and secondary resources. Students receive experiential learning through

research drills that simulate research tasks they may encounter while working as paralegals.

*Prerequisites: LGL110*

*Terms Offered: SU, WI (traditional classroom or remote synchronous format only)*

**LGL211 Legal Research and Writing II (LS)**

**3 Credits**

This course builds on the skills learned in LGL210 Legal Research and Writing I by teaching students to use legal research, critical thinking, and legal analysis to answer legal questions and to write legal memos supporting their conclusions. Students receive experiential learning by preparing legal memoranda that meet the exacting standards of the legal profession for form, content, and organization.

*Prerequisites: LGL210*

*Terms Offered: FL, SP (traditional classroom or remote synchronous format only)*

**LGL220 Civil Litigation I (LS)**

**3 Credits**

This course involves the study of civil procedure in the state and federal courts with a particular emphasis on state court procedures and the functions of the legal professional within the litigation process. The students learn to apply rules of procedure to fact situations by drafting pleadings and motions relating to pleadings.

*Prerequisite: LGL130*

*Terms Offered: SU (traditional classroom or remote synchronous format only)*

**LGL221 Civil Litigation II (LS)**

**3 Credits**

This course provides students with an overview of the litigation process with an emphasis on the discovery, trial, and post-trial phases of state civil litigation. Students will use the resources of a law library and/or online information sources to locate the rules of procedure, analyze and solve legal research problems, and draft legal documents. Students will also explore the use of technology within law firms and the civil litigation practice.

*Prerequisites: LGL220*

*Terms Offered: FL (traditional classroom or remote synchronous format only)*

**LGL230 Torts**

**3 Credits**

This course teaches students the law of torts including intentional torts, negligence, strict liability, product liability, mass torts, and class actions, and the calculation of damages in a tort case. Students receive experiential learning by reading court opinions on tort law and applying the holdings to real-life factual scenarios.

*Prerequisite: LGL100*

*Terms Offered: FL, WI*

**LGL240 Contracts and Commercial Transactions (LS)**

**3 credits**

This course teaches student the legal principles relating to the creation, termination and enforcement of contracts, and the processes and standards for interpreting and drafting contracts. It also teaches the creation and operation of negotiable instruments and secured transactions, and the application of the Uniform Commercial Code to such transactions. Students receive experiential learning by interpreting a residential lease agreement, drafting a contract based on a simulated contract fact pattern, and preparing basic commercial instruments such as promissory notes and UCC-1 forms.

*Prerequisites: LGL100*

*Terms Offered: SU, FL*

**LGL250 Criminal Law**

**3 Credits**

This course teaches students the law governing criminal liability: the basic elements of crimes, criminal defenses, and the elements of specific crimes including homicide, assault, sexual offenses, and property crimes. Students receive experiential learning by analyzing provisions of the Pennsylvania Crimes Code and attending and reporting on an actual criminal trial in a Pennsylvania court.

*Prerequisite: LGL100 or CRI100*

*Terms Offered: WI, SP*

**LGL260 Criminal Procedure****3 Credits**

This course explores the constitutional and practical limitations placed on criminal law enforcement and prosecutorial functions such as arrests, stops, searches, seizures, interrogations, identification, and punishment. The course also instructs the student in the constitutional relationship between investigatory methods and the admissibility of evidence in a criminal trial.

*Prerequisite: LGL120 or CRI100*

*Terms Offered: FL, WI, SP*

**LGL270 Wills and Probate (LS)****3 Credits**

This course teaches students the concepts and processes of testate and intestate inheritance and estate administration. Students receive experiential learning by drafting a will, inventory, application for letters, and first and final accounting based on a simulated fact pattern.

*Prerequisite: LGL100*

*Terms Offered: SU, SP*

**LGL280 Family Law (LS)****3 Credits**

This course teaches students the principles and processes relating to the spousal and parent child relationship including marriage and divorce, paternity and adoption, support and alimony, division of marital property, and child custody. Students receive experiential learning by preparing court documents relating to divorce, support, and custody, and a marriage settlement agreement based on a simulated domestic fact pattern.

*Prerequisite: LGL100*

*Terms Offered: SU, SP*

**LGL300 Administrative and Municipal Law****3 Credits**

This course teaches students about the principles and processes governing the operation, functions, and powers of administrative agencies and local governments, and the creation, revision, and repeal of administrative regulations and municipal ordinances. Students will receive experiential learning through guest lecturers experienced in administrative and municipal processes, by researching and presenting on specific state agencies, and by analyzing and codifying municipal ordinances.

*Prerequisites: LGL100 and LGL120*

*Terms Offered: SU, WI*

**LGL310 Employment Law****3 Credits**

This course teaches students the legal principles governing the employment relationship, focusing on the statutes that protect employees against discrimination and invasion of privacy and that govern compensation and benefits, workplace safety, worker's and unemployment compensation, and the employment of non-citizens. Students receive experiential learning by completing weekly projects analyzing various employment scenarios in light of federal statutory requirements.

*Prerequisite: LGL100*

*Terms Offered: SU, SP*

**LGL320 Business Organizations****3 Credits**

This course teaches students the law governing the creation, operation, and dissolution of corporations, partnerships, and other forms of business, and the means by which government regulates business organizations. Students receive experiential learning through the preparation of articles of incorporation and bylaws and a partnership agreement based on a business formation fact pattern.

*Prerequisite: LGL100*

*Terms Offered: SU, SP*

**LGL330 Bankruptcy Law (LS)****3 Credits**

This course teaches students the federal law governing bankruptcy, including the rights and obligations of debtors and creditors and the preparation and filing of bankruptcy petitions and related documents. Students receive experiential learning through the preparation of bankruptcy documents based on a simulated bankruptcy fact pattern.

*Prerequisite: LGL100*

*Terms Offered: WI*

**LGL340      Fundamentals of Real Estate Law (LS)****3 Credits**

This course teaches students the law governing property rights and real estate transactions, including the preparation of deeds, mortgages, and closing documents such as settlement sheets and disclosure statements. Students gain experiential learning by preparing a deed and mortgage based on a simulated real estate fact pattern.

*Prerequisite: LGL100*

*Terms Offered: SP*

**LGL350      Alternative Dispute Resolution****3 Credits**

The course teaches students basic conflict principles and the various types of dispute resolution methods that are used in a wide variety of professions and industries to avoid litigation in court. The course covers the basic principles underlying conflicts, the strengths and weaknesses of various Alternative Dispute Resolution (ADR) methods, how ADR methods operate and interact, and what types of results can realistically be expected from ADR.

*Prerequisites: LGL100 or CRI100 or any sociology or psychology course*

*Terms Offered: SU, SP*

**LGL400      Advanced Legal Research and Writing****3 Credits**

This course provides intensive hands-on instruction in the preparation of complex research-based legal documents. Emphasis is placed on formulating research strategies using multiple resources and the synthesis of case and statutory law to resolve legal issues and on presenting legal issues, principles, and conclusions in a coherent, clear, and professional manner.

*Prerequisites: LGL211*

*Terms Offered: SU, WI*

**LGL410      Legal Career Seminar****3 Credits**

In this course, senior legal studies bachelor's students will begin planning and preparing their careers as paralegals or other legal professionals. Students will research and develop a career plan and network through guest speakers, field trips, and other opportunities to interact with legal professionals. They will also refine their resumes and curriculum vita and create a portfolio of legal writing completed in other classes.

*Prerequisites: Completion of 90 or more credits*

*Terms Offered: FL, WI*

**LGL420      Advanced Topics in Law****3 Credits**

In this advanced course, students will engage in the in-depth study of a field of law selected by the instructor. This course gives students an opportunity to hone their legal research and analysis skills and gain a deeper understanding of both the content and practice of law in the selected field. Experiential learning occurs through the preparation of a detailed legal memo or brief focusing on questions of law and fact relevant to the selected field.

*Prerequisite: LGL100 and LGL211*

*Terms Offered: FL*

**LGL430      Applied Trial Procedures****3 Credits**

This course will provide the student with intensive practical training in trial processes through the development, preparation, and presentation of a mock trial based on a realistic litigation fact pattern. Experiential learning will occur through the preparation of witnesses and trial exhibits, settlement discussions and a pre-trial conference, and a complete trial in which students will portray attorneys and witnesses before a judge and jury.

*Prerequisite: LGL221*

*Terms Offered: As needed*

**LGL440      Independent Study in Law****3 Credits**

This is a student-driven course that allows the student to engage in an in-depth exploration of a law-related subject. The subject of study and research topic will be selected by the student with the assistance of a faculty member, and the student will conduct independent research on the subject and present that research to the faculty member for a grade. In addition to scholarly research, it is expected

that the student will engage with members of the legal profession relevant to the selected topic.

*Prerequisites: LGL211 and a 3.0 GPA or higher*

*Terms Offered: As needed*

### **LGL450      LSAT/LSAC Preparation**

**3 Credits**

This course prepares students to take the Law School Admissions Test and to apply to law schools. Students will learn about the LSAT application process and the nature and types of questions asked and take practice tests to hone their proficiency. Students will also learn how to navigate the law school application process and complete a law school application using the procedures prescribed by the Law School Admissions Council. This course is required for all students enrolled in the Widener 2+3 option for completing the Bachelor of Science in Legal Studies and is open to all students intending to apply to law school.

*Prerequisite: Enrollment in Widener 2+3 option and completion of 45 qualified credits*

*Terms Offered: SU, FL*

## **Mathematics**

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

### **MTH010      Basic Algebra\***

**3 Credits\***

This is a remedial course in algebra using basic algebraic operations and problem solving, exponents, linear equations and graphing. Enrollment in this course is based on a student's math placement test score. A student must receive a grade of "C" or higher to progress and register for a 100-level math course. This class may be attempted a maximum of two times. \*Note that this counts as a 3 credit course for purposes of awarding financial aid to an eligible student in a given term, but the credits do not count toward the total credits required for any academic credential, certificate or degree.

*Terms Offered: SU, FL, WI, SP*

### **MTH101      College Business Mathematics**

**3 Credits**

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

*Prerequisite: MTH010 or passing placement exam scores*

*Offered: As needed*

### **MTH105      College Algebra**

**3 Credits**

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

*Prerequisite: MTH010 or passing placement exam scores*

*Terms Offered: SU, FL, WI, SP (on-ground or online)*

### **MTH125      Quantitative Literacy**

**3 Credits**

This course is designed to help students develop basic quantitative literacy skills that will be helpful in future college classes and in life as an informed citizen and consumer. Students will learn to critically evaluate quantitative claims and arguments using fundamental arithmetic and algebraic methods.

*Prerequisite: Either MTH010 completion with a grade of "C" or higher or score on the placement test of 75 or higher or Program Director approval.*

*Terms Offered: SU, FL, WI, SP (on-ground or online)*

### **MTH135      Selected Topics in Math I**

**3 Credits**

This course provides students an opportunity to develop an individualized study plan on a specific theme, topic, or innovative area of their interest within the content area of math. With guidance from a faculty sponsor, the student will develop a course outline and completion plan.

*Prerequisite: Program Director approval*

*Terms Offered: As needed*

**MTH200     Statistics****3 Credits**

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

*Prerequisite: MTH101, MTH105, MTH125 or MTH150*

*Terms Offered: SU, FL, WI, SP*

**MTH235     Selected Topics in Math II****3 Credits**

This course provides students an opportunity to develop an individualized study plan on a specific theme, topic, or innovative area of their interest within the content area of math at a more advanced level than MTH135. With guidance from a faculty sponsor, the student will develop a course outline and completion plan.

*Prerequisite: Program Director approval*

*Terms Offered: As needed*

**MTH245     Pre-Calculus with Trigonometry****3 Credits**

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

*Prerequisite: MTH105*

*Terms Offered: As needed*

**MTH315     Calculus for Business and Social Sciences****3 Credits**

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

*Prerequisite: MTH245*

*Terms Offered: As needed*

**MTH330     Statistics II****3 Credits**

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

*Prerequisites: MTH200*

*Terms Offered: As needed*

## **Nursing**

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*An asterisk (\*) denotes a credit allocated to the course practice experience.*

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

**NUR330     Philosophy of Professional Nursing+****3 Credits**

This course focuses on the transition of the registered nurse to baccalaureate degree education and professional nursing practice. Role transition is explored within the context of nursing history, nursing theory, the healthcare environment and ethical standards in professional nursing practice.

*Prerequisite: Student must meet admission criteria and possess a current Registered Nursing License in the state in which they practice.*

*Terms Offered: As needed*

**NUR335     Introduction to Nursing Research+****3 credits**

Introduction to principles and methods of nursing research and the utilization of research in evidence-based practice.

*Prerequisite: Students must meet the admission criteria and possess a current RN license in the state in which they practice.*

*Terms Offered: As needed*

**NUR350      Health Assessment+****3 Credits (2,1\*)**

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

*\*Includes Practice Experience.*

*Prerequisite: NUR330*

*Terms Offered: As needed*

**NUR355      Holistic Nursing+****3 Credits**

This course explores the role of selected complementary and alternative healthcare practices. Emphasis is placed on ways to promote optimum health by exploring historical and cultural perspectives; complementary and alternative therapy interventions; and evaluating the ethical and evidence-based implications of traditional versus non-traditional approaches to healthcare.

*Prerequisite: Students must meet the admission criteria and possess a current RN license in the state in which they practice.*

*Terms Offered: As needed*

**NUR360      Palliative Care Strategies for the Professional Nurse+****3 Credits**

This course will provide a focus on improving the quality of life, end-of-life care of individuals and support of families experiencing life-threatening illness. Application of the nursing process and utilization of established palliative care standards to evaluate the outcomes of care are emphasized. Management of pain and barriers to effective pain relief are discussed in depth. Patient care strategies to improve quality of life, relieve pain and alleviate suffering are discussed within the context of nursing practice.

*Prerequisite: NUR330*

*Terms Offered: As needed*

**NUR410      Community Health Promotion and Education+****3 Credits (2,1\*)**

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

*Prerequisites: NUR330, NUR335, NUR340, NUR350, NUR375*

*Terms Offered: As needed*

**NUR420      Leadership, Management and Role Transition+****3 Credits (2,1\*)**

This course is focused on the role of the professional nurse manager and the assumption of leadership in a variety of settings. Principles and theories of leadership and management applied to support effective direct and indirect care interventions are emphasized. *\*Includes Practice Experience.*

*Prerequisites: NUR330, NUR335, NUR340, NUR350, NUR375*

*Terms Offered: As needed*

**NUR430      Evidence-Based Practice in Complex Care+****3 Credits**

This course is focused on the critical appraisal of evidence and its application to nursing care of adult(s) with complex health problems. Patient(s) may be in acute care, transitional care and/or a community setting.

*Prerequisites: NUR330, NUR335, NUR340, NUR350, NUR375*

*Terms Offered: As needed*

**NUR498 Capstone for Nursing+****4 Credits (2,2\*)**

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

*Prerequisites: Successful completion of all other course requirements in the Bachelor of Science Degree Program in Nursing (RN to BSN).*

*Terms Offered: As needed*

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**Optometric Technician**

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

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

**OPT100 Basic Optometric Science****3 Credits**

Basic Optometric Science is a course that will cover a basic overview of the anatomy and physiology of the eye including the components and normal processes of the integumentary, skeletal, muscular, nervous, endocrine, and lymphatic systems. The course will review ocular pathophysiology and focus on the structures and functions of the human visual system related to common systemic conditions disease processes, disorders, and aging. Students will identify the specific structures involved with common systemic and ocular diseases, disorders, and age-related problems. The course will also review the history of optometry, relationships between optometry and ophthalmology and various paraprofessional careers in vision care. The course will also familiarize students with basic understanding of ocular pharmacology. It will also provide the student an introduction to office procedures relating to the diagnosis of ocular disorders, treatment with lenses and installation of ocular pharmaceuticals, as well as how to properly document in medical records as well as the study of and practical experience in patient pre-testing such as case history, visual acuity, color vision, pupil evaluation and depth perception, as well as the specialized testing procedures such as keratometry and blood pressure. A review of vocabulary including but not limited to common medical terms concerning ocular and systemic conditions will also be incorporated throughout the course as well as prescription interpretation.

*Terms Offered: As needed*

**OPT115 Basic Optometric Clinical Skills I****3 Credits**

Students will utilize techniques to obtain medical and ophthalmic history, transcribe information into the medical chart, and demonstrate appropriate use of common terms/ abbreviations used for patient intake. This course also provides students with an understanding of basic optics test principles and techniques including visual acuity testing, applanation tonometry, pupillary assessment, confrontation visual fields, tear function, color plates, ocular motility testing, stereo acuity testing, keratometry, and blood pressure. Included is a review of basic math needed in vision care and the physiological aspects of vision such as subjective refraction, visual field testing, slit lamp, Goldmann and non-contact tonometry. Basic concepts of orthoptics and the treatment of eye diseases including instillation of eye medications and eye patching is discussed and demonstrated.

*Terms Offered: As needed*

**OPT150 Basic Optometric Clinical Skills II****3 Credits**

This course provides students with an understanding of theory and practical application of basic optical principles, with a focus on the human eye. It provides the student experience and knowledge in areas of special vision care and covers basic optical concepts such as the properties of light and the function of a lens in vision correction. Included is a review of basic math needed in vision care and the physiological aspects of vision such as subjective refraction, visual field testing, slit lamp, Goldmann and non-contact tonometry. Basic dispensing, lens measuring techniques, use of lens clock, interpupillary distance measurement, lensometry to verify prescriptions, frame definition, parts and types of frames, measurement of frames and lenses, alignment of frames and other optics, and dispensing topics are



covered. Students will also demonstrate the ability to perform and evaluate contact lens fitting, contact lens care and education. Maintenance and use of ophthalmic equipment are also addressed.

*Prerequisite: OPT115*

*Terms Offered: As needed*

### **OPT160      Optometric Technology and Procedures**

**3 Credits**

This course begins the study of the neutralization and verification of spectacle lens powers, to include spherical, cylindrical, and prism lenses. Fundamentals of diagnostic testing, visual field testing, clinical optics, refractometry and retinoscopy and refinement are discussed. The use of general ophthalmic equipment including instrument preparation, refractive surgery, and intraocular injections, imaging, ultrasound biometry and videography applications are also covered. It also discusses ocular manifestations of various diseases and the use of common ophthalmic surgical instruments used to treat the conditions. This course provides students with an understanding of how to assist in clinical surgical procedures, aseptic techniques. Various special procedures are covered like meibography, ancillary testing, macular pigment optical density, aberrometry, and contrast sensitivity tests.

*Prerequisite: OPT115*

*Terms Offered: As needed*

### **OPT170      Ethical Practice in Optometry**

**3 Credits**

This course provides students with an understanding of their vocational responsibilities as an Optometric Technician. Rights and responsibilities of patients, healthcare providers, and professional liability as it relates to negligence and malpractice are covered. Confidentiality, HIPAA, and public duties of healthcare providers, regulatory, legal issues, and scope of practice are discussed. Patient education on testing procedures, prescriptions, and supplements is also discussed. This course provides students with a more in depth look into the study of front office management techniques including telephone and appointment book management, filing, recall systems, bookkeeping, and insurance claim processing.

*Terms Offered: As needed*

### **OPT210      Optometric Clinical Experience**

**3 Credits**

This is an 8-week internship. (320 hours)

The internship experience at Central Penn allows students to apply the knowledge and skills learned in the classroom to the working environment. This experience is the capstone for all Optometric classes and will prepare students to take the Certified Paraoptometric Technician (CPOA) Exam through the Commission on Paraoptometric Certification (CPC). Through this experience, students will deliver services in an ethical, safe, and effective manner as evidenced by good clinical judgment. Students will also demonstrate a professional attitude and communicate effectively with members of the healthcare field. Students will participate 40 hours per week for eight weeks of assigned clinical experience in an optometric or clinic setting. The student is expected to achieve specific educational objectives determined for this experience.

*Prerequisite: OPT160 - Concurrent with OPT170*

*Terms Offered: As needed*

## **Occupational Therapy Assistant**

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

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

### **OTA100      Fundamentals of Occupational Therapy+**

**3 Credits**

This course provides an introduction to the occupational therapy profession and the guiding principles, history, theories, philosophy, and general safety considerations of occupational therapy. Fundamental concepts will be introduced including occupation, values, goals, ethics, frames of reference and models of practice. With a new understanding of occupational therapy, the different service delivery models and practice settings will be examined. Through lecture, discussion, group work and assignments, students will explore the *Occupational Therapy Practice Framework: Domain and Process and the Standards*

of Practice to learn fundamental concepts including the collaborative occupational therapy process (assessment to discontinuation of services), role delineations of occupational therapy practitioners, and therapeutic use of self.

*Terms Offered: FL, SP*

#### **OTA108 Therapeutic Techniques I+**

**4 Credits**

This course is the first of two courses that will provide foundational skills for the applied occupational therapy treatment courses. Therapeutic Techniques I will provide an in-depth analysis of human occupation in all aspects of daily living from birth through death, guided by the Occupational Therapy Practice Framework. Through lecture, lab activities, discussion and assignments students will learn the essential skills for activity analysis, observation and activity modification. The teaching and learning process will also be addressed in detail with an opportunity to demonstrate competency by the end of the term. Within the course, students will acquire the knowledge and skills to access and appraise all levels of professional literature as well as goal writing and modification techniques.

*Prerequisites: ALH120 and OTA100*

*Terms Offered: SU, WI*

#### **OTA110 Therapeutic Techniques II+**

**4 Credits**

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

*Prerequisites: OTA108 and ALH130*

*Terms Offered: FL, SP*

#### **OTA200 Developmental Occupational Therapy+**

**4 Credits**

This is a comprehensive course that provides the Occupational Therapy Assistant with an understanding of the basic and advanced principles of Occupational Therapy across developmental contexts. It explores common conditions that impede normal development and threaten occupational performance. The course emphasizes developmental knowledge and skills for current occupational therapy screenings, assessments and intervention used with children and in adults with developmental disabilities in a variety of service delivery systems.

It includes 24 hours of required Level I Fieldwork experience outside of scheduled class time, which provides opportunities for students to observe and begin to apply the concepts learned in the classroom in actual pediatric and developmental therapy settings. The laboratory component of the Pediatric Occupational Therapy course provides structured opportunity for students to develop hands on skills for implementing developmental Occupational Therapy services in a variety of settings. Students practice skills aimed to enhance development, remediate function, and promote adaptation.

*Prerequisites: BIO105 and OTA108*

*Terms Offered: FL, SP*

#### **OTA205 Occupational Therapy in Mental Health+**

**4 Credits**

This course explores the impact of mental illness on occupation. Theories and models of practice used in occupational therapy evaluation and intervention for adolescents and adults will be discussed. Observation skills, problem solving, critical thinking, treatment techniques will be learned and applied to different treatment settings. Case studies, laboratory activities, and competency examinations will be utilized to gain awareness and insight for practitioners working in mental health. Group dynamics and group interactions skills will be explored. This course includes 24 hours of Level I Fieldwork experience outside of the scheduled class time, which provides opportunities for students to observe and apply concepts learned in the classroom in actual mental health practice settings. The laboratory component provides structured opportunities for students to develop hands-on skills for implementing occupational therapy services with individuals who have psychosocial dysfunction. Students practice

skills for conducting various therapeutic groups and use a variety of therapeutic media.

*Prerequisites:* OTA110, OTA200 and PSY220

*Terms Offered:* SU, WI

#### **OTA210 Occupational Therapy in Physical Rehabilitation+**

**4 Credits**

This course explores the impact of physical disability and illness on human occupation. It analyzes the occupational therapy process with individuals who have physical dysfunction including assessment procedures and current occupational therapy interventions. A variety of physical conditions commonly encountered in physical rehabilitation practice settings are addressed including central nervous system disorders, cardiovascular system disorders, neuromuscular disorders, and orthopedic conditions. This course includes an additional 24 hours of required Level I Fieldwork Experience outside of scheduled class time which provides opportunities for students to observe and apply the concepts learned in the classroom in actual physical rehabilitation practice settings. A component of the Occupational Therapy in Physical Rehab course will include learning in a laboratory setting that provides structured opportunities for students to develop hands-on skills for implementing occupational therapy services in a variety of physical rehabilitation settings. Students practice skills aimed to enhance occupational performance, remediate function, and promote adaptation.

*Prerequisites:* OTA200 and OTA205 and OTA230

*Terms Offered:* FL, SP

#### **OTA215 Developing Professional Behaviors in Occupational Therapy+**

**3 Credits**

This course provides a basis for developing essential professional skills needed to practice as an Occupational Therapy Assistant in a variety of service delivery systems. Emphasis will be placed on ethics, practice standards, and related legislation. Healthcare reimbursement systems, quality improvement, and its impact on occupational therapy services delivery will be studied. Regulatory board requirements for certification, licensure, and on-going professional development are addressed. Students will understand the importance of promotion of health literacy and occupational therapy services for all populations.

*Prerequisite:* OTA200 and OTA110

*Terms Offered:* SU, WI

#### **OTA220 Occupational Therapy in Geriatrics+**

**4 Credits**

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

*Prerequisite:* OTA205 and OTA230

*Terms Offered:* FL, SP

#### **OTA230 Pathology and Function+**

**4 Credits**

This course is the study of the pathology of diagnoses, diseases, and conditions commonly encountered by occupational therapy practitioners. Fundamental characteristics of the diagnoses including diagnostic techniques and medical interventions will be explored as well as the impact of the conditions on occupational performance. Through lecture, discussion, group work and assignments, students will apply the learned concepts in this course to common occupational therapy models of practice and the Occupational Therapy Practice Framework to understand the holistic impact of the diagnosis. Emphasis is placed on the patient's illness experience as it relates to quality of life and degree they are able to engage in desired occupations. The role of OT in health promotion, health literacy, and risk factor reduction will be addressed. By the end of the course, students will also understand the global impact of diseases. A component of the Pathology and Function course will include learning in a laboratory setting that provides structured opportunities for students to develop hands-on skills for implementing occupational therapy services in a variety of rehabilitation settings. Students practice skills aimed to

enhance occupational performance, remediate function, and promote adaptation related to specific disease processes.

*Prerequisites: OTA108, ALH120, ALH130, OTA110*

*Terms Offered: SU, WI*

**OTA299      Level II Fieldwork Experience+**

**10 Credits**

Upon successful completion of all required coursework, students will complete 16 weeks of Fieldwork in traditional and emerging occupational therapy practice settings to apply knowledge to practice. This experience is the capstone for all OTA classes and will enable the student to further develop clinical reasoning and hands-on skills for assessment and implementation of occupational therapy services under the supervision of a registered occupational therapist or certified occupational therapy assistant. The goal of Fieldwork is to develop professionalism and competence in career responsibilities as a generalist entry-level occupational therapy assistant and to achieve client-centered, meaningful, occupation-based outcomes. Level II Fieldwork may be completed in a minimum of one setting if it is reflective of more than one practice area, or in a maximum of 3 different settings as scheduling and availability of Fieldwork sites allow.

*Prerequisites: Successful completion of all previous OTA Core Courses and general education courses. All necessary background clearances and immunizations required by Fieldwork sites must be obtained in advance. Proof of current CPR Certification and student liability insurance is required.*

*Terms Offered: As needed*

## **Philosophy**

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**PHI105      Ethics**

**3 Credits**

This course is an introduction to the concepts, principles, and theories involved in ethics. Emphasis is placed on the development of critical thinking skills as they apply to contemporary moral problems such as pornography, euthanasia, hate speech, the death penalty, and our obligation to others.

*Terms Offered: SU, FL, WI, SP*

**PHI110      Political Philosophy**

**3 Credits**

Political philosophy is a branch of philosophy devoted to assessing the authority, legitimacy, and justification of various kinds of political arrangements. In this course, students will become thoroughly familiar with major themes in political philosophy. The aim of this course is to enable students to become familiar with the general themes of political thought.

*Terms Offered: As needed*

**PHI210      Death and Dying**

**3 Credits**

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

*Prerequisite: ALH255 or ALH280 or PHI105 or NUR330*

*Terms Offered: FL, SP*

**PHI300      Critical Thinking**

**3 Credits**

Students learn to think clearly by examining the principles of proper reasoning. Practice in spotting fallacious arguments and misleading plays increases the student's powers of writing, speaking, and critical thinking.

*Prerequisite: ENG102 or ENG105 or IDS102*

*Terms Offered: As needed*

**PHI305      Problems of Philosophy**

**3 Credits**

Building on the foundation understanding of the philosophical study of ethics, students are introduced to the key problems of philosophy through the works of prominent philosophers such as Plato, Aristotle, Descartes, and Kant. Emphasis is placed on philosophical discussions of the nature of reality, the

meaning of life, and the problem of certainty in a world of change.

*Prerequisites: ENG102 or ENG105 or IDS102*

*Terms Offered: As needed*

### **PHI405      The Meaning of Life**

**3 Credits**

This course is an exploration, on a personal level, of the quest to find meaning, significance, and purpose in life. Through selected readings from philosophy, mythology, literature, and science, students will examine the views of others and then discuss how these may be interpreted and incorporated into their own lives. Students will evaluate their beliefs and values with the goal of working towards discovering how to lead a meaningful life.

*Prerequisites: ENG102 or ENG105 or IDS102*

*Terms Offered: As needed*

## **Physical Therapist Assistant**

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

### **PTA100      Fundamentals of Physical Therapy+**

**3 Credits**

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

*Terms Offered: SU, WI*

### **PTA155      Physical Therapist Assistant Procedures+**

**4 Credits**

This course covers many of the basic duties of the physical therapist assistant. HIPAA regulations and confidentiality in the workplace will be presented. Students will also learn about finance as related to healthcare, documentation, transfers, gait sequence, assistive devices, gait training, prosthetic devices and training, introduction to goniometry, and massage. Emphasis will be placed on practical application, skill development and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective manner is required for the course. Through the competency examinations, students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Prerequisite: PTA100*

*Terms Offered: FL, SP*

### **PTA160      Pathophysiology for PTA I+**

**3 Credits**

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

*Prerequisite: ALH120*

*Terms Offered: FL, SP*

### **PTA235      Modalities+**

**4 Credits**

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

*Prerequisites: ALH130 and PTA155*

*Terms Offered: SU, WI*

**PTA245      Applied Kinesiology+****4 Credits**

This course provides the student with an in-depth study of the structure and function of the musculoskeletal system. The student will learn normal joint structure and function, muscle function specific to each joint, and abnormal joint function. The laboratory portion of this course concentrates on the principles of physical joint assessment including surface anatomy palpation, a review of goniometry, and instruction in manual muscle testing. Emphasis will be placed on practical application, skill development, and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective manner is required for this course. Through the competency examinations students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Prerequisites:* ALH130 and PTA155

*Terms Offered:* SU, WI

**PTA255      Therapeutic Exercise+****4 Credits**

This course provides to the physical therapist assistant student an understanding of the basic principles of therapeutic exercise including the use of exercise equipment, development of skill in the application and instruction of exercise, and the indications, contraindications, and precautions for exercise prescription. This course also covers exercise and manual techniques for pulmonary physical therapy, the obstetric patient, and treatment of lymphedema. Emphasis will be placed on practical application, skill development, and effective communication techniques. Successful completion of competency examinations in an ethical, safe, and effective manner is required for this course. Through the competency examinations students will perform appropriate measurement and assessment techniques, demonstrate good clinical judgment, and display a professional attitude.

*Prerequisites:* PTA235 and PTA245

*Terms Offered:* FL, SP

**PTA260      Pathophysiology for Physical Therapist Assistant II+****3 Credits**

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

*Prerequisites:* ALH130 and PTA160

*Terms Offered:* SU, WI

**PTA265      Neurological Rehabilitation+****4 Credits**

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

*Prerequisites:* PTA260, and/or concurrent with PTA255

*Terms Offered:* FL, SP

**PTA298      Physical Therapist Assistant Clinical Practice****1 Credit**

Clinical Practice is the initial field experience for physical therapist assistant students. This course affords students the opportunity to participate in the daily workings of a physical therapy clinic and better understand the roles and duties of physical therapists and physical therapist assistants. Students will be involved in patient care, which is performed under the direct supervision of a physical therapist, and requires that students have a sound understanding of the principles of physical therapy and a basic skill

level for the procedures performed by a physical therapist assistant. Students will perform appropriate measurements and assessments, communicate effectively and display a professional attitude while on Clinical Practice.

*Prerequisites: PTA235 and PTA245*

*Terms Offered: SU, WI*

### **PTA299 Internship for Physical Therapist Assistant**

**8 Credits**

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

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

*Terms Offered: SU, WI*

## **Physics**

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

### **PHY200 General Physics I\***

**3 Credits**

This course is the first of a two-term sequence. It is intended to provide a general knowledge of the basic concepts of physics relating to mechanics, energy, rotational motion, fluids, thermodynamics, and waves. Physics is based on problem-solving that in this class involves both solving work problems and performing laboratory exercises. Students will attain a conceptual understanding and problem-solving ability that they can readily apply their knowledge to novel problems and situations. It shows students how useful physics is in their own lives and will be in their future professions.

*Co-requisite: PHY200L*

*Prerequisite: MTH105*

*Terms Offered: WI*

### **PHY200L General Physics I Lab\***

**1 Credit**

This course is the practical laboratory application of the concepts learned in PHY200. It is intended to provide a general knowledge of the basic concepts of physics relating to mechanics, energy, rotational motion, fluids, thermodynamics, and waves. Physics is based on problem solving that in this class involves both solving work problems and performing laboratory exercises. Students will attain a conceptual understanding and problem-solving ability that they can readily apply their knowledge to novel problems and situations. It shows students how useful physics is in their own lives and will be in their future professions.

*Co-requisite: PHY200*

*Prerequisite: MTH105*

*Terms Offered: WI*

### **PHY300 General Physics II\***

**3 Credits**

This course is the second term of a two-term sequence. It is intended to provide a general knowledge of the basic concepts of physics relating to electricity, magnetism, electromagnetism, and optics. Physics is based on problems solving and this class involves both solving word problems and performing laboratory exercises. Students will attain a conceptual understanding and problem-solving ability such that they can readily apply their knowledge to novel problems and situations. It shows students how useful physics is in their own lives and will be in their future professions.

*Co-requisite: PHY300L*

*Prerequisite: PHY200 and PHY200L*

*Terms Offered: SP*

**PHY300L General Physics II Lab\*****1 Credit**

This course is the practical laboratory application of the concepts learned in PHY300. It is intended to provide a general knowledge of the basic concepts of physics relating to electricity, magnetism, electromagnetism and optics. Physics is based on problem solving and this class involves both solving work problems and performing laboratory exercises. Students will attain a conceptual understanding and problem-solving ability such that they can readily apply their knowledge to novel problems and situations. It shows students how useful physics is in their own lives and will be in their future professions.

*Co-requisite: PHY300*

*Prerequisites: PHY200 and PHY200L*

*Terms Offered: SP*

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**Political Science**

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

**POL200 The Origins of Modern Civil Liberties****3 Credits**

This course will trace the development of civil liberties in America. The course will consider several major topics including the Constitution and Bill of Rights, the Civil War, Reconstruction and key court opinions. Other topics include race and gender discrimination and sexual harassment. Emphasis will be on the historical context, which gave rise to modern civil liberties and civil rights.

*Term Offered: As needed*

**POL210 World Politics****3 Credits**

Provides a survey of world politics by examining traditional and contemporary issues and their impact on people and nations. Debates and discussions are used to cover controversial material and stimulate critical thinking. Coverage will include various cultures and non-democratic political systems.

*Term Offered: As needed*

**POL225 Congress and the American Presidency****3 Credits**

This is an advanced political science course that examines the changing power relationship between Congress and the American Presidency. The course will look at the traditional powers the legislative and the executive branch enjoy and how the relationship between the two branches of government has shifted over the years.

*Term Offered: As needed*

**POL310 Public Policy****3 Credits**

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

*Prerequisite: PHI105*

*Term Offered: As needed*

**POL320 State and Local Government****3 Credits**

This course introduces students to the role of state and local governments in formulating policy. The course examines the federalist system that disperses power and responsibility among federal, state, and local governments. It will additionally study the changing nature of those roles and the future of state and local governments in administering federal programs.

*Prerequisite: LGL120*

*Term Offered: As needed*

**POL325 Conflicts in American Government****3 Credits**

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



civil liberties, and civil rights will be analyzed.

*Prerequisite: POL200 or POL250*

*Term Offered: As needed*

## Psychology

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### **PSY100      Psychology**

**3 Credits**

This course is designed to be a broad survey to expose students to the major areas of psychology and to foster a basic understanding of the concepts and vocabulary of the study. Topics will include the history of psychology, the ethics of psychology study, the biological basis of behavior, the nature of perception, and the states of consciousness, learning, memory, cognition, and mental abilities, motivation and emotion, personalities, disorders, among others.

*Terms Offered: FL, SP*

### **PSY105      Child Growth and Development**

**3 Credits**

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

*Terms Offered: As needed*

### **PSY210      Medical Psychology**

**3 Credits**

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

*Terms Offered: As needed*

### **PSY220      Abnormal Psychology**

**3 Credits**

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

*Prerequisite: BIO105 or PSY100*

*Terms Offered: FL, SP*

### **PSY305      The Nature of Consciousness**

**3 Credits**

A scientific exploration of the latest theories about the nature of human consciousness. Students will explore the biological, psychological, and social mechanisms that influence and create human consciousness. Special attention is paid to emotions, intention, and proprioception.

*Prerequisite: PSY100*

*Term Offered: As needed*

### **PSY410      Personality and Behavior Traits**

**3 Credits**

This course is designed to introduce students to the complexity of the human personality. The study includes an overview of theories in relations to human evolution, biological traits, social construction, and institutions based on research and limitations.

*Prerequisite: PSY100*

*Term Offered: As needed*

## Science

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

### **SCI100 Basic Nutrition**

**3 Credits**

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

*Terms Offered: SP (on ground) and FL, WI (online)*

### **SCI220 Holistic Health**

**3 Credits**

This course studies the attitudes and behaviors which affect each individual's health and wellness. The physical, mental, social, and spiritual dimensions of health will be discussed in detail using a holistic approach to wellness. This course emphasizes each individual's responsibility for his or her own health through developing a healthy lifestyle.

*Terms Offered: SU, WI (on ground) and FL, SP (online)*

### **SCI230 Environmental Geology**

**3 Credits**

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

*Terms Offered: SU, SP (online)*

### **SCI240 Ecology Principles and Trends**

**3 Credits**

This course is designed to introduce fundamental concepts in the field of ecology. Topics include evolution, populations, communities, and ecosystems. At the end of this course, student will be able to understand ecological patterns and effecting factors.

*Terms Offered: FL (online)*

### **SCI300 Genetics\***

**3 Credits**

In this course, students will expand the basic knowledge of genetics they attained in introductory biology courses. This will involve learning new terminology and new core concepts. Students will also explore how the biology of cells involves the interconnectedness of genetics and biochemistry, and how a genotype manifests itself into a phenotype.

*Prerequisites: BIO230, BIO230L, MTH105)*

*Terms Offered: WI (online)*

### **SCI320 Advanced Nutrition for Healthcare Providers\***

**3 Credits**

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

*Prerequisite: SCI100*

*Terms Offered: WI (online)*

### **SCI330 Advanced Pharmacology\***

**3 Credits**

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

*Prerequisites: ALH130, ALH130L or ALH165, ALH165L*

*Terms Offered: FL (online)*

**SCI350      Research Methods\*****3 Credits**

The course introduces research methods and teaches basic research skills required to perform a research project. Foundational skills including performing a literature review, hypotheses development, sampling, data analysis and interpretation, and ethics will be covered during this course. The final project will involve developing a research proposal.

*Prerequisite: MTH200*

*Terms Offered: SP (online)*

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**Sociology**

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**SOC100      Sociology****3 Credits**

This course will examine the organization through the lenses of an introduction to sociological theory. It gives students of the course a perspective on a sound understanding of key sociological concepts as well as insight into how sociologists view society and human beings. Students will be introduced to sociological theories through review of foundational studies and experiments.

*Terms Offered: SU, WI*

**SOC110      Marriage and the Family****3 Credits**

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

*Term Offered: As needed*

**SOC200      Social Deviance****3 Credits**

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

*Prerequisite: PSY100 or SOC100*

*Term Offered: As needed*

**SOC205      Sociology of Religion****3 Credits**

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

*Prerequisite: SOC100 or HUM105*

*Term Offered: As needed*

**SOC305      Social Movements****3 Credits**

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

*Prerequisite: SOC100 or HUM105*

*Term Offered: As needed*

**SOC350      Social Responsibility****3 Credits**

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

*Prerequisites: HUM105 and SOC100*

*Terms Offered: SP (online)*

**SOC400 Leadership in Society****3 Credits**

This course is designed to expose students to leadership theories and influential social leaders throughout history. Students will be familiarized with leaders that have inspired social change and to modern leadership theorists.

*Prerequisite: ENG102 or ENG105 or IDS102*

*Term Offered: As needed*

**SOC410 Race and Gender****3 Credits**

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

*Prerequisite: HUM105 or SOC100*

*Term Offered: As needed*

## **Surgical Technology**

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**SUR110 Foundations of Surgical Technology\*****3 Credits**

This course will introduce students to the science of microbiology. A variety of microorganisms are studied including bacteria, viral agents, prions, and fungi. Common infectious agents presented in a systems approach will provide understanding of the principles of immunology and the processes of infection.

*Term Offered: SP, FL*

**SUR115 Preoperative Techniques and Procedures\*****4 Credits**

In this course students will learn the techniques and procedures common in the pre-operative surgical environment. Students will learn pre-operative preparation of a patient, identification, transportation, chart review, consent, transferring, positioning, urinary catheterization, skin preparation, equipment and instrumentation required for OR case set-up. This course includes lab and simulation activities, and the completion of observation hours in the perioperative environment. This course requires students to complete competency exams.

*Prerequisite: SUR110*

*Term Offered: SU, WI*

**SUR120 Intraoperative Techniques and Procedures\*****4 Credits**

In this course students will learn the techniques and procedures common in the intraoperative surgical environment. This includes asepsis and sterile technique, hand hygiene and surgical scrub, gowning and gloving, surgical counts, draping, specimen care, abdominal incisions, hemostasis, exposure, catheters and drains, wound closure, surgical dressings and the role of the assistant circulator. This course includes lab and simulation activities, and the completion of observation hours in the perioperative environment. This course requires students to complete competency exams.

*Prerequisite: SUR115*

*Term Offered: SP, FL*

**SUR125 Surgical Pharmacology\*****3 Credits**

This course introduces the student to basic types of anesthesia, anesthesia agents, indications and contraindications of medications, and the calculations of maximum dosages of various drugs. The student will become familiar with a wide array of pharmacological agents specifically related to the pre-operative, intra-operative, and post-operative care provided for the surgical patient.

*Prerequisite: SUR110*

*Term Offered: SP, FL*

**SUR130 Postoperative Techniques and Procedures\*****4 Credits**

In this course students will learn the post-operative procedures and techniques utilized in a surgical environment. This includes wound healing, tissue replacement materials, emergency patient situation,

PACU, disinfection and sterilization, sterile storage and distribution, environmental disinfection, and postoperative case management. This course includes lab and simulation activities, and the completion of observation hours in the postoperative environment. This course requires students to complete competency exams.

*Prerequisite: SUR120*

*Term Offered: SU, WI*

### **SUR135 Surgical Specialties and Pathophysiology\***

**3 Credits**

In this course, students will learn common procedures in a variety of surgical specialties including general surgery, obstetric and gynecological surgery, genitourinary surgery, Otorhinolaryngological surgery, orthopedic surgery, oral and maxillofacial surgery, plastic and reconstructive surgery, ophthalmic surgery, cardiothoracic surgery, peripheral vascular surgery, and neurosurgery. Student will learn the pathophysiology associated with the need for different surgical procedures, as well as the body's response to surgical interventions.

*Prerequisite: SUR130*

*Term Offered: SP, FL*

### **SUR140 Surgical Tech Certification Exam Review\***

**3 Credits**

This course is designed for student who have completed the didactic coursework and are currently completing internship, to prepare for the NHA Surgical Technologist Certification Examination. This course will be offered in an asynchronous, online format. Upon completion of the review students will complete a practice examination. Students are required to complete this course and pass the practice exam prior to graduation.

*Co-requisite: SUR290*

*Term Offered: SU, WI*

### **SUR290 Surgical Technology Internship**

**3 Credits**

This course is a 120-case internship required to complete the Surgical Technology diploma. This internship will be completed at a hospital or surgical center. Each student will work with a preceptor who will evaluate student performance in a total of 120 surgical cases. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment.

*Prerequisite: Successful completion of all coursework and a corequisite of SUR140*

*Term Offered: SU, WI*

### **SUR299 Surgical Technology Internship**

**3 Credits**

This course is a 120-case internship required to complete the Surgical Technology program. This internship will be completed at a hospital or surgical center. Each student will work with a preceptor who will evaluate student performance in a total of 120 surgical cases. This hands-on opportunity allows students to apply the knowledge and skills learned in the classroom to the working environment.

*Prerequisite: Successful completion of all SUR coursework*

*Offered: SU, WI*

## **Technology**

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### **TEC103 Survey of Windows**

**3 Credits**

This is an introductory course designed to have students work with five major Windows software application packages used in business. Students will use a hands-on approach in creating projects using word processing, spreadsheet, presentation, desktop publishing, and database software in addition to exploring options in how to integrate between the packages to achieve business related goals. This course will also present information on navigating through a Windows environment and how to manage files and programs from a business perspective.

*Term Offered: FL, SP (online)*

### **TEC120 Structured Programming**

**3 Credits**

This course introduces students to the formal syntax and semantics of the C++ programming language through the examples of programming games. Students will learn to interpret program requirements in

terms of input, output, and processes. Hands on programming exercises will introduce programming concepts the include data types, variables, selection control structures, repetition control structures, and user defined functions.

*Terms Offered: FL, WI, SP (on-ground or online)*

### **TEC135      Networking I**

**3 Credits**

Networking I introduces the theoretical concepts that are the underpinnings of modern network functions. Beginning with the OSI and TCP/IP models, students will learn how network protocols function at each level of the network. Students will learn how logical and physical addresses are used to identify hosts on the network, how networks are segmented into manageable sizes with switches and routers, and how different networks communicate with each other through a router.

*Terms Offered: SU, SP (on-ground or online)*

### **TEC140      Microcomputer Systems**

**3 Credits**

This course includes the basic elements of computer science that are necessary to understand how all computers work, the relationship between hardware and software, hardware components of personal computers and related peripherals, and an introduction to networking and programming. The course also includes the binary and hexadecimal numbering systems, input and output processes, software installation and configuration, the OSI model, algorithm concepts, and basic data structures.

*Terms Offered: SU, FL, WI, SP (on-ground or online)*

### **TEC200      Data Modeling Foundations**

**3 Credits**

This introductory course presents the theoretical aspects of database design and methodologies for designing relational databases such as Microsoft Access, Oracle, and SQL Server. Coverage includes methods of gathering, documenting, and communicating the elements and structure of business information. Different types of modeling include entity relationship models, hierarchical models, and principles for converting from logical models into physical models.

*Terms Offered: SP (on-ground or online)*

### **TEC210      Discrete Logic**

**3 Credits**

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

*Prerequisite: MTH105*

*Terms Offered: SP*

### **TEC222      Networking II**

**3 Credits**

Network II introduces wireless and mobile networking, multimedia, and security, with a specific focus on network security. Encryption, message integrity, authentication, network layer, and transport layer security are key topics. A range of potential network security risks arising from email, remote access, and file transfers are discussed.

*Prerequisite: TEC135*

*Terms Offered: SU, FL*

### **TEC225      Visual Programming**

**3 Credits**

This is an introductory class for the .NET Framework which will demonstrate a development and execution environment that allows different programming languages & libraries to work together seamlessly to create Windows-based applications that are easier to build, manage, deploy, and integrate with other networked systems. This course provides the student programming experience in a .NET language such as VB.NET or C#. It covers the design, development, and execution of user-generated design requirements. Topics covered include components of main windows, dialog boxes, menus, controls, color, and animation. Programs are oriented toward solving common business problems.

*Prerequisite: TEC120*

*Terms Offered: WI*

**TEC230 Introduction to Data Analysis****3 Credits**

Many professionals, including those involved with data analytics use Microsoft Excel in their daily work as a tool to manage and analyze data. This course uses Microsoft Excel to generate analytical models through data summarization, data reporting, and the analysis of data. Those taking this course will learn Excel functions including, but not limited to, Solver, Pivot Tables, Charting, Power View, and Monte Carlo simulations.

*Prerequisite: BUS120 or TEC103 or Program Director approval*

*Terms Offered: SP*

**TEC235 Object-Oriented Programming I****3 Credits**

This course introduces students to the field through object-oriented design and programming, using C++. Reinforces concepts with practical exercises in weekly lab sessions and with challenging and engaging programming assignments. Students in this course have some programming experience in C++ prior to enrolling.

*Prerequisite: TEC120*

*Terms Offered: FL, WI (online)*

**TEC238 Python****3 Credits**

Python is an extensible scripted language commonly used in artificial intelligence and for processing large data sets. As an extensible language Python makes extensive use of third-party Python libraries. This course introduces students to Python structure and syntax conventions. This course teaches students how to solve computable problems in the Python language. Students will be exposed to Python data, modules, Turtle graphics, functions, strings, lists, Python GUIs, event driven programming, and other Python topics.

*Prerequisite: TEC120 Structured Programming*

*Terms Offered: SU, FL, WI, SP (online)*

**TEC240 Visual Basic for Applications****3 Credits**

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

*Terms Offered: SU, WI*

**TEC245 Internet Programming I****3 Credits**

This course is an introduction to tools and -programming skills needed for developing Internet applications. Topics covered include HTML, scripting languages such as JavaScript, XML, PHP, and database access through the web.

*Terms Offered: SP, SU, WI (on-ground)*

**TEC248 Routing and Switching****3 Credits**

The abstract concept of networking is implemented with routers and switches. Routers function at Layer 3, the Network Layer and distribute TCP/IP packets to networks throughout the Internet. Switches are Layer 2 devices that connect hosts to routers providing access to the Internet, and distribution to individual hosts from routers connected to the Internet. The course examines how TCP/IP packets are managed by these two devices that make up the physical network. Students will learn how to physically connect a network by setting up and configuring routers and switches.

*Prerequisite: TEC135*

*Terms Offered: SU, FL (online)*

**TEC252 SQL Fundamentals****3 Credits**

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

within SQL.

*Prerequisite: TEC200*

*Terms Offered: WI*

### **TEC305      COBOL**

**3 Credits**

COBOL has been the most widely used programming language since its development. Billions of lines of COBOL are used in combination with CICS to process billions of transactions each day. This course introduces students to the essentials of COBOL programming and how to test programs that prepare reports. Students will learn file organization and how to work with intrinsic functions, dates, characters, tables, copy members, and subprograms.

*Prerequisite: TEC120 Structured Programming*

*Terms Offered: As needed*

### **TEC320      Systems Analysis and Design**

**3 Credits**

This course is a comprehensive study of tools and techniques used in the analysis of computer systems and the design of software to support that system. Topics covered include corporate goals and objectives, input/output files, forms, processing, documentation techniques, backup, project management, and the responsibilities of a systems analyst.

*Prerequisites: TEC140 and TEC200*

*Terms Offered: WI*

### **TEC325      Operating Systems**

**3 Credits**

This course is designed to provide the fundamentals of Operating Systems. Students will exam the theoretical concepts underlying the design and implementation of a computer operating system from the perspective of the operating system's tasks and responsibilities. Beginning with process definition, process management and memory management, students will progress to the study of file structures and how input and output is managed. The course will conclude with an examination of how those concepts have been implemented in Unix and DOS.

*Prerequisites: TEC140 and TEC310*

*Terms Offered: As needed*

### **TEC330      Network Management**

**3 Credits**

Network management presents the principles and practices of network management and administration of Microsoft Server. Beginning with the configuration and installation, the course proceeds to the discussion of server domains. Active Directory is a major component of this course and considerable time will be spent developing an understanding of Active Directory and its management. The course will also cover the management of group policies and the user's environment.

*Prerequisite: TEC135*

*Terms Offered: FL, WI*

### **TEC335      Object-Oriented Programming II**

**3 Credits**

This course introduces students to the principles of object-oriented analysis, design and programming using JAVA. The focus is on developing creative thinking for analyzing a problem domain and designing a solution, and on using the JAVA programming language (or other appropriate programming language) to implement it. Topics covered include classes of inheritance, polymorphism, basis abstract types, including lists, stacks, queues, debugging techniques, and program compilation and execution. An object-oriented programming language (currently JAVA) will be used to demonstrate constructs and syntax.

*Prerequisite: TEC235*

*Terms Offered: As needed*

### **TEC345      Internet Programming II**

**3 Credits**

The development of advanced web-based systems involves challenges in software engineering, system architecture, database design, user interfaces, security, and web services. This course will describe both the theoretical background behind these issues and the practical challenges of system implementation. Web based programming languages such as PHP, Ruby on Rails, and Java will be used for in-class demonstrations and for assignments. Readings from current research and professional publications will



inform discussions. Projects and assignments will involve the implementation, use, and evaluation of advanced web-based systems.

*Prerequisite: TEC245*

*Terms Offered: SU, FL, Wi*

### **TEC366 Visualization**

**3 Credits**

Visualization is a technique for creating charts, diagrams, images, or animations that communicate the meaning derived from large amounts of complex data reported in spreadsheets and databases. This course focuses on designing the right visualization for the data depending on what message is to be communicated. Topics covered in this course include which types of visualizations are best for communicating a single number, a comparison of numbers, and the comparison of some number to a benchmark. Visualizations for representing qualitative data and how data changes over time are also covered.

*Prerequisite: TEC230*

*Terms Offered: SP*

### **TEC370 Human Computer Interaction**

**3 Credits**

This course explores the psychological, physiological, and engineering basis of design and evaluation of human-computer interactions (HCI). The course will focus on design methods and thinking, and will allow students to develop their design and practical skills through a variety of hands-on exercises. The course covers topics such as: the foundations of HCI, task analysis techniques for gathering design information, user experiences, usability testing, and project planning and reporting. Individual and group assignments, including a significant group project, will provide an opportunity to more deeply engage with the course material.

*Terms Offered: As needed*

### **TEC376 Selected Topics in Technology**

**3 Credits**

The specific topic of this course will be determined before the academic term that it is offered. This topic will relate to a specific area of technology related to computer science, programming, networking, data analytics, or systems analysis.

*Prerequisites: TEC120 and TEC320*

*Terms Offered: As needed*

### **TEC388 Data Analysis with Python**

**3 Credits**

Python is an extensible scripted language extensively used in processing large data sets for data analysis. This course focuses on those parts of the Python programming language along with its data-oriented libraries and tools that are integral to processing large data sets in preparation for data analysis. NumPY, pandas, matplotlib, SciPy, scikit-learn, and Jupyter notebooks are several of the more popular libraries and toolkits that will be presented in this course.

*Prerequisites: TEC230 and TEC238*

*Terms Offered: SU*

### **TEC390 IT Project Management**

**3 Credits**

This advanced course is a comprehensive study of information technology project management. Participants explore the tools and techniques used in the analysis of computer system projects and the design and project management that support system planning and implementation. Topics covered include integration management, scope and time management, cost management, and risk management. Other topics covered include project initiating, planning, executing, controlling, and estimating the cost of a project. This course builds an unparalleled foundation for tomorrow's creators and managers by providing a meaningful study of projects and building a framework of sound IT project management.

*Prerequisite: TEC320*

*Terms Offered: As needed*

### **TEC410 Advanced Data Structures and Algorithm Analysis**

**3 Credits**

This course is a survey of elementary data types and static and dynamic data structures, with a study of alternative representations and the algorithms used to manipulate each. The Java language will be used

in the implementation of various projects.

*Prerequisites:* TEC210

*Terms Offered:* As needed

### **TEC411      Cyber Ethics**

**3 Credits**

Cyber ethics refers to the study of moral, legal, and social issues involving computer and network technology. This course addresses the ethical roles and responsibilities of computer professionals. Privacy, security, intellectual property rights, and cyber-related crimes will be discussed, along with the problems of regulating commerce and speech in cyberspace.

*Prerequisite:* ENG102 or ENG105

*Terms Offered:* As needed

### **TEC412      Pen Testing**

**3 Credits**

Network security professionals need to understand the types of attacks that may be directed against their system in order to assess risks and prioritize defense measures. This course examines how hackers gather information about systems and networks and the vulnerabilities of various operating systems. This course explores entry points to the network, how hackers exploit vulnerabilities in firewalls and network devices. This course also looks at reporting results and preparing for the next penetration test.

*Prerequisite:* TEC135

*Terms Offered:* FL, WI

### **TEC413      Hacking Defenses**

**3 Credits**

This course examines the tools and techniques for protecting systems against hacking attacks. Multifunctional tools such as Netcat, the X Windows Operating system and Cygwin are examined. Port scanners and auditing tools are used to audit systems on the network, while port redirection, port sniffers, and wireless tools are used to audit the network itself. Tools used in forensics and incident response will be introduced.

*Prerequisite:* TEC330

*Terms Offered:* As needed

### **TEC420      Advanced Routing**

**3 Credits**

This course continues with advanced routing concepts introduced in previous networking courses. Course content includes scaling IP networks using VLSM, private IP addressing, NAT, and IPv6; optimizing IP address utilization; intermediate level configuration of routing protocols including RIPv2, EIGRP, OSPF, IS-IS, and BGP routing protocols; techniques used for route filtering and route redistribution.

*Prerequisite:* TEC222

*Terms Offered:* As needed

### **TEC425      Advanced Switching**

**3 Credits**

This course continues with advanced switching concepts introduced in previous networking courses. Course content pertains to the deployment of state-of-the-art campus LANs and selection and implementation of appropriate Cisco IOS services to build reliable scalable multilayer-switched LANs. Additional topics covered include VLANs, VTP, STP, inter-VLAN routing, and multilayer switching: redundancy, Cisco AVID solutions, QoS issues, campus LAN security, and emerging transparent LAN services.

*Prerequisite:* TEC222

*Terms Offered:* As needed

### **TEC445      Software Engineering**

**3 Credits**

This course introduces and discusses topics such as software life cycle models, estimation of size and effort of software development projects, risk management of software projects, how to conduct formal technical reviews, formal methods for software architecture and design, verification and validation methods, configuration management, the Capability Maturity Model Integration (CMMI), how to start, implement, and sustain a software process improvement program, how to manage resistance to change in an organization, and Agile software development techniques. The practical side of the course includes discussion on practical examples provided by the instructor and a final research project developed by

the students.

*Prerequisites:* TEC320

*Terms Offered:* As needed

**TEC455      Machine Learning**

**3 Credits**

Machine learning is an extension of data analytics and Artificial Intelligence. Raw data is the input, and a computer-generated model is the resulting output of the machine's processing of the data as the machine learns to identify patterns in the data and make decisions based on what it has learned. This course will focus on identifying the types of data that need to be collected and input into the machine and the mathematical models that are appropriate for processing that data. This course will make extensive use of the Python programming language and its extensions.

*Prerequisite:* TEC338

*Terms Offered:* As needed

**TEC460      Data Mining and Analysis**

**3 Credits**

Data mining is the process of discovering novel patterns and using those discoveries to create descriptive and understandable models from large datasets. This course examines the basic properties of data modeled as a data matrix and stresses the geometric, algebraic, and probabilistic interpretation of data. This course examines the practices of pattern mining, clustering, and classification along with the practice of summarizing data so that it can be understood.

*Prerequisites:* TEC455

*Terms Offered:* As needed

# GRADUATE DEGREE PROGRAMS

In the absence of a written policy in this section, students should follow the policies outlined in previous sections of the College catalog.

## Graduate Admissions

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Central Penn College offers a Master of Professional Studies (MPS) in Organizational Leadership with three career-focused concentrations of study: Organizational Development, Criminal Justice, and Healthcare Management. All core and concentration courses are offered in an online format only.

### Graduate Admissions Requirements

To be considered for admission into a graduate degree program, students must hold at least a bachelor's degree from an accredited higher education institution. We welcome applications from students seeking to prepare for a career or a promotion. Students seeking work-related skills, who are not completing classes with the goal of obtaining a degree from the institution, must still apply, but they will be classified as non-degree, non-program students (NDNP). Students applying with an overall GPA of 2.75 or higher may be considered for regular admission. Students applying with a GPA below a 2.75 from another college or university, if accepted, will be admitted conditionally.

The following are the criteria and documentation required for the admissions application and process:

- Submission of graduate studies application.
- A bachelor's degree with a minimum undergraduate GPA of 2.75 from an accredited higher education institution. Applicants with under a 2.75, if approved by the Program Director, will be admitted conditionally.
- Submission of two professional or academic graduate recommendation letters. These should be dated within one year of the graduate studies application.
- APA formatted writing sample: Admissions Counselor will provide acceptable topics. This writing sample should include, but not be limited to, a cover page, introduction, body, conclusion, and reference page with a minimum of two APA references. The writing sample should be a minimum of 500 words.

### Graduate Admissions Procedures

- Complete an application at [www.centralpenn.edu/apply](http://www.centralpenn.edu/apply).
- Schedule an interview with an admissions counselor to discuss the program and qualifications.
- Provide all admission requirements to the counselor to be considered for acceptance.
- Official post-secondary education transcripts must be mailed and received by the admissions office prior to matriculation.

### Lifelong Learning

Central Penn College offers credit for approved work/life experience through the Lifelong Learning (LLL) program for graduate students. Master's degree seeking students can earn a maximum of 9 credits through this process. Lifelong Learning cannot apply for the mandatory capstone course, which is a pre-requisite for graduation. Therefore, these credits are only applicable to courses within the specified discipline to those who successfully submit proof of or demonstrate that their lifelong experience matches the learning objectives of the courses considered for work/life experience.

## Transfer Credits

Students interested in transferring graduate credits from another institution should speak with their admission counselor and must be received prior to the acceptance review. A maximum of six graduate credits with grades of “B” or higher will be considered for transfer credits, provided they are equivalent to Central Penn College coursework. Course(s) with grades of Pass/Fail will be considered for transfer for graduate students if on the transcript documents it is equivalent to a B or higher.

Applicable graduate transfer credits and/or work/lifelong learning can apply to a maximum of 9 combined credits. For more information, please visit the website at: [www.centralpenn.edu/prospective-students/continuing-ed-students/lifelong-learningcredits/](http://www.centralpenn.edu/prospective-students/continuing-ed-students/lifelong-learningcredits/).

## Financial Aid

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### Graduate Student Loans

A graduate student may borrow up to \$20,500 per academic year via the Federal Direct Unsubsidized Loan Program. Loans may not exceed educational costs or the maximum loan limits, whichever is less. All students must be degree seeking and remain enrolled in a minimum of six credits to be eligible for Federal Direct Loans. The applicant is required to complete the FAFSA in order to apply for the loan, which is available online at [fafsa.ed.gov](http://fafsa.ed.gov). Students must begin repayment of their Federal Direct Loans six months after they graduate, withdraw or drop below half-time status. Minimum repayment of a Federal Direct Loan is \$50 per month, but the actual payments will be based upon the total amount borrowed, the length of the repayment period, and the type of repayment plan chosen by the borrower. Students may qualify for different repayment programs. Students need to check with their servicer for the various options.

### Satisfactory Academic Progress (SAP) Policy for the Graduate Program

The Higher Education Act requires that a student maintains satisfactory academic progress in order to receive financial aid under the student financial assistance programs authorized by Title IV of the Act. The aid program include in this policy is the Federal Direct Loan programs.

This policy for financial aid recipients is implemented in order to be in compliance with current federal regulations. **The SAP policy, which has three components that must be met, reads as follows:**

**Students must maintain a 3.0 cumulative (CUM) grade point average (GPA) each term.**

**AND**

**Students must pass 66% of their courses each term.**

**AND**

**Students must complete their degree within a 150% maximum time frame.  
(49 attempted credits)**

A student's permanent academic record will be reviewed at the end of each term in order to determine their academic progress. The entire record will be reviewed, even if the student was not a financial aid recipient during part or all of the time of his/her prior enrollment. Financial aid will be awarded to students who fulfill their course requirements within a standard time frame for program completion and achieve the minimum 3.0 cumulative grade point average (GPA). All students will adhere to the same quantitative and qualitative measures for SAP requirements.

### Quantitative Measures

Cumulative GPA requirement:	Full time (9 credits attempted):	Half Time (6 credits attempted):
3.0 at the end of each term	Must successfully complete 6 credits	Must successfully complete 4 credits

### Qualitative Measures

For financial aid purposes, a normal time frame for program completion is as follows:

Students pursuing a **master's degree cannot attempt** more than 49 credits attempted. Half-time students are expected to earn at least four new credits each term. Incompletes are not counted toward credits completed until after the course work is successfully completed and posted by the Records Office. If you repeat a course that you have already successfully completed, the credits will not count toward credits completed for SAP, since the credits were already counted toward the quantitative standards the first time the course was completed.

### Evaluation of Aid Eligibility

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

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

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

If the appeal is "approved" by the committee, the student will be placed on **Financial Aid Probation** for one term. If the student does not earn a 3.0 CUM GPA and pass 66% of their coursework at the end of that term, the student will lose all subsequent financial aid. If the appeal is "denied" by the committee, the student would not receive financial aid until they are able to bring their CUM GPA above 3.0 or make up classes to get them above a 66% passing rate at Central Penn.

Financial Aid will not pay for courses that are retaken if previously passed.

### The SAP Appeal Process

If unusual circumstances, such as injury to the student, illness to the student, a change in educational objective or death of an immediate family member occurs, the school may waive the SAP requirement for the student. The school may choose to waive the SAP requirement if the student has experienced undue hardship due to special circumstances. Waivers will be reviewed on a case-by-case basis. For special consideration, a student must complete a Financial Aid Appeal Request Form and submit it to the Financial Aid Director. The appeal will then be reviewed by the Financial Aid Advisory Committee. The student will be notified in writing as to the status of their appeal.

### Financial Aid Reinstatement

To be reinstated for financial aid once a student has been denied aid, due to lack of progress during their **Financial Aid Warning** term and no appeal has been filed or an appeal has been denied, a student must successfully complete the remaining credits needed to make SAP progress with a minimum 3.0 CUM GPA (C) and/or make up classes to get them above a 66% passing rate

at Central Penn. No aid will be given until these requirements are accomplished and the student's permanent academic record has been reviewed by the Financial Aid Advisory Committee. Students who have an appeal granted **must complete their next term with a CUM GPA of 3.00 or better and complete and pass 66% of their coursework.**

**Returning Students**

Students who have taken a break in their academic record will have their last term reviewed. A student must have a 3.0 CUM GPA along with a 66% passing rate to be eligible for financial aid. A student that fails to meet one of these requirements may appeal. If no appeal is received or the appeal is denied, then a student would need to pay for their courses on their own. Students that violate the SAP policy must take the classes at Central Penn to re-establish eligibility for their financial aid. Transfer credits will not be considered. No SAP appeals will be considered during week 1 of each term.

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

**Tuition and Expenses (Graduate & Graduate Certificates)**

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**Tuition and Fees (per term):**

Tuition (per credit)	\$672
Student/Technology Fee	\$360
Health Informatics Certification Exam Fee	\$300
Health Informatics Certification Exam Prep Fee	\$30

**Variable Expenses Per Term:**

Textbooks (estimated)	\$50 – \$250
Personal (estimated)	\$150 – \$250
Transportation (estimated)	\$150 – \$300

**Total First Term Estimated Cost**

Estimated first term (tuition + fees + books)	\$4,642
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**Graduation Fee**

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

**Academic Policies**

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**Capstone Experience**

The college requires graduate students to complete a culminating learning experience in the form of an applied research capstone project, which involves the submission an action research project through a written paper and oral presentation.

Grade	Range	Grade Point	Description
A	93-100	4.0	Exceptional
A-	90-92	3.67	
B+	87-89	3.33	Above Average
B	83-86	3.0	Average

B-	80-82	3.0	
C+	77-79	2.33	Below Average
C	73-76	2.0	Marginal
C-	70-72	1.67	
D+	67-69	1.33	
D	63-66	1.00	
D-	60-62	.67	
F	0-59		Failing
A			Audit
I			Incomplete
L		0	Lifelong Learning
P			Pass
T			Transfer
W			Withdraw

### **Cumulative Grade Point Average (GPA)**

Graduate students are expected to maintain a satisfactory academic record (3.0 GPA or higher) at Central Penn and must have a cumulative 3.0 GPA or higher to be eligible to graduate. Grades will be rounded to the hundredth point.

## **Academic Standing**

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### **Good Academic Standing**

When a student's cumulative graduate grade point average is 3.0 or better, that student is in good academic standing.

### **Academic Probation**

When a student's cumulative graduate grade point average falls below a 3.0, that student is on academic probation. A student on academic probation will have one term to achieve good academic standing.

### **Academic Dismissal**

When a student's cumulative graduate grade point average falls below a 3.0 for two consecutive terms, that student is moved from academic probation to academic dismissal.

### **Readmission after Dismissal**

A student who fails to achieve good academic standing for two consecutive terms is academically dismissed and suspended from the college for two terms. After the two-term suspension, a student may reapply through the graduate admissions process. Readmission to the College is not guaranteed. Students who are reaccepted will be accepted under a new college catalog and subject to any College, School, or Program changes. Students who are accepted under a 3.0 will be placed on academic probation and given one term to achieve good academic standing.

### **Right to Appeal**

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



# Master of Professional Studies Degree Program in Organizational Leadership

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## *Master of Professional Studies*

The Master of Professional Studies (MPS) degree in Organizational Leadership program helps students advance in their careers by utilizing a collaborative, applied-concepts approach to leadership studies offered in a hybrid format and entirely online. Each course emphasizes ethics, application, and professional relevance by addressing leadership components commonly found in businesses and organizations. The program offers three concentrations: a) Organizational Development, b) Criminal Justice Management, and c) Healthcare Management. Courses are offered entirely online. Program Learning Outcomes are facilitated by an accelerated 33-credit program and are assessed using a final examination and a capstone research project.

### **Mission Statement**

The MPS program provides students with the knowledge and understanding necessary to become effective and ethical leaders in a complex and dynamic work environment. Through interdisciplinary methods, students develop an understanding of the organization and apply practical approaches to problem-solving based upon leadership paradigms, through coursework, experiential learning, and personal development.

### **Program Learning Objectives**

- Demonstrate knowledge of leadership theories by linking educational and professional experiences to accomplish organizational goals.
- Examine the components of ethical leadership and its influence on values and decision-making.
- Critically analyze the inter-relationships, both historical and current, between the leadership and the organization to strategically address the needs of the global organizational community.
- Analyze the different methodologies of research, including the preliminary considerations in selecting a quantitative, qualitative, or mixed methods research design.
- Apply effective communication by utilizing appropriate resources and technology to plan and deliver prepared presentations confidently and persuasively to diverse audiences.
- Design, execute, and present a field-specific research project that synthesizes organizational leadership elements and applies selected knowledge, skills, and experiences.

### **Program Requirements**

To graduate with a MPS in Organizational Leadership, students are required to complete 33 credits distributed as follows: five core courses (15 credits), four courses in their chosen concentration (12 credits), one open elective course (3 credits) and an Applied Research Capstone in Professional Studies (3 credits).

#### **Organizational Leadership Core Courses – 18 credits**

LDS500	Leadership Power & Service
LDS505	Perspectives of Ethics and Leadership
LDS520	Leadership Communication
LDS525	Applied Research for Professionals
LDS540	Strategic Leadership & Planning
ORG699	Applied Research Capstone in Professional Studies

#### **Organizational Development Concentration – 12 credits**

DEV600	Organizational Psychology
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DEV605	Organizational Development and Change
DEV610	Organizations and Sustainability
DEV615	Conflict Management

### **Criminal Justice Concentration – 12 Credits**

CRI500	Advanced Criminological Theory
CRI505	Criminal Justice Administration: Advanced Policy and Practices
CRI510	Advanced Crisis Communication
CRI515	Advanced Ethics in Criminal Justice

### **Healthcare Management Concentration – 12 Credits**

HCM500	Healthcare Quality and Risk Management
HCM505	Epidemiology and Population Health for Healthcare Managers
HCM510	Care Delivery and Reimbursement
HCM515	Change Leadership in Healthcare

### **Sports Management Concentration – 12 Credits**

SPM500	The Business of Sport
SPM505	Sports Coaching and Methodology
SPM510	Sport Organizations and Facilities
SPM515	Legal Issues and Management in Sport

### **Open Elective Requirement – 3 Credits**

LDS560	Human Resource Leadership
LDS570	Information Technology Leadership
LDS580	Financial Leadership

ORG699	Applied Research Capstone in Professional Studies - 3 Credits
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### **Capstone**

Students enrolled in ORG699 will be given one term to complete their capstone project. If for any reason students are unable to finalize and pass their capstone within this time frame, there is a one-term grace period to fulfill this obligation. Students must submit a written request to their mentor explaining the reasons and including all supporting documents to obtain this extension.

If students have not completed their capstone research project after two terms (six months), they will need to be enrolled in ORG698, a one-credit capstone continuation course. Students will need to make arrangements with Student Accounts to pay for this course. Students who have not finalized and passed their capstone project after their ORG698 term will receive a grade of "F." At this time, student mentors will be released from their obligation. To fulfill the requirements of the program, students will need to submit a request to re-enroll in ORG699, Applied Research Project in Professional Studies, to the Director of Graduate Studies. They will need to explain the cause of the previous failure and show their commitment to finishing the requirements of the degree. Approval of this request is not guaranteed.

From the time students have completed their 30 credits until the finalization of the capstone, students will receive an "I" (incomplete). This will be updated once their written capstone project and defense have been approved and graded or their time limit has ended.

### **Progression through the Organizational Leadership Program**

Graduation requires a minimum of 3.0 GPA and completing all courses, including the final approval of the capstone project, which is mandatory to achieve the MPS in Organizational

Leadership. Students must also maintain a cumulative GPA of 3.0 for all graduate courses taken at Central Penn College. If a student's graduate GPA falls below a 3.0, they will be given an Academic Probation status and have the following term to increase their GPA to a 3.0 or higher.

*Master of Professional Studies students are not permitted to participate in the annual Commencement ceremony until they complete all degree requirements, including the Capstone.*

### **Failing a Course**

If a student fails a course other than ORG699 Applied Research Project in Professional Studies, they will not be permitted to retake the course and will be dismissed from the MPS in Organizational Leadership program. However, if mitigating circumstances may have occurred, a student may get a one-time exception to this rule by submitting an essay to the Director of Graduate Studies that requests this concession, explains the reasons for the course failure, and outlines the steps the student will take to ensure success if approved to retake the failed course. Financial aid may not be available to students who repeat a course.

### **Re-Acceptance**

Students seeking re-acceptance into the Organizational Leadership MPS program must re-apply and work with an admissions counselor. Students seeking re-acceptance may be asked to submit a writing sample from a provided list of topics related to leadership. Earned graduate credits will be recognized up to seven years after those credits were granted. After seven years, a competency panel can be created to consider if these credits earned are still relevant. In any case, the maximum time frame for accepting credits earned towards the MPS in Organizational Leadership will be ten years.

The MPS in Organizational Leadership program follows a specific course rotation based on a cohort model. Although students may elect to interrupt continuous enrollment by following the College's Schedule Gap policy, the College does not guarantee the availability of courses outside of the specific course rotation. As a result, students in the MPS in Organizational Leadership program who take time off may need to wait until the courses are offered again. This may result in the need for students to complete an application for reentry.

# COURSE DESCRIPTIONS

## Criminal Justice Concentration

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### **CRI500      Advanced Criminological Theory**

**3 Credits**

This course is designed to provide an advanced analysis of criminological theory. The causes of crime will be explored from a biological, psychological, sociological, and cultural perspective. The course will emphasize the importance of understanding these key concepts within the realm of the current state of criminological theory.

*Terms Offered: As needed*

### **CRI505      Criminal Justice Administration: Advanced Policy and Practices      3 Credits**

This course is designed to provide an advanced analysis of the theoretical and practical aspects of leadership in the American criminal justice system. The nature of criminal justice organizations, individual, and group behavior will be explored. The course will also address processes inherent within these organizations along with human resource functions, including personnel management, employment, and recruitment.

*Terms Offered: As needed*

### **CRI510      Advanced Crisis Communication**

**3 Credits**

This course is designed to provide an in-depth examination of recent tragedies that have occurred around the globe, including natural disasters, accidents, and terror attacks. Focus will be placed on the leadership's communication during each incident, as well as the most effective way to prepare for and handle a crisis.

*Terms Offered: As needed*

### **CRI515      Advanced Ethics in Criminal Justice**

**3 Credits**

This course is designed to provide an advanced analysis of corruption in law enforcement organizations. Specifically, how leadership handles ethical dilemmas and issues that arise within the organizations. Topics covered will include the steps administrators take to prevent corruption as well as a realistic look at the ethical problems faced in the practice of police work.

*Terms Offered: As needed*

## Healthcare Informatics

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

### **HCI500      Healthcare Information Systems\***

**3 Credits**

The introduction of the Health Information Technology for Economic and Clinical Health (HITECH) Act in 2009 commenced the advancement of health information technology. As such, it is essential that a health information professional demonstrates a working knowledge of healthcare delivery systems. This course is designed to allow students to explore the steps involved in systems analysis and design. You will also explore the adoption and use of Electronic Health Records (EHR) in improving healthcare delivery. Furthermore, we will examine the importance of interoperability of various systems.

*Terms Offered: As needed*

### **HCI505      Healthcare Information Privacy and Security\***

**3 Credits**

The adoption of Health information technology (HIT) has led to increased data and security breaches, and unauthorized access to personal health information. To this effect, healthcare providers must understand the privacy and security risks, and issues associated with HIT. This course will introduce students to the various state and federal regulations, policies, and law that ensure patient health information privacy, confidentiality, and security. We will also discuss emerging technologies and how they affect privacy and security.

*Terms Offered: As needed*

**HCI510      Healthcare Data Analytics\*****3 Credits**

Today's healthcare delivery necessitates the use of data in making informed decisions. This course will provide students with the data analytics techniques used in mining healthcare data. Students will become familiar with processes associated with data collection and visualization. In addition, students will be exposed to analytical tools utilized in generating analytical models through data summarization, data reporting, and data analysis. Microsoft Access, My SQL, and various open-source statistical analytic software will be used for this purpose.

*Terms Offered: As needed*

**HCI515      Introduction to Healthcare Informatics\*****3 Credits**

This course examines the basics of Health Informatics. Students will be introduced to the applications of information technologies and tools such as Electronic Health Records (EHRs), health nomenclature Telemedicine, clinical guidelines, and Web-based research informatics in healthcare. We will examine how these technologies are deployed in various healthcare settings and they help improve patient care, advance scientific research, and meet government regulations.

*Terms Offered: As needed*

**HCI520      Healthcare Project Management\*****3 Credits**

Information systems are heavily depended on for healthcare delivery. For the implementation and operation of information systems, project teams are relied on to ensure that projects are completed on time, and objectives are met. In this course, students will be introduced to the impact of information systems on workflow within a healthcare organization. Students will also become familiar with project management methodologies and tools, and how they are applied to projects in a healthcare setting.

*Terms Offered: As needed*

**HCI525      Population Health Informatics\*****3 Credits**

This course examines the foundations of population health information. Students will become familiar with bio-surveillance systems, environmental monitoring systems, electronic health records, epidemiological databases, and health promotion initiatives. Utilizing population health data to gain actionable insights will be a critical component of this course. Emphasis will be placed on the challenges of "Big Data" and population health data management.

*Terms Offered: As needed*

## **Healthcare Management Concentration**

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

**HCM500      Healthcare Quality and Risk Management\*****3 Credits**

This course explores how to manage healthcare performance by examining quality initiatives, process management, and risk management.

*Prerequisite: Students must meet the admission criteria for the Post-baccalaureate Healthcare Management Certificate, or the Master's Program*

*Terms Offered: As needed*

**HCM505      Epidemiology and Population Health for Healthcare Managers\*      3 Credits**

Review the epidemiological Principles that influence decision-making in healthcare organizations. Define strategies for applying population health principles to community forecasting, cost effectiveness, and utilization of services.

*Prerequisite: LDS505*

*Terms Offered: As needed*

**HCM510      Care Delivery and Reimbursement\*****3 Credits**

This course provides an overview of emerging care delivery models and reimbursement strategies. The impact of these strategies on providers, patients, costs, quality, and outcomes are examined.

*Prerequisite: LDS505*

*Terms Offered: As needed*

**HCM515      Change Leadership in Healthcare\*****3 Credits**

Healthcare is a dynamic and fluid environment where payment models, delivery models, and organizations change rapidly. Leadership theory and techniques for leading healthcare organizations through transformation to meet the healthcare industry's challenges.

*Prerequisite: LDS505*

*Terms Offered: As needed*

**HCM520      Critical Thinking and Healthcare Innovation\*****3 Credits**

Examine strategies that deal with cognitive biases, unrecognized assumptions, determining causality, critical reasoning pathways, and reasoning effectiveness. Apply innovation principles for implementing innovative designs, processes, and leadership in healthcare.

*Prerequisite: LDS505*

*Terms Offered: As needed*

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**Organizational Development Concentration**

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**DEV600      Organizational Psychology****3 Credits**

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

*Terms Offered: As needed*

**DEV605      Organizational Development and Change****3 Credits**

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

*Terms Offered: As needed*

**DEV610      Organizations and Sustainability****3 Credits**

The objective of this course is to study the principles and practices of sustainability. The course discusses sustainability from a systemic approach and its application to organizations. It explores the interconnectedness between organizational change and sustaining such change. Students examine the impact of both internal and external sustainability on the organization. This course allows students to identify and evaluate environmental, economic, and social issues in today's complex society through experiential learning and case studies.

*Terms Offered: As needed*

**DEV615      Conflict Management****3 Credits**

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

*Terms Offered: As needed*

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**Sports Management Concentration**

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**SPM500      The Business of Sport****3 Credits**

This course provides students with the opportunity to examine in-depth areas of unique need in the

field of sport business. These areas include human resource management, risk assessments, and public relations. In order to address the flow of funds in the sports industry, the course examines the five most critical entities influencing the sports business: Professional sports franchises and leagues; amateur athletics, including collegiate sports and the Olympics; corporate America; the media; and the public sector. This course offers a unique perspective about the business of sports by exposing students to specific managerial challenges and issues facing industry leaders.

*Terms Offered: FL, SP*

### **SPM505 Sports Coaching Methodology**

**3 Credits**

This course provides opportunities for future and current coaches to use standards, pedagogical skills, and reflective practice to guide instruction. This advanced course is designed to serve as the foundation for students to progress towards becoming a head coach who can organize and communicate the Plan, Implement, Review, adjust cycle for an entire program including multiple training groups and a staff of Assistant Coaches. Many theories have been developed and applied to sports teams. Theories lead to the development of methodologies and the development of a team. Proper theories can develop excellent principles for coaches to follow and pass on to teams. This course will also discuss the primary functions of quality coaches (Set the Vision & Strategy, shape the Environment, Build Relationships, Conduct Practices & Structure Competitions, and Learn & Reflect) from a program management perspective.

*Terms Offered: FL, SP*

### **SPM510 Sport Organizations and Facilities**

**3 Credits**

This course provides upper class students with a working knowledge of the administrative, managerial, supervisory, and leadership processes in health, physical education, recreation, fitness and sport organizations. The development of competencies in these areas is designed to emphasize the importance of academic training of competent professionals who will soon be leaders “in the field” of the sport industry. It contains an in-depth look review of management and business practices of this industry. It is designed for leaders in the industry who will manage effective and efficient sports organizations.

*Terms Offered: FL, SP*

### **SPM515 Legal Issues and Management in Sport**

**3 Credits**

This course will provide a basic understanding of legal concepts as they apply to the business of sport. It will focus on legal issues within both amateur and professional sports and will incorporate the study of case law and other materials from both the text and outside sources. Course content includes, but is not limited to: tort law, Title IX, risk management procedures, product liability, constitutional/contract/administrative/statutory law, crowd control/security, personal/professional values, and situational analysis.

*Terms Offered: FL, SP*

## **Organizational Leadership**

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### **LDS500 Leadership Power and Service**

**3 Credits**

What is the formula for a great leader? It depends on who you ask, who you are, and the circumstances in which you find yourself. This class is designed to enable students to examine their leadership styles and behaviors, while considering various contingencies and situational factors present in most organizations. It will provide guidance in helping students evaluate the capabilities and motivations of followers and other leaders. Since leadership is not practiced in a vacuum, it presents these matters in the context of culture, diversity, and global issues. This class covers differences between leadership and management, tasks and relationship orientation, strategic and tactical approaches. This course also critiques the inter-connection between ethics, power, and service, the relationship between leaders and followers, and the leadership process's environment.

*Terms Offered: FL, SP*

**LDS505 Perspectives of Ethics and Leadership****3 Credits**

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

*Terms Offered: FL, SP*

**LDS510 Decision Making****3 Credits**

Leaders spend the entirety of their days making decisions. Many decisions are routine; others are unique and critical. Solutions to problems may require considering past experiences, or deeper mental engagement with the present, and future predictions. This class takes a dual approach to decision-making and risk aversion. This course will teach you to make sound decisions, through evidence-based solutions, logic, and best practices. It will also examine the cognitive processes involved in decision-making, including intuition, association, and judgment. Other topics include information overload, biases, group decision making, ethical decision making, decision framing, and System 1/System 2 thinking.

*Terms Offered: As needed*

**LDS520 Leadership Communications****3 Credits**

By recognizing the importance of words, actions, and message delivery, students will learn and practice how to increase their impact, performance, and effectiveness. This course introduces key elements of professional, technical, and persuasive written/oral communication. It will help to build tools, improve techniques, and enhance the leader's skills to communicate persuasively and lead effectively. It includes the concepts of purpose and audience, tone and style, persuasion, and influence. It also involves formal/informal communication, crisis management, information literacy, ethical communication, and oral/ writing styles. Students will get insights to communicate positively with different audiences, enhance intercultural communication, and be aware of biases, interferences, and miscommunication through these topics.

*Terms Offered: SU, WI*

**LDS525 Applied Research for Professionals****3 Credits**

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

*Terms Offered: SU, WI*

**LDS530 The Psychology of Leadership****3 Credits**

Who are you? This is not a trite question with a simple answer. Really, who are you? An individual must truly understand their habits, beliefs, attitudes, and expectations to practice effective leadership. In addition, great leaders understand themselves and understand followers' and peers' goals, aspirations, and motivations. This class will guide you through a journey of self-awareness and self-regulation. It borrows from the latest cognitive and social science research findings and applies it to leadership studies. This class derives from psychological, sociological, and cultural anthropology and delves into personality, motivation, team development, perceptions, and goal setting.

*Terms Offered: As needed*

**LDS540 Strategic Leadership and Planning****3 Credits**

Leaders must view a company differently than others in the organization. Leaders are responsible for developing the company's direction and then communicating that vision in a way that inspires and motivates. Many leaders have trouble separating themselves from "the weeds" and maintaining their big-picture view of the organization. This class will teach you how to plan and visualize at the appropriate level while staying true to the values and purpose of the organization. Topics covered will be strategic planning, business/organizational models, vision model framework, one-page strategic plan,



competitive assessment, disruptive innovation, and internal/external assessment.

*Terms Offered: SU, WI*

### **LDS550      Operations Leadership**

**3 Credits**

This course explores the world of business operations throughout the company from the leader's perspective. An effective sales leader, for example, must comprehend the manufacturing intricacies and delivery logistics for the solutions they sell. On the other hand, an operations leader must understand LEAN principles and the latest methodologies for Total Quality Control. Demands for business process re-engineering, superior quality, better customer service, time-based competition, and procurement improvements demonstrate that effective and efficient leadership of the operations function is vital. Topics include business process analysis, and improvement, TQM, LEAN principles, AGILE, Six-Sigma, the Baldrige excellence framework, sustainable change, and supply-chain management..

*Terms Offered: As needed*

### **LDS590      Business Development Leadership**

**3 Credits**

Business development is generating sustainable increases in profitable revenue. Growing a business is no longer just about understanding marketing fundamentals or using aggressive sales. Instead, successful companies focus on sustainable, predictable, and profitable systems through the coordinated efforts of product line managers, the marketing department, and the sales force, contributing their unique talents to business growth. As a leader, you must understand the complex inner workings of these diverse activities. Business Development starts with a high-level strategy created by the company's strategic planning. Then it breaks down into three primary areas: product management, marketing, and sales. Great leaders know the difference between business growth and scaling their companies.

*Terms Offered: As needed*

### **ORG698      Capstone Extension Course**

**1 Credit**

This extension provides MPS students an opportunity to continue their capstone project beyond the two-term limit. Through this experience, students will continue to utilize practical leadership skills while they conduct their research. Candidates will submit an action research project design, collect and analyze data from the action research, conduct a literature review, and inform practical applications for their research.

*Terms Offered: As needed*

### **ORG699      Applied Research Capstone in Professional Studies**

**3 Credits**

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

*Terms Offered: SU, FL, WI, SP*

## **Electives**

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### **FNA600      Organizational Financial Management**

**3 Credits**

This opening course in the concentration will expose students to a broad application of financial theory and practice. The content will survey the principles of organizational finance related to financial analysis, capital budgeting, cost of capital, and the long-term financial structure of the contemporary firm. Students will employ modern financial thought in a variety of organizational venues.

*Terms Offered: As needed with Program Director approval*

### **FNA605      Advanced Budgeting Systems**

**3 Credits**

This applied budgeting course will enhance student expertise in advanced budgeting and allocation techniques. Students will evaluate organizational cost drivers, optimal targets, performance-based systems, sensitivity measurements, flexed approaches and financial statement analysis. It will also

provide differentiating methodologies for organizational agility in rapidly changing economic climates.

*Prerequisite: FNA600*

*Terms Offered: As needed with Program Director approval*

### **FNA610 Contemporary Risk Management**

**3 Credits**

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

*Prerequisite: FNA600 Terms Offered: As needed with Program Director approval*

### **FNA615 Topics in Financial Models**

**3 Credits**

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

*Prerequisite: FNA605 Terms Offered: As needed with Program Director approval*

### **LDS560 Human Resource Leadership**

**3 Credits**

Human Resource Management is a delicate yet essential connection between teams, the organizational strategy, and business success. The responsibilities of the HR department are diverse and demanding, with the immense task of attracting and retaining top talent, while juggling budgetary constraints. A leader should elevate the Human Resource activities to its appropriate place of importance in the organization to meet these challenges, enhance engagement, and gauge employee potential. This course will cover such topics as talent acquisition, organizational development, and employee performance to create institutions that promote organizational learning, knowledge management, and a culture of innovation.

*Terms Offered: As needed*

### **LDS570 Information Technology Leadership**

**3 Credits**

Leaders must understand and be prepared to lead and work alongside IT professionals. All strategy is affected by technology; therefore, it is imperative that any successful and promotable business leader can relate to their company's technology strategy and functionality. This program is not meant to make an IT specialist out of every leader, but to make him/her confident in resolving IT issues and working with IT staff to make better decisions and deliver better process change. This IT management course will help you optimizing your role using essential technology, cybersecurity strategy, IT investments, and human technology sustainability for competitive advantage.

*Terms Offered: As needed*

### **LDS580 Financial Leadership**

**3 Credits**

Business leaders need to understand and speak the language of finance to assess their company's health, interact with financial managers, and communicate financial strategy to the masses. No matter what area of the company you lead, you must be capable of digesting, assessing, and making intelligent decisions based on financial data. This course will help leaders identify the requisite data required for decision-making, utilize methods for analyzing usable financial figures, and create information to make effective financial determinations. This course covers financial success formulas/key performance indicators (KPIs), the interactions between finance and functional areas, the interpretation of financial statements, capital decision formulas, ratio analysis, and budgeting activities.

*Terms Offered: As needed*

# ACADEMIC CALENDAR 2023-2024

## Summer Term 2023

Monday, July 10, 2023 – summer term begins

Monday, September 4, 2023 – Labor Day – College Closed – affected classes see Blackboard\*

Saturday, September 23, 2023 – summer term ends

## Fall Term 2023

Monday, October 9, 2023 – fall term begins

Thursday, November 23, 2023 – college closed – affected classes see Blackboard\*

Friday, November 24, 2023 – college closed – affected classes see Blackboard\*

Saturday, November 25, 2023 – college closed – affected classes see Blackboard\*

Sunday, November 26, 2023 – college closed – affected classes see Blackboard\*

Monday, November 27, 2023 – college closed – affected classes see Blackboard\*

Saturday, December 23, 2023 – fall term ends

## Winter Term 2024

Monday, January 8, 2024 – winter term begins

Monday, January 15, 2024 – college closed – affected classes see Blackboard\*

Monday, February 19, 2024 – college closed – affected classes see Blackboard\*

Saturday, March 23, 2024 – winter term ends

## Spring Term 2024

Monday, April 8, 2024 – spring term begins

Monday, May 28, 2024 – college closed – affected classes see Blackboard\*

Saturday, June 19, 2024 – spring term ends

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

# DIRECTORIES

## Full-Time Faculty

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**Christopher Adams**, AS, CMA (AAMA), CPT (NHA), Lecturer, Medical Assisting, AS, Central Penn College; CPT, NHA, Central Penn College

**Matthew Ademola**, Associate Professor, Business Administration, DBA, Argosy University; MS, State University of New York (Maritime College); BS, City University of New York (Medgar Evers College)

**Flora Armetta**, Associate Professor, English, PhD, Columbia University; MA, Columbia University; BAS, Tufts University

**Jack Babinchak**, Associate Professor, Management and Organizations, PhD, Capella University; MBA and BS in Management, Bloomsburg University

James Beeghley, Program Director of Information Technology, (degree info needed)

**Anne Bizup**, PhD, RN, Program Director of Allied Health, PhD Nursing Education, Nova Southeastern; MSN, South University; BSN, Villanova University

**Harry M. Baturin**, Assistant Professor, Legal Studies, I.LL.M., LL.M., JD, BA, Georgetown University, University of Pittsburgh

**Stephen Campbell**, ACCE for Lancaster and Instructor, Physical Therapist Assistant, BS, Lock Haven University; AAS, Central Penn College; AS, Dean College

**Matthew Casale**, Assistant Professor, Health Sciences, DPT, Saint Francis University; BS, Saint Francis University, AAS, Central Penn College

**C. Mike Cattermole**, Program Director of Business/Professional Studies and Associate Professor, DBA, University of Phoenix; MS, Wilmington University; BA, University of Delaware

**John Contino**, Associate Professor, Criminal Justice Administration. JD, University of Miami School of Law; BA, Villanova University; AA, Brandywine College, Widener University

**Thomas Davis, Jr.**, Director of CTE and Associate Professor, English and Communication, ABD, Keiser University; MA, Bowling Green State University; M.Ed., Bloomsburg University; BA, Bloomsburg University

**Hope Devore**, MOT OTR/L, Instructor, Occupational Therapy Assistant, MOT, St. Francis University; BS, St. Francis University

**Kenisha Dillard**, CST, Program Director Surgical Tech, ST Instructor, AAS Health Science Tech, Coastline Community College

**Robert M. Donley**, Professor, Program Director of Legal Studies and Paralegal, JD, Temple University School of Law; BA, Messiah College

**Lori Eberly**, PT, DPT, Med. ATC, Professor, Physical Therapist Assistant, DPT, Neumann University; MEd, The Pennsylvania State University; BS, Indiana University of Pennsylvania

**Brant W. Ellsworth**, **Dean of Faculty**, Program Director of General Studies and Associate Professor, Humanities; PhD, Penn State University; MA, Penn State University; BA, Brigham Young University

**C. Jeffrey Goble**, Assistant Professor, Criminal Justice Administration, JD, University of New Hampshire School of Law; BS, Bates College

**Cassandra Hillegass**, Program Director of Graduate Studies and Assistant Professor, Business, BS, Central Penn College; MBA, Strayer University; EdD, Argosy University

**Ann Hoffman**, RDH, PHDHP, Program Director of Dental, AAS in Dental Hygiene Luzerne County Community College; beginning BS in Healthcare Management, Central Penn College

**William Hummel**, Instructor, Mathematics, MA, Kutztown University; BS, Albright College

**Ross Judy**, Instructor, Business, M.Div., Wesley Theological Seminary; B.A., Penn College

**Michael Lear-Olimpi**, Assistant Professor, Communication, MJ, Temple University; BA, The Pennsylvania State University

**Taylor Lentz**, LAT, ATC, PTA, Instructor, Physical Therapy Assistant, BS, Bridgewater College; AS, Central Penn College

**Nikki A. Marhefka**, EdM, MT(ASCP), CMA(AAMA), Program Director of Medical Assisting, Phlebotomy Technician, and Medical Coding and Billing, Associate Professor, EdM, Temple University; BS, University of Pittsburgh

**Paul Miller**, Assistant Professor, English and Communication, MS, Shippensburg University; BA, Slippery Rock University

**Kevin Otto**, Assistant Professor, Allied Health, MS and BS, University of St. Francis; AS, Central Pennsylvania Business School

**Matthew O'Brien**, MS, ATC, PTA, Instructor and ACCE Physical Therapist Assistant Program, MS California University of PA; BS King's College; AS Penn State University

**Nicole D. Patterson**, DPT, Program Director of Physical Therapist Assistant, Professor, DPT, Slippery Rock University; BS, Mount Saint Mary's University

**Deborah Reeves**, Instructor of Information Technology, BS, Robert Morris University; MS/IS Penn State University

**Susan B. Snyder**, Assistant Professor, Accounting, MS, Strayer University; BS, Bloomsburg University

**John Springer**, Assistant Professor, Accounting, PhD, Indiana University of Pennsylvania

**Amanda Stuckey**, Assistant Professor, English, PhD, College of William and Mary; MA, University of Virginia; BA, College of William and Mary

**Kimberly Tanish**, OTD, OTR/L, Program Director of Occupational Therapy Assistant, OTD Rocky Mountain University of Health Professions; MOT, Saint Francis University; BS, Mount Aloysius College

**Johnna T. Whitcraft**, Program Director of Criminal Justice and Homeland Security, MS, Saint Joseph's University; BA, Elizabethtown College

**Tykarra Yearby**, Clinical Instructor for Surgical Technology, BAS, Siena Heights University; AAS, McCann School of Business and Technology

**Deborah Yocum**, CCMA (NHA), Lecturer, Medical Assisting, NHA, Lincoln Technical Institute; obtaining AS/BS from Central Penn College

## Academic Administrators

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**Krista Wolfe**, PT, ATC, Vice President of Academic Affairs and Provost, Doctorate in Physical Therapy and BS in Health Science, Slippery Rock University.

**Jared Rife**, Associate Provost, PhD, Pennsylvania State University; MA, Trinity College; BA, Brigham Young University

**Brant W. Ellsworth**, Dean of Faculty and Program Director of General Studies and Associate Professor, Humanities; PhD, Penn State University; MA, Penn State University; BA, Brigham Young University

## Board of Directors

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### **Dwight Utz, Board Chair**

Dwight Utz who is a Central Penn College graduate and most recently served as President/CEO/ Director of two community banks in Pennsylvania and North Carolina. He is currently a member of an organizational investment group seeking to acquire small community banks. His areas of expertise include Strategic Planning, Organizational and Leadership Development, Balance Sheet Management and Corporate Governance. Utz is also a graduate of the Stonier Graduate School of Banking at the University of Delaware and serves on various other boards.

### **Duane R. Greenly, Vice Chair**

President of the Greenly Family Trust, Greenly is a retired senior business executive who specialized in business turnarounds, profits and shareholder value. In retirement, he founded a private equity company, a real estate L.P., and serves on several boards. He established the Greenly Family Trust to support areas of interest in the local community. He resides in Mechanicsburg, Pa.

### **Peter Garland, Board Secretary**

Dr. Peter H. Garland served as executive vice chancellor of the Pennsylvania State System of Higher Education before retiring in June 2019. In addition, he held positions as assistant chancellor for policy and planning and vice chancellor for academic and student affairs during his tenure at the state agency. He teaches at the University of Pennsylvania in the higher education master's and executive doctoral programs.

### **Eugene Kostelac, Board Treasurer**

Eugene Kostelac recently served as chief financial officer for the RG Group. He has extensive experience in public accounting, manufacturing and various distribution industries. Previously, he served as controller for several companies in the capital region. A certified public accountant, he earned his bachelor's and MBA at Pennsylvania State University.

### **George M. Book, Jr.**

George grew up in South Central PA just outside of Chambersburg. He attended Messiah College and graduated with an undergraduate degree in Psychology. Following graduation, he went to work for a financial institution and was there for 15 years before becoming the President and CEO for the West Shore Chamber of Commerce in 2012. He also holds a master's degree in Strategic Leadership from Messiah College. George currently serves on the Cumberland Area Economic Development Corporation Board as a Community Liaison; on the Board of Directors for Leadership Cumberland; as a member of the Capital Region Economic Development Corporation Board of Directors; as a member of the Pennsylvania Association of Chamber professionals Board of Directors; as a Board member of the Foundation for Free Enterprise Education; and as Chair of the Alumni Council of Messiah University.

### **Betsy Hamm**

Betsy Hamm, MBA, oversees the overall direction of Duck Donuts and leads the development of the company's long- and short-term goals and strategic initiatives. In her previous role as chief operating officer, she oversaw operations, marketing, and business development, focusing on product development and daily operations. Prior to being named chief operation officer, she served as the marketing director. She holds a Bachelor of Arts in Communication and Master of Business Administration from Shippensburg University.

### **Robert E. Kelly**

Robert E. Kelly, Jr. serves as counsel in the law firm of Kelly, Parker & Cohen LLP and practices in the areas of administrative and civil litigation. He specializes in insurance industry litigation,

appellate practice, personal injury defense, commercial litigation, dealership and franchise litigation, employment law and professional liability. A former Deputy Attorney General, he is a 1975 graduate of Georgetown University Law Center and a summa cum laude graduate of Siena College in 1972. Kelly has been recognized annually in the Woodward White Best Lawyers in America publication in the area of Insurance Law since 2006.

### **Leland Nelson**

Leland J. Nelson is the president and co-founder of Dirty Dog Hauling, a professional junk removal company. He began his career as an auditor and has over 10 years of accounting and auditing experience. He is the president of the African American Chamber of Commerce of Central PA and a graduate of the inaugural class of the Martin Luther King, Jr. Leadership Development Institute.

### **Gretchen Ramsey**

Gretchen is the Regional Director of Patient and Volunteer Engagement for the West Shore Region of Penn State Health. In this capacity, Gretchen works with her dynamic team, serving two hospitals (Holy Spirit and Hampden Medical Centers) to improve the perception of the patient and family member experience within the health system. She is a certified faculty member of the Institute for Healthcare Communication (IHC) which serves providers, physicians, and medical assistants. She coaches and trains staff on practices for improved outcomes and helps to improve the resiliency of staff amidst the current climate of healthcare. Prior to joining the Penn State Health Family, for almost 25 years, Gretchen's career focused on legislative affairs, development and fundraising in both the Camp Hill and Harrisburg markets. She is a very proud '15 Central Penn College Alumna, earning her master's degree in Professional Studies/Organizational Development and holds a Bachelors of Arts in Communication from Edinboro University.

### **Joseph Robinson, Jr.**

Joseph Robinson, Jr., is the president of the Martin Luther King Jr. Leadership Development Institute, a local think tank, and developer of community leaders trained in the tenets of Dr. King. More than 3,000 people have been trained using the leadership model based on Robinson's book, 7 Leadership Imperatives from a Wild Man. He retired from the Pennsylvania Department of Transportation after 26 years of service, last serving in a senior management position as chief of the Performance Improvement and Metrics Division. He earned his Bachelor of Arts degree in English at the University of Virginia and was awarded an Honorary Doctor of Humane Letters by Central Penn College in 2016.

### **Michael Verber**

Dr. Michael Verber is the CEO & Chairman of the Verber Dental Group. He transitioned a solo practitioner dental office into Central Pennsylvania's largest dental health care system using innovation and a culture of empowerment, kindness, and positivity. Verber is also the cofounder of an employee-owned media company and an accredited dental continuing education institute. Verber has a passion for education that has led him to teach as a faculty member, key opinion leader, and clinical advisor with national dental academies and manufacturers. He has coached in the Cumberland Valley Basketball program and served on the Board of the CV Eagle Foundation, the CV Youth Basketball Association, the Central PA Chapter of the National MS Society, and the Harrisburg Area Dental Society. He holds a Bachelor of Arts in History from Dickinson College and a Doctorate of Dental Medicine from Temple University School of Dentistry.

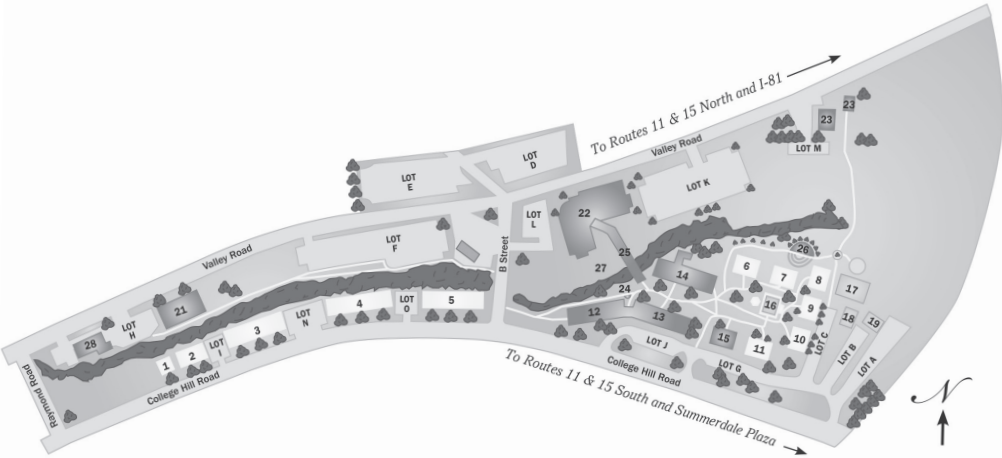
**President’s Cabinet**

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Linda Fedrizzi-Williams	President
Romeo Azondekon	Vice President of Student Services
Michael Fedor	Vice President of Advancement and Strategic Initiatives
Margaret Lebo	Vice President of People and Culture
Jennifer Mariacher	Chief Financial Officer
Thomas Parker	Vice President of Information Technology and Project Management
Krista Wolfe	Vice President of Academic Affairs/Provost



# Summerdale Campus



## Campus Structures

12. West Wing
13. Bart A. Milano Hall
  - Financial Aid (Room 10)
  - Business Office (Room 12)
  - Registrar (Room 18)
14. Bollinger Hall
  - Diversity Center (Room 43)
  - Multi-Purpose Room (Room 44)
  - Food Pantry and Career Closet (Room 44)
  - Public Safety (Room 46)
  - Advising Center (Room 52)
  - Center for Career Services (Room 53)
  - IT Help Desk (Room 55)
  - Equity and Student Success (Room 57)
  - Learning Center (Room 59)
15. Charles "T" Jones Leadership Library
21. Stabler Health Sciences Building

22. ATEC (Advanced Technology Education Center)
  - VBA Ophthalmic Lab (Room 210A)
  - Admissions Office (Room 302)
  - Education Foundation (Room 309)
  - Alumni Office (Room 311)
  - Counseling Services (Room 312)
23. The Boyer House & Barn
24. Craiger C. Parker Amphitheatre
25. Henszey's Bridge
26. Student Fellowship Area
28. Health Sciences Laboratory Instruction Center
30. Student Housing and Residence Life

- Greenly Fitness Center (Room 36 & 38)
- Dance Studio (Room 40)
- 16. Swimming Pool
- 17. Basketball Court
- 18. Sand Volleyball Court
- 19. Multi-Sport Court
- 22. Knight & Day Café
- 27. George J. Miller Jr. Arboretum

## Parking

- Lot A, B, C, D, E, F, I, N, O - Available Parking\*
- Lot H, K, M - Faculty & Staff Parking\*
- Lot J, L - Visitor Parking\*
- Lot D, E, F, K, & L - Event Parking
- Lot M - Boyer House Parking
- Lot G - Reserved Parking\*
- \* 24 hour enforcement, Monday through Friday

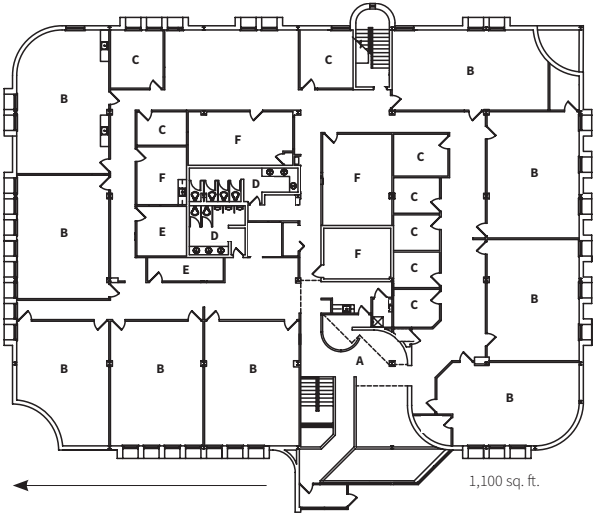
## Recreation

12. The Underground (Lower Level)
- Capital Blue Cross Theatre (Room 30)
- Underground Lounge (Room 35)

# Lancaster Center

## Center Layout

- A. Reception
- B. Classroom
- C. Office
- D. Bathroom
- F. Faculty Room
- E. Copy Room



## NOTES

## NOTES

**NOTES**