

2006-2007 ACADEMIC CALENDAR

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Summer Term:	Begin: Monday, July 10, 2006	End: Saturday, September 23, 2006 Monday, September 4, 2006 - Labor Day - College Closed - affected classes see i-Campus
Fall Term:	Begin: Monday, October 9, 2006	End: Saturday, December 23, 2006 Thursday - Sunday, November 23 - November 26, 2006 - Thanksgiving Holiday - College Closed - affected classes see i-Campus
Winter Term:	Begin: Monday, January 8, 2007	End: Saturday, March 24, 2007
Spring Term:	Begin: Monday, April 9, 2007	End: Saturday, June 23, 2007 Monday, May 28, 2007 - Memorial Day - College Closed - affected classes see i-Campus

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Central Pennsylvania

C O L L E G E

Your Bridge to Success

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Big Eight Philosophies

Appearance

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

Attendance

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

Conduct

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

Drug and Alcohol Use

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

Grades

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

Hands-on Education

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

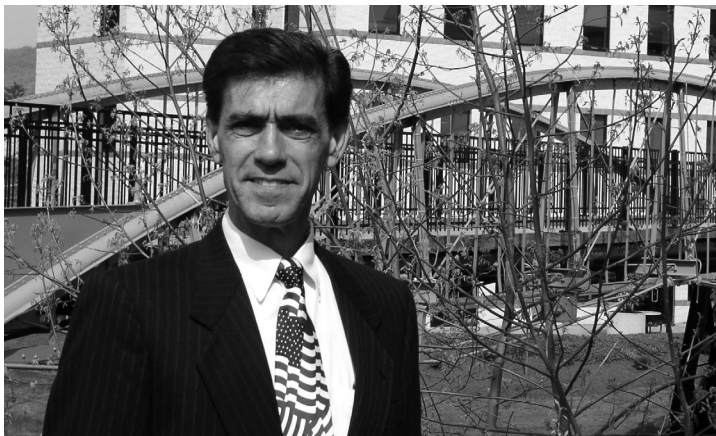
Service/Community Service

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

Technology

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

A Message from the President



Your Bridge to Success

Serving as “Your Bridge to Success” is the motto with which Central Pennsylvania College is identified. For the last 30 years I have devoted my professional career to keep this as our focus. Fortunately, I am blessed with a wonderful faculty and staff who do just that. As you may imagine, I have witnessed many graduates make their professional mark over time. From our 1917 graduate, 106-year-old Esther Hempt, who opened the first women’s clothing store on Harrisburg’s west shore in New Cumberland, PA, to Justin Bower, class of 2006, who will begin his career with Walt Disney World in Orlando, FL. I, along with my fellow colleagues, delight in our graduates’ accomplishments.

While diversity is evident at Central Penn, it also is what makes us unique. The common thread that ties together a recent Baltimore high school graduate taking classes in suburban Harrisburg, along with a 30-year-old working, single mother taking classes online at our Lancaster Center, is unwavering determination. Both possess high values and a willingness to work hard and embrace change as they master the skills, knowledge, and attitudes today’s employers demand and deserve.

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

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

You don’t need an appointment to visit our website or our campus. Naturally, we hope those seeking higher education and advancement will, like thousands of students over the last 125 years, join the Central Penn family. Allow Central Pennsylvania College to serve as “Your Bridge to Success.”

Keep smiling,

A handwritten signature in cursive script that reads "Todd A. Milano".

Todd A. Milano
President

A SHORT HISTORY OF THE COLLEGE

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

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

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

In 2002, the College doubled the size of its academic buildings with the opening of the Advanced Technology Education Center, which also houses a conference center and restaurant. Later that year, Henszey's Bridge, an 1869 wrought iron structure listed in the National Historic Register, was installed in the center of the campus. It serves both practical and symbolic purposes. The Charles "T" Jones

Leadership Library opened its doors in October 2002. In addition to serving Central Penn's academic needs, it houses a collection of personal development and leadership materials from many of the country's top motivational speakers and authors. Constructed in the spring of 2003, the Craiger C. Parker Amphitheater showcases the College's core values and provides a scenic setting where outdoor classes and other activities can be held.

Central Pennsylvania College is Harrisburg's four-year, private, residential co-educational college. In addition to the above-mentioned academic buildings, conference center, library, historic bridge, and Parker Amphitheater, the 34-acre campus includes furnished apartments, townhouses, recreational facilities, a travel agency, and a child development center. Recently, Central Penn began to offer degree completion programs and online and blended courses to its student population. Central Penn's mission is to provide an education that prepares its graduates to obtain employment or advancement in their chosen field, continue their education, and be contributing members of society.

Academic Philosophy and Programs

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

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

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

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

Vision

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

Mission

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

Core Values

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

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

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

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

Educational Focus. Preparing Students for Success. Central Penn measures its success by the success of its graduates. Our mission statement says that we "provide an education that prepares graduates to obtain employment or advancement in their chosen field." We seek to impart a love of learning, but the desired end result of learning is the practical application of knowledge and skill so that the Central Penn graduate is able to succeed in the field of his or her choice and be a contributing member of society.

ACCREDITATIONS AND APPROVALS

Accredited by: Middle States Commission on Higher Education.

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

Program Accreditations and Approvals:

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

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

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

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

Certificate Accreditation and Approvals:

Intelligence Analysis Certificate approved by the Association of Former Intelligence Officers (AFIO).

ADMISSION INFORMATION

General Requirements

Central Penn offers programs leading to the Bachelor of Science, Associate in Science, and Associate in Applied Science degrees. To be considered for admission into a degree program, you must be a high school graduate, have received your General Equivalency Diploma (GED), or Pennsylvania Home School Diploma. We welcome applications from students seeking to prepare for a career or a promotion. Students seeking work-related skills enhancement are classified as non-degree, non-program students (NDNP). Please submit an application for admission, an official copy of your high school and/or college transcript(s), and attend a personal interview with the Admissions office. Consider this your invitation to call the Admissions office at 1-800-759-2727 and set up a campus visit for you and your family or friends.

Admission Requirements for Child Care Management

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

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

Admission Requirements for Computer Information Systems and Accounting

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

Admission Requirements for Medical Assisting

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

Admission Requirements for Physical Therapist Assistant

1. To enter the Physical Therapist Assistant program, you must have completed the following secondary school courses: one unit biology and chemistry or physics, two units of math, one of which is algebra. A grade point average of 2.5 or better is required overall and in specified courses. Class rank in the top one-half of the class is required.
2. If you have been out of high school for more than five years, you may enroll into the program by: (a) completing two prerequisite courses on the college level; one unit of math (at least college algebra or higher) and one unit of science (science courses can be biology, chemistry, physics, or anatomy and physiology) or (b) entering the summer term of the program under a probationary status until the completion of BIO100 Biology with a "C" or better.
3. If you meet the above criteria, your next step is to complete 20 observation hours. It is required that you spend 10 hours in each of two different physical therapy facilities. A PT or PTA working in each facility must validate all observation hours. Observation should begin prior to admission and must be completed by the end of the first term of coursework.

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

Application Deadline

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

Application Procedures

1. For an application, please call the Admissions Office at 1-800-759-2727 between 8:00 a.m. and 5:00 p.m. Monday through Friday. The application is also available on the Internet at www.centralpenn.edu.
2. Ask your high school guidance office to mail your official transcript directly to the Admissions office. A Graduate Equivalent Diploma (GED) or Pennsylvania Home School Diploma is also acceptable.
3. Admission consideration is based upon a written 50-word essay, high school grade performance, and requires a personal interview. Admission for students over 21 is based upon a written 50-word essay, high school and/or college performance, work experience, and a personal interview.
4. In some cases, the Admissions Committee may request three letters of recommendation and you may be accepted as a freshman under a probationary status. This means that you must achieve no less than a "C" average (2.0 GPA) during your first term at Central Penn in order to be retained as a student.
5. Your application and official transcript(s) will be reviewed as soon as we receive them. You will be notified of your acceptance or next step in the admissions process within two weeks of receiving all materials.

Housing Procedures

You should indicate on the admission application whether you wish to commute from your home, live off campus, or live on campus. If you wish to live on campus, after you pay your \$100 enrollment deposit and submit the Intent to Enroll form, you will receive a housing packet, which will include a housing information form and a lease.

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

International Student Application

Central Penn is authorized under federal law to enroll nonimmigrant alien students. If you are not a native English-speaking student, you are required to take the TOEFL exam. The score will become a part of your student file and will be used during the admission process. A TOEFL score of 550 or higher is required for admission. In some cases the SAT II English Language Proficiency Test (ELPT) may be substituted for the TOEFL, or required of U.S. citizens whose primary language is other than English. Please contact the Central Penn Admissions office for specifics.

Lifelong Learning

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

Standardized Testing After Admission

Placement Tests

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

Remedial classes do not carry credit applied to graduation. However, remedial course fees are consistent with 3 credit courses, as they also require 44 hours of instructional time. In most instances, financial aid will cover your remedial coursework.

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

Transfer Student Application Procedures

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

1. Send your completed application, noting the extent of your academic training beyond high school.
2. Ask your high school and each college/university attended to mail an official transcript directly to our Admissions office.
3. After your application and official college transcripts have been received, a transcript evaluation will be conducted.
4. Courses which are parallel to courses offered at Central Penn will be counted as transfer credits if a grade of "C" or better was earned in the course.
5. You will receive a listing of the credits accepted. The transfer credits will be made a part of your permanent record.
6. We reserve the right to administer an appropriate examination for transfer credits.
 - a. You will also be asked to verify if any of your transferable credits were earned online from your former institution.
7. Transfer students must complete at least one-half of their degree program credits at Central Pennsylvania College.

Should you have any questions about this process, contact the Student Services Dean. Additionally, while attending Central Penn, if you wish to take a course off campus and transfer those credits, you should make an appointment with the Student Services Dean, who will help you to determine if that course credit may be transferred to Central Penn.

FINANCIAL INFORMATION

Application Fee

There is no application fee.

Registration Fee

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

Housing Security Deposit

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

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

Tuition

Note: These 2006–2007 rates are subject to change July 2007.

Fixed Expenses Per Term

Tuition (per credit) all majors.....	\$320
Student/Technology Fee (5 or more credits)	\$215
Student/Technology Fee (4 or less credits*).....	\$135
*some zero credit classes may have a student fee	
Individual Housing	\$1,875
Standard Housing	\$1,575
High Occupancy Housing.....	\$1,275
Security Deposit	\$250
Board (option 1)	\$300
Board (option 2)	\$400
Board (option 3)	\$500
Cable TV Fee	\$45

Variable Expenses Per Term

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

One-time Expenses

Graduation Fee.....	\$125
Uniform.....	\$50 - \$150

Bills and Payments

Summer 2006

Bills Mailed - May 26, 2006

Payment Due - June 16, 2006

Fall 2006

Bills Mailed - August 25, 2006

Payment Due - September 15, 2006

Winter 2007

Bills Mailed - November 24, 2006

Payment Due - December 15, 2006

Spring 2007

Bills Mailed - February 23, 2007

Payment Due - March 16, 2007

Summer 2007

Bills Mailed - May 25, 2007

Payment Due - June 15, 2007

Fall 2007

Bills Mailed - August 24, 2007

Payment Due - September 14, 2007

Winter 2008

Bills Mailed - November 23, 2007

Payment Due - December 14, 2007

Tuition Payment

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

Student / Technology Fee

A student fee of \$135 (4 or less credits) or \$215 (5 or more credits) per term is required. It covers all the services listed below as long as you are enrolled at Central Penn. The student fee is nonrefundable.

The student/technology fee includes, in part, the following: local phone service; postal services; campus security; parking; student ID; online Library services; ProQuest; computer labs; Internet; all other technology usage; weekend monitor; full- and part-time employment assistance; insurance (details in your Student Handbook); a copy of your first transcript; upkeep of and equipment for the Student

Union; swimming pool; spa; volleyball court; picnic areas; activities such as dances, sporting events, campus clubs, and organizations; orientation weekend and picnic; and The Knightline (student newspaper).

Graduation Fee

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

Uniforms

If you enroll in Child Care Management, Medical Assisting, Physical Therapist Assistant, Travel and Tourism Operations, or accepted as a cadet in the Leadership Honor Academy, you are required to wear a uniform. You will receive information regarding uniforms after enrolling.

Textbooks

All Central Penn students order new and/or used textbooks directly from e-Campus via Internet, telephone, mail, or fax. The cost of textbooks varies with the courses you are taking each term. If you purchase all new textbooks, the cost may be as much as \$450 per term. Students should purchase textbooks prior to the first day of class.

Refund and Distribution Policy

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

When a student completely withdraws from the College or drops a course, tuition will be calculated in accordance with the following guidelines, and any refund is made within 30 days. The last day of class attendance will be considered the withdrawal or drop date during weeks one and two. After week two, the withdrawal or drop date will be determined by the date the form is received and date stamped by the Registrar's office. If the last date of attendance cannot be determined, the institution shall use the date the College had knowledge of the student's withdrawal.

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

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

The Financial Aid office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence 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 = 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 = (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 debit balance to the institution.

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

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

Refunds are allocated in the following order:

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

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

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

FINANCIAL AID

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

The initial source of funds used in meeting college costs is the amount that the student and the student's family can contribute. We will then attempt to supplement your family's contribution with the financial aid resources that we administer. In fact, over 90 percent of Central Penn students received some form of financial assistance during the fall 2005 term.

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

General Eligibility Requirements

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

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

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

Financial Aid Application Process

In order to apply for all federal and state financial aid programs, students must complete the Free Application for Federal Student Aid (FAFSA) form and Financial Aid form. These forms are used to determine the ability of the student (and family) to contribute financially toward an education. Students must reapply for financial aid each year.

The Financial Aid office recommends that students file the FAFSA and the Central Penn Financial Aid Application by March 15th of each new filing year. By filing the forms by March 15th, the Financial Aid office will have the ability to notify students of their financial aid eligibility prior to the summer term billing. Students who file the financial aid forms after March 15th, may not know their status until after the term begins.

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

Financial Aid Programs

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

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

PHEAA State Grant - The state of Pennsylvania provides grants to bona fide residents who demonstrate financial need, have not received their first baccalaureate degree in any field, and are enrolled in classes on at least a half-time basis. The Pennsylvania Higher Education Assistance Agency (PHEAA) administers the program, but the institution certifies the eligibility of the student to receive the funds. Students not enrolled in a fully online degree program may take up to 50% of their degree requirements online without financial aid implications. Students who exceed 50% will not be PHEAA State Grant eligible. Traditional students are limited to 50% online courses per term. In other words, regular courses (classroom courses) must be equal or greater than online courses per term. Please contact the Financial Aid office for more information.

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

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

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

Federal Stafford Loan - This loan program provides low-interest loans to students who demonstrate financial need. The interest on these loans is variable, not to exceed 8.25%. Applications for a Stafford Loan are available in the Financial Aid office. Central Penn utilizes a preferred lender, which provides students with excellent service and discounted Stafford Loans.

First-year (freshman) students may borrow up to a maximum of \$2,625 per academic year, and second-year (sophomore) students (earned 36 credits or more) may borrow up to a maximum of \$3,500 per academic year. Third-year (junior) students (earned 72 credits or more) may borrow up to a maximum of \$5,500 per academic year. Fourth-year (senior) students' loans are prorated based on the number of credits attempted for their last term. Students must begin repayment of their Federal Stafford Loans six months after they graduate or drop below half-time status. Minimum repayment of a Federal Stafford Loan is \$50 per month, but the actual payments will be based upon the total amount borrowed, the length of the repayment period, and the type of repayment plan chosen by the borrower. Students may qualify for different repayment programs. Check with your lender for the various options.

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

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

Private Loans - Central Penn has agreements with several lending institutions to provide students and their parents with affordable alternative loans that can be used to supplement your financial-aid award package. These loans differ in the amounts that can be borrowed, the interest rate used, and repayment terms. In most cases, the student is the borrower and the parents are the co-signer. Contact the Financial Aid office or go to www.centralpenn.edu to find how these loans can help you finance your education at Central Penn.

Agencies

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

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

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

Scholarships

Central Pennsylvania College Scholarships - Central Pennsylvania College offers numerous scholarships, totaling over \$500,000 each year. All 2007 U.S. high school graduates may apply. Scholarship criteria vary, but may include: academic record, activities, essays, financial need, and a personal interview. Some scholarship students are required to maintain a 2.80 minimum cumulative grade point average and live on campus to retain the scholarship. Information and application forms will be available from high school guidance counselors or from the Central Penn Admissions office. Additional scholarships may be available from those listed. Please contact the Financial Aid or Admissions office or visit the web at www.centralpenn.edu/scholarships for details.

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

Financial Aid Academic Progress Policy

The Higher Education Act requires that a student maintain Satisfactory Academic Progress (SAP) in the course of study he/she is pursuing in order to receive financial aid under the student financial assistance programs authorized by Title IV of the Act. All eligible VA students follow this policy. These programs include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant, the Federal Work-Study Program, the Federal Stafford Loan, the Federal Unsubsidized Stafford Loan, and the Parent Loan for Undergraduate Students. Also, Central Penn has agreements with the private lenders that students in violation of SAP requirements are not eligible to receive funding.

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

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

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

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

Students cannot exceed the equivalent of nine terms or 114 credits to complete their associate's degree requirements. For the bachelor's degree, students cannot exceed the equivalent of 15 terms or 186 credits. All students must obtain a cumulative GPA of a 2.0 or a "C" average once they have completed at least 12 credits. A review of their GPA will be performed after each term is completed.

Students must successfully complete at least 80% of their courses attempted to maintain academic progress. This review of courses attempted versus courses completed will be done after each term to determine academic progress. Grades of "F" (failure), "I" (incomplete), and "W" (withdrawals) are considered courses attempted but not successfully completed. Financial aid may be awarded for repeated courses only if the original grade in the course is below a "C". Repeated courses will be calculated as a course attempted for purposes of satisfactory academic progress. First term full-time students only need to obtain a GPA of 1.75 and successfully complete 75% of their courses to pass this test. After the first term, the 2.0 GPA and 80% rule is in effect.

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

To be reinstated for financial aid, once a student has been denied aid due to lack of progress and no appeal has been filed, or an appeal has been denied, a student must successfully complete 12 credit hours with a minimum 2.0 term grade point average (C). The Financial Aid Advisory Committee will give no aid until this requirement is accomplished and the student requests a review of his/her permanent academic record. Students who have an appeal granted must complete their next term with a GPA of 2.0 or better and complete all courses they register for successfully.

Students will be issued a Financial Aid Warning if they attempt less than 12 credits during their first term of enrollment and get less than a 2.0 term GPA. This is done to notify students that if they continue to perform poorly, they may violate the academic progress policy.

Grade Level Advancement Policy

First-time enrolled students who start at Central Penn or Grade Level One students, must successfully complete a minimum of 36 credits to be considered in Grade Level 2 or Sophomore Level. For those students in the Bachelor's program, students must successfully complete at least 72 credits or more to be considered a Grade Level 3 or Junior. Also, students must successfully complete at least 108 credits or more to be considered a Grade Level 4 or Senior. Students who transfer credits into their Central Penn major, and for whom the Records and Registration office posts applicable credits onto their permanent academic record, will be permitted to have these credits applied toward determining their grade level status. Students who transfer between majors at Central Penn will have only those credits that apply to their new major count toward academic grade level. This policy is established for determining Grade Level Status for Federal Family Educational Loans.

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

CAMPUS LIFE

Student Services Philosophy

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

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

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

- dedicated involvement from faculty and staff.
- leadership experiences that directly enhance marketability for employment and promote the development of human potential.
- part-time job opportunities that support and complement chosen career directions.
- involvement in clubs and organizations that expand exposure to professional career fields and involvement in volunteer programs that instill and cultivate a sense of community service.
- intercollegiate athletic program — Central Penn belongs to the Eastern Pennsylvania Collegiate Conference (EPCC).

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

Housing

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

Furnished townhouses and apartments have complete kitchens, air conditioning, and are wired for cable television service and the college computer network. A phone system provides direct dialing to every townhouse or apartment on campus. Local phone service is free and students receive individualized bills for their toll calls. Three coin-operated laundry rooms are also available for your use on campus.

Roommates

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

While most students share a bedroom with one other person, you may request to have your own bedroom. Single rooms can be offered only when there is space available and are priced at a higher rate.

Physically Challenged Accommodations

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

Academic Year-Day

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

Student Activities

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

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

Beyond Campus

Our 34-acre campus is located in Summerdale, a picturesque community of less than 1,000 people. Harrisburg, the state capital, is just across the Susquehanna River from campus. This offers you many social, cultural, and educational activities. Attractions include HERSHEY PARK, Hershey stadium and arena (site of many sport events and concerts), soccer, volleyball, and minor league baseball games on Harrisburg's City Island, trade shows and professional soccer at the state Farm Show Complex, plus concerts, museums, movie theaters, and malls all within a short distance from campus.

CAMPUS SERVICES

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

Computer Registration

In order to have access to the College-provided Internet services, resident students must register the computer they bring to campus. Additionally, it is imperative that student computers are kept up to date with virus software.

Computer Services

An open computer lab and most computer classrooms are located on the second floor of the ATEC. For your convenience, the ATEC is open Monday through Friday from 6:00 a.m. to 10:00 p.m. The open lab has extended weekend and late night hours, posted on a quarterly basis. Central Penn is on the Internet. You will receive a student login account when you arrive. Campus computers may be used to gain access to the Internet for research and other academic activities. Students must provide a Central Penn ID to use campus computers. No guests are permitted to use campus computers. Food and drinks are prohibited in all classrooms and computer labs.

Employment After Graduation

Central Penn believes in graduate success. We make every effort to help you in your job search. The Career Services Director works with you in the preparation of your resume and cover letter, assists you with interviewing techniques, and points out career opportunities.

Central Penn annually hosts two career expos and a summer part-time job fair. The online career center, a web-based job matching system, is available to assist you in your job search. Employers prefer Central Penn graduates because of their in-depth career education, hands-on training, and professional demeanor.

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

Employment statistics, including starting salaries, are available in the Career Services office. Employment services are provided for you for your lifetime. Whether you are a recent graduate or have been out of Central Penn for many years, we are here to assist you.

Library

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

The Law Library, located in Room 43 of Bollinger Hall, houses the legal reference collection to facilitate a legal learning environment.

Part-time Employment

Many students choose to work part time while going to college. The Career Services Director keeps a list of available part-time jobs and will assist you in meeting your needs. On the average, students who do hold part-time positions work approximately 15-20 hours per week, so they are still able to devote adequate time to their studies.

Student Assistance

Student Assistance Center

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

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

Faculty staffs the Center and a schedule is posted each term in the Library, on bulletin boards, the kiosk system, and in division offices. Appointments are suggested, but students may just walk in. Sessions are held in the Leadership Room of the Library.

Student Tutors

Students interested in tutoring should contact the Student Services Dean. Students must have successfully completed the course they want to tutor with an “A.” Students must also make a day/time commitment for the entire term. Students can receive credit for community service hours through student tutoring. An active student tutoring list is disseminated each term.

Smarthinking

The College also provides SMARTHINKING, which is an online/virtual learning assistance center. Students connect to live tutors from any computer that has Internet access through Blackboard. Online tutoring is available 24 hours a day, 7 days a week. An online writing lab allows students to submit papers for e-structors to critique with essays being returned within 24 hours.

Student Services

Counseling

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

PHILOSOPHIES AND POLICIES

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

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

Academic Degree Requirements

A cumulative grade point average of at least 2.0 is required for graduation. All students must fulfill the necessary program requirements including STS005 The Central Penn Experience and a four-credit internship/capstone.

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

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

Academic Probation

If you are placed on academic probation, we believe that you do have the potential to graduate, however, your academic performance indicates a need for immediate improvement. Therefore, academic advising/counseling and/or certain restrictions are part of probation. You will receive written notification from the Academic Dean informing you of your status. A student who fails to meet probationary improvement standards will be academically dismissed.

Academic Progress/Incomplete Grades

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

Academic Dismissal

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

Alcohol-free and Drug-free Campus

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

Alternative Credit

Students seeking credits through advanced placement in high school, CLEP or DANTES testing, Lifelong Learning, etc., should explore these opportunities with the Student Services Dean.

American Disabilities Act Compliance

Learning Disabilities

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

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

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

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

Physical Disabilities

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

Appearance

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

Articulation Agreements

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

Attendance

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

Auditing

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

Blended Courses

Blended courses are a combination of classroom and online education. Students have required classroom time and required online coursework. Attendance in blended courses is based on participation in the class and completion of weekly coursework. Thus, any student who fails to complete an assigned task will be counted as absent, and failure to complete any work within a one-week period will be reported as though the student had stopped attending class for a week. The last date of attendance will be determined by using the last date of the academic week in which the student actually completed work. Blended courses meet in the classroom for a minimum of 22 hours. Scheduled meeting times are predetermined and appear on registration materials.

The Central Penn Experience

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

Car on Campus

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

Changing Your Major (Interdivisional Transfer)

A change-of-major fee of \$50 will be assessed for any student changing major more than two times. In certain cases, students in academic violation with a GPA below 2.0 will be charged the fee as well. Forms are located in the Records and Registration office. Students transferring from an associate degree to a bachelor degree within their field will have the fee waived.

Class Scheduling

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

Class Size

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

Conduct

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

Course Load

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

Credit-by-examination Policies

Advanced Placement (AP)

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

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

College-Level Examination Program® (CLEP®) exams

Central Penn does accept CLEP examinations for credit in identified areas. However, at this time the College is not a testing center. The closest testing center to the College is: Harrisburg Area Community College, One HACC Drive, Harrisburg, PA 17110. The credit-granting score of 50 is required for all CLEP examinations in order to gain credit. The course equivalency listing identifies the credit Central Penn will grant for each examination and is available from the Student Services Dean.

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

CLEP for Military Personnel (DANTES)

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

For a complete listing of AP and CLEP examinations along with accepted equivalencies, please visit the College website www.centralpenn.edu/admissions/alternative.asp.

Credit Hour Definition

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

Cumulative Grade Point Average (GPA)

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

Customer Satisfaction

Improving customer satisfaction is a goal of Central Pennsylvania College. Students are our customers. We want them to be satisfied with their Central Penn experience. One way that the administration demonstrates our commitment to serve students better is by reading and reacting to their perceptions. Each term students are asked to honestly assess faculty, staff, and the services they receive at Central Penn. Positive comments as well as suggestions for improvement are shared with students, faculty, and staff. The College genuinely appreciates students' candid assessment of administrative services. Central Penn continues to strive to improve our services to the student customer. Working together, our campus will see many improvements, resulting in higher student satisfaction culminating in graduate career success. The tagline added to the College logo in 2002, Your Bridge to Success, reflects our purpose. The caring faculty and staff at Central Penn want to help students succeed in the career of their dreams.

Dean's List — Recognition of Achievement

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.

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

<u>Cumulative Average</u>	<u>Honorary Title</u>
3.80 - 4.00	Summa Cum Laude
3.60 - 3.79	Magna Cum Laude
3.50 - 3.59	Cum Laude

In addition, a student successfully completing the Central Penn Honors Program will graduate with distinguished honors.

Dropping or Adding Courses

The Registrar or Assistant Registrar will help you change your schedule. Pay close attention to appropriate timing within which to add or drop courses so as not to affect your grades. Students may only add classes during week one. In order to withdraw from a course with a grade of “W,” a student must do so prior to the close of week seven. Students withdrawing after week seven will receive “Fs.” It is also important that you contact the Financial Aid office and Business office prior to making your decision. The student is responsible for obtaining financial aid clearance from the Business office (signature on the form). Adding and/or dropping courses have financial implications, which are explained in the Refund and Distribution Policy.

Early Warning

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

Grades

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

Definition of grades and other marks found on grade reports:

- A Exceptional interest and mastery of subject matter
- B+ Above average interest and mastery of subject
- C+ Average mastery of subject matter with no measurable deficiency
- C- Below average mastery of subject with minor measurable deficiency
- D Marginal mastery of subject matter with indicated areas of deficiency
- F Impaired understanding of subject with a deficiency in most areas

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

Grievance Policies

Academic Grievance:

In the event of a student having an academic grievance with any professor, the Student Handbook issued by the College notes the following policy and procedure for “Academic Grievance.”

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

2. If the student and the faculty member do not come to a satisfactory agreement, the student should appeal to the Academic Chair of the division having responsibility for the course.
3. Should the student wish to pursue the matter further, the student should submit a brief written summary of the grievance or concern to the Academic Dean. The Academic Dean will review the concern and may meet with the student.
4. The Academic Dean will render a decision and inform, in writing, all parties involved in the complaint within three working days.
5. The decision of the Academic Dean is final.

Other Complaints:

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

1. Any complaints that are not directly a matter of academic grading should be brought to the attention of the Academic Chair via a scheduled meeting, phone call, or in writing.
2. If the Academic Chair and the other party cannot come to a resolution regarding the complaint, the party should appeal to the Student Services Dean.
3. The Student Services Dean must be provided with a written complaint and a meeting with the other party will be scheduled. The meeting may be in person or via phone conversation.
4. The Academic Chair will receive notice of any final agreement that is made by the Student Services Dean. The complaint and any resolution will be analyzed by the Academic Chair for the purpose of determining the program's involvement in the complaint and appropriate changes in program/major policies and procedures will follow, if warranted.
5. The decision of the Student Services Dean is final.

Internship/Capstone

As a career-oriented college, Central Penn requires all students to complete an Internship. Internships range in hours from 180 to 560 hours. Traditional students are eligible for internship upon completion of all coursework and should register for internship during their final term of classes. Continuing Education students have the option of choosing a capstone course in place of the traditional internship. This can be done at both, the associate and bachelor degree level. This course requires an extensive research project and paper related to the student's chosen career path. For further information on this process, see the Continuing Education Dean.

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

Leave of Absence Policy

The Leave of Absence (LOA) policy is designed for continuing education students who may need to temporarily take time off during their education at Central Penn. Continuing Education students who need to exercise the LOA policy should notify their academic advisor and initiate the process in the Records and Registration Office. The form must be submitted to the vice president no later than the second week of classes.

The LOA policy is designed to enable a student to retain his/her academic program requirements as outlined during admission. The LOA policy is permitted once per academic year for a time frame of one term. If a student does not reactivate his or her status through registration, the student will automatically be withdrawn from the College. After being withdrawn from the College, the student would then be responsible for fulfilling current degree requirements upon reenrollment to the College.

Taking a leave of absence may impact financial aid, scholarships, and housing. Housing is unavailable during a leave of absence and placement is not guaranteed upon return. Traditional students are not eligible for LOA.

Lifelong Learning and Transfer Credits

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

Midterm Warning

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

Online Courses

The College offers a variety of online courses taught in an asynchronous fashion using the Blackboard Internet platform. Students not enrolled in a fully online degree program may take up to 50% of their degree requirements online without financial aid implications. Traditional students need written approval from the Academic Dean to take more than 50% of their term credits online. Attendance in online courses is based on participation in online discussions and completion of weekly coursework. Thus, any student who fails to complete an assigned task will be counted as absent, and failure to complete any work within a one-week period will be reported as though the student had stopped attending class for a week. The last date of attendance will be determined by using the last date of the academic week in which the student actually completed work.

Off-site Courses

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

fewer than 20 courses at an off-site location and must be willing to take online, blended courses, and/or courses at the Summerdale campus to complete a degree.

Reacceptance

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

Registration

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

Refresher Training

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

Repeating Courses

If a course is failed, students may repeat that course one additional time at Central Penn. If the course is failed a second time, the student must earn the credits elsewhere. If the course is essential for progression in the program, the student may be dismissed.

Special Academic Opportunities

Students seeking specific academic opportunities including Independent Studies or Honor Studies should contact their Advisor and the Academic Dean.

Student Definitions

Continuing Education Student

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

Traditional Student

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

Transfer

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

If you are interested in transferring credits from another institution, you should notify the Admissions office. Only grades of "C" or higher (through articulation agreements or from outside institutions) will be considered for transfer credits and each situation is dealt with on a case-by-case basis. The majority of your total credits must be earned at Central Penn.

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

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

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

Foreign Transcripts

Central Pennsylvania College does not evaluate transcripts from non-U.S. schools. If the student attended a college or university outside of the United States, the student must arrange, at his or her expense, to have their academic record evaluated on a detailed, course-by-course basis by a U.S. credential evaluation service. This process usually takes from 4-5 weeks and generally costs \$125.

Acceptable Credential Evaluation Services:

1. Educational Credential Evaluators, P.O. Box 514070, Milwaukee, Wisconsin 53203-3470. Tel: 414.289.3400. Fax: 414.289.3411. e-mail: eval@ece.org.
2. World Educational Services, P.O. Box 745, Old Chelsea Station, New York, New York 10013-0745. Tel: 212.966.6311. Fax: 212.966.6395. e-mail: info@wes.org.
3. Josef Silny & Associates, P.O. Box 248233, Coral Gables, Florida 33124. Tel: 305.666.0233. Fax: 305.666.4133. e-mail: info@jsilny.com.
4. Academic Credentials Evaluation Institute, P.O. Box 6908, Beverly Hills, California 90212. Tel: 310.275.3530. Fax: 310.275.3528. e-mail: acei@acei1.com.

Undeclared Major

If you wish to attend Central Penn to assess career choices, to fulfill admissions requirements, to enhance job skills, or to pursue educational enrichment, you may be accepted without declaring a specific major. Such students may take up to 12 credits before declaring

a major, at which time an application for admission into a degree program must be submitted to the Admissions office. To assist you in choosing a career, an Admissions Committee interview will be required if you do not declare a major. You must declare a major prior to receiving financial aid.

Withdrawal

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

A student is automatically withdrawn after missing eight consecutive hours of class in each class the student has been enrolled in. If a withdrawn student plans to return to Central Penn, he or she should contact Admissions.

For additional information on the following policies please refer to the Student Handbook or the College Website.

The Drug-free Schools and Communities Act Amendments

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

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

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

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

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

The Family Education Rights and Privacy Act (FERPA)

Preamble

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

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

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

Inspection

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

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

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

Challenge

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

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

Hearing

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

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

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

Disclosure

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

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

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

1. Name
2. Address (Local and Permanent)
3. Telephone Number
4. Date and Place of Birth
5. Major
6. Student Activities, including Athletics
7. Dates of Enrollment
8. Date of Graduation
9. Degrees and Awards Received
10. Honors
11. Most Recent Educational Institution Attended Prior to Admission

12. Name and Address of Parents,
Guardian, Spouse
13. Photos
14. Classification
15. Current Student Schedule

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

Written Policy

The items referred to in this notice are more fully explained in the College's policy pertaining to the Educational Rights and Privacy Act, a copy of which may be obtained from the Records and Registration office. If the college fails to comply with the Act, the student may file a written complaint by mailing it directly to:

The Family Educational Rights
and Privacy Office
Department of Health, Education, and Welfare
330 Independence Avenue SW
Washington, DC 20201

Leadership Across the Curriculum

A Word from Dr. Vayda

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

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

Central Penn takes great pride in the quality of graduate that passes over our bridge. Your success is our success. I hope we serve you well.

Regards,

A handwritten signature in black ink that reads "Melissa Vayda". The script is fluid and cursive, with the first name and last name clearly distinguishable.

Melissa Vayda, Ed D

*Vice President and
Chief Academic Officer*

Common Hour

Central Penn provides the unique opportunity for college students to develop leadership skills and to gain perspective on the various spiritual and cultural aspects of life through Common Hour events. Every Wednesday, from 12:30 p.m. – 1:30 p.m., a special presentation is available for the campus community. These events may range from well-known speakers and leaders, to successful graduates, musicians, artists, and community leaders.

All students are encouraged to attend, but those taking Oral Communications and students accepted into the Leadership Honor Academy, are required to attend the Common Hour events. While leadership and cultural presentations rotate and vary throughout the term, the second Wednesday of every term is reserved for club meetings and activities. *The Common Hour schedule is noted in the Student Handbook and will be widely publicized each term.*

Leadership Honor Academy

Students with the desire to participate in a prestigious leadership opportunity and willing to go above and beyond are invited to consider applying for the Academy. Students can apply for acceptance into the program upon acceptance to Central Penn or prior to earning 80 credits. Admission into the Academy is competitive and considers the person as a whole. While grades are important, so, too, is demonstrated leadership, commitment, integrity, and the will to succeed. Application to the Academy is open to all full-time students and will require an interview, letters of reference, and a self-evaluation.

Cadets will participate in a series of leadership activities including Common Hour events, Leadership Series, the Student Leadership Training Institute (SLTI), community service activities, and physical training, and will serve as ambassadors or the ‘eyes’ of the College. Cadets will be expected to model the Big Eight and serve as the role models for the campus. Cadets will be involved in ceremonies, have special pinning or capping events, and will graduate with *Leadership Honors*. Cadets will also be expected to wear their Academy uniforms on Common Hour Wednesdays. Brochures and/or applications are located in the Academic Affairs office.

Student Leadership Training Institute

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

Academic Programs and Degree Requirements

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

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

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

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

Bachelor of Science Degrees

Business Administration Program

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

- Finance
- Healthcare Administration
- Management
- Marketing

Corporate Communications

Criminal Justice Administration Program

Information Technology Program

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

- Applications Development
- Cyber Security

- Database Management
- Network Management

Associate in Science Degrees

Accounting

Child Care Management

Communications

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

- Applications Development
- Database Management
- Network Management

Criminal Justice

Entrepreneurship and Small Business

Marketing

Paralegal

Associate in Applied Science Degrees

Digital Arts

Hotel and Restaurant Management

Medical Assisting

Office Administration

Physical Therapist Assistant

Travel and Tourism Operations

Certificates

Forensic Criminalistics

Human Resources

Intelligence Analysis

Optometric Technician

Continuing Education Offerings

Summerdale / Harrisburg

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

Bachelor of Science Degrees

Business Administration Program

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

- Finance
- Healthcare Administration
- Management
- Marketing

Corporate Communications

Criminal Justice Administration

Information Technology Program

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

- Cyber Security
- Network Management

Online Degree Programs

Students may choose to take one of the following bachelor degrees in a fully online format:

- Business Administration (general)
- Criminal Justice Administration

Associate in Science Degree Programs

- Accounting
- Computer Information Systems with a concentration in Network Management
- Criminal Justice
- Entrepreneurship and Small Business

Certificate Programs

- Forensic Criminalistics
- Human Resources
- Intelligence Analysis

Lancaster

Bachelor of Science Degrees

Business Administration Program (General)

Criminal Justice Administration

Information Technology Program (General)

Corporate Communications

Certificates

- Human Resources

DEGREE REQUIREMENTS

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

All students must obtain a cumulative grade point average of 2.0 and fulfill all degree requirements to be eligible for graduation. This includes STS005 The Central Penn Experience and a four-credit capstone/internship experience.

1. The Central Penn Experience: One of the courses that each degree-seeking student must take during his/her first term, introduces students to the College policies and academic philosophies. This blended, one-credit course is designed to promote student success and familiarize all students, continuing education and traditional, with the collegiate culture of Central Penn. It is required for all students.
2. General Education:
 - a. Humanities
 - b. Math, Science, and Technology
 - c. Social and Behavioral Sciences
3. Program Requirements: Degree-seeking students should select a program of study that relates to his/her career-goals. Students are strongly encouraged to declare a program of study upon acceptance. A program of study must be selected prior to the completion of 12 credits. You must declare a major prior to receiving financial aid. Most programs of study consist of field specific courses, in addition to several elective courses.
4. Minors: Students have the option of choosing a minor within programs of study. This is widely available within the bachelor of science degrees. Minors consist of specially focused courses. Within the bachelor of science degree programs in Business Administration and Information Technology, students whom elect to not have a minor must fulfill specific level (300/400) requirements in coursework.
5. Capstone Experience/Internship: Internships are a vital aspect of the Central Pennsylvania College experience. Central Penn measures its success by the extent of career success experienced by our students. All students, continuing education and traditional, must fulfill the internship or job-related capstone requirement for their program. Requirements vary by program. However, all capstones contain a job pursuit element, which requires students to complete a resume and participate in a mock interview. Continuing Education students are required to complete a capstone course. For more information, contact the Continuing Education Dean.
6. Students can earn certificates, associate or bachelor degrees. Certificates are comprised of 18 pre-selected credits. Associate degree programs require a minimum of 77 credits. Bachelor degree programs require a minimum of 125 credits.

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

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

Educational Objectives:

- Integrate effective written and oral communication into daily business practices.
- Use critical thinking, problem solving, and various research methods to support decisions.
- Judge the value of a process or product through critical reading, discussion, and analysis.
- Correlate business practices and decisions that are reflections of societal beliefs, attitudes, and market trends.

- Generate results by utilizing science or mathematical skills and apply those results to problem solving.
- Expand one's knowledge base, understanding, and appreciation for varied social, cultural, ethical, and aesthetic values.
- Demonstrate competence and confidence in chosen career field.

How to use this catalog

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

Course Prefixes

- Allied Health - ALH, OPT, PTA
- Business Administration - ACC, BUS, CCM, EXE, HRM, TRV
- Communications - COM, DGA, GRP, MIP
- General Studies - ART, BIO, CHM, ENG, GEO, HIS, HON, HUM, IDS, LNG, MTH, PED, PHI, POL, PSY, SCI, SOC, STS
- Technology - CIS
- Legal Studies - CRI, PRL

Course Numbering

001-199: indicate general education, introductory, or developmental courses

200-299: indicate usually, but not always, second-year courses

300-399: indicate usually, but not always, third-year courses

400-499: indicate usually, but not always, fourth-year courses

Prerequisites

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

Requirements for the Bachelor of Science Degree

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

Humanities – 18 credits

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

ALH170	Medical Law and Ethics
COM110	Basic Photography
COM315	Photography: An Historical Approach
EXE220	Business Communications
GRP100	Principles of Visual Communication
IDS300	Text and Film
IDS305	Selected Topics in Film
IDS330	Global Conflict
IDS410	“Gumshoes”: The Detective Stories
LNG100	Conversational Spanish
PRL310	Legal Communications

**English placement determined by test results*

***Students enrolled in a fully online program may substitute EXE220 Business Communications for ENG110.*

Math, Science, and Technology – 15 credits

Students must fulfill 15 credits within math, science, and technology. These requirements are comprised of 3 credits in math and 3 credits in science taken at the 200 level or higher. Students may choose from courses labeled BIO, CHM, MTH, or SCI, as noted in the general studies section of this catalog, as well as, from the list below:

ACC105	Concepts of Accounting
ALH120	Anatomy and Physiology I
ALH130	Anatomy and Physiology II
CIS105	Information Technology
CIS120	Structured Programming
CIS125	Database Management
CIS135	Networking Fundamentals
CIS140	Microcomputer Systems
EXE120	Survey of Windows

Social and Behavioral Science – 12 credits

Students must fulfill 12 credits within the social and behavioral sciences. These requirements are comprised of at least 6 credits taken at the 200 level or higher. Students may choose from courses labeled HIS, POL, PSY, or SOC, as noted in the general studies section of this catalog, as well as, from the list below:

Select courses with a HIS, POL, PSY, or SOC prefix or any of the following additional courses:

BUS365	Organizational Behavior
CRI380	Psychology of the Criminal
GEO100	Cultural Geography
IDS200	Consumer Protection
IDS310	Superstitions & Urban Legends
IDS320	Haunted Pennsylvania
IDS325	Nature of Leadership
IDS400	Topics in Multiculturalism
PRL180	Historical Perspectives of the Constitution
PRL220	Torts
PRL370	Alternative Dispute Resolution
PRL415	Advanced Alternative Dispute Resolution

Open Electives – 15 credits

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

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

Minors and Certificates:

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

Requirements for the Associate in Science and Applied Science Degrees

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

Humanities – 12 credits

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

- EXE220 Business Communications
- IDS300 Text and Film
- IDS305 Selected Topics in Film
- IDS330 Global Conflict
- IDS410 “Gumshoes”: The Detective Stories
- PRL310 Legal Communications

**English placement determined by test results*

Math, Science, and Technology – 9 credits

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

- ACC105 Concepts of Accounting
- ALH120 Anatomy and Physiology I
- ALH130 Anatomy and Physiology II
- CIS105 Information Technology
- CIS120 Structured Programming
- CIS125 Database Management
- CIS135 Networking Fundamentals
- CIS140 Microcomputer Systems
- EXE120 Survey of Windows

Social and Behavioral Science – 9 credits

Students must fulfill 9 credits within the social and behavioral sciences. These requirements are comprised of at least 3 credits to be taken at the 200 level or higher. Students may choose from courses labeled HIS, POL, PSY, or SOC, as noted in the general studies section of this catalog, as well as, from the list below:

- BUS365 Organizational Behavior
- CRI380 Psychology of the Criminal
- GEO100 Cultural Geography
- IDS200 Consumer Protection
- IDS310 Superstitions & Urban Legends
- IDS320 Haunted Pennsylvania
- IDS325 Nature of Leadership
- IDS400 Topics in Multiculturalism
- PRL180 Historical Perspectives of the Constitution
- PRL220 Torts
- PRL370 Alternative Dispute Resolution
- PRL415 Advanced Alternative Dispute Resolution

Open Electives – 6 credits

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

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

COURSE DESCRIPTIONS

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.

ALH130 Anatomy and Physiology II 3 Credits

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

Prerequisite: ALH120

ART100 Drawing and Illustration 3 Credits

Designed to introduce students to drawing and illustration techniques that focus on proportion, light, and perspective. Using media such as pencil, charcoal, pen, and pastels, students translate abstract concepts into visual design.

ART105 Arts and Humanities 3 Credits

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

ART115 Theater & the Performing Arts 3 Credits

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

ART120 Art Appreciation 3 Credits

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

ART125 Watercolor Painting 3 Credits

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

Prerequisite: ART100 or permission by instructor

ART205 Art History 3 Credits

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

ART250 Art Transfer Credit 3 Credits

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

ART390 Upper Level Art Transfer Credit 3 Credits

This course is used only as a way to accept credit for a course transferred from another college or university. This course is available only when the student has taken a class not offered by Central Penn.

BIO100 Human Biology 3 Credits

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

BIO105 Human Development 3 Credits

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

BIO260 Microbiology 3 Credits

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

BIO300 Evolutionary Biology 3 Credits

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

Prerequisite: Any Biology course

CHM100 Chemistry I 3 Credits

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

ENG015 College Writing Skills 3 Credits

This course teaches fundamental grammar, punctuation, and writing skills to under-prepared students in order to prepare students for college and professional writing. Students are placed in ENG015 based upon Compass Placement Exam test scores. A grade of a "C" or higher must be achieved to pass before enrolling in ENG100 English Composition I. See Admissions Information/Standardized Testing After Admission

ENG100 English Composition I 3 Credits

This course applies the concepts of grammar usage, sentence structure, and punctuation to the writing of paragraphs, essays, and research papers. A grade of "C" or higher must be achieved to pass this course.

Prerequisite: ENG015 or passing Compass Placement Exam

ENG110 Oral Communications 3 Credits

A course designed to develop effective formal and informal speaking skills as well as listening skills. Students convey knowledge of topics by using

proper techniques of speech based on research and preparation. Emphasis on public speaking experience is placed on three aspects of speaking: adherence to purpose, organization of material, and practice of professional presentation. Students gain experience through a variety of speaking experiences and are required to attend a speaker series or the Common Hour events.

ENG200 English Composition II 3 Credits

This course applies cognitive reasoning and written communication skills to the analysis and exposition of literary texts.

Prerequisite: ENG100

ENG215 Persuasive Speaking 3 Credits

This course will provide students with oral communications instruction specific to persuasive speaking. Emphasis is placed on creating and refining persuasive speaking techniques, researching and organizing speeches, and analyzing persuasive speeches. Substantial class time is devoted to students' own persuasive presentations.

Prerequisite: ENG100

ENG250 English and Literature Transfer Credit 3 Credits

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

ENG300 Creative Writing 3 Credits

An intensive writing course where students will read and analyze the works of published authors and then produce their own creative material. All creative material will be work shopped in class by students with the professor directing the discussion. Class size will be small to encourage the free flow of ideas and criticism regarding student work. The genres within which students will write are poetry, fiction, and creative nonfiction.

Prerequisite: "C" or better in ENG200

ENG305 The Modern Short Story 3 Credits

This course will be an intensive study of modern literary short story. Students will gain an increased appreciation of the arts and an understanding of the human experience through the study of literature. Building on the foundation of literary analysis developed in English

Composition II, students will write essays on numerous stories—examining theme, plot, and structure. Typical writers studied are Crane, Hemingway, Fitzgerald, Joyce, O'Connor, Cheever, and Carver.

Prerequisite: ENG200

ENG310 Selected Topics in Literature 3 Credits

The topic of this course is determined during the academic term that it is offered. This topic will relate to a specific area of literature and/or an intensive study of the life and works of one particular author. Students will use their writing and research skills to participate in this course.

Prerequisite: ENG200

ENG315 The Bible as Literature 3 Credits

This course examines the biblical text in terms of literary analysis. Specific areas of focus include prose, poetry, rhetorical devices, authorship, theme, tone, and style. Emphasis is placed on the historical context in which each book was written and the social forces impacting the style of writing during that time.

Prerequisite: "C" or better in ENG200

ENG320 Greek Literature 3 Credits

Students will read and analyze Ancient Greek Literature, excluding philosophy. The course will focus on Greek plays, epic poems, and other literature produced during that time period.

Prerequisite: ENG200

ENG390 Upper Level English & Literature Transfer Credit 3 Credits

This course is used only as a way to accept credit for a course transferred from another college or university. This course is available only when the student has taken a class not offered by Central Penn.

ENG400 Great American Novels 3 Credits

This course is designed to expose students to traditionally defined "great works" of American Literature. Authors studied include Hemingway, Fitzgerald, Steinbeck, Salinger, Lee, and Conrad. Contributions to the canon of American Literature will be discussed.

Prerequisite: "C" or better in ENG200

ENG405 War Literature 3 Credits

In this course, students will study a variety of selected war literature (poetry, drama, short story, novel, personal memoir, nonfiction and film) to examine how writers shaped the experiences of war. Students will also distinguish

between the different purposes of the literature and the effect it had at the time it was written and the effect it still has today.

Prerequisites: ENG200 and any 200-level or higher History course

ENG410 American Literature 1830-1865: American Renaissance & Romanticism 3 Credits

This course is designed to acquaint students with the central texts, writers, and ideas of the American Renaissance. Writers studied defined the shape and purpose of American Literature, as it came to distinguish itself from British and other European literature.

Prerequisites: ENG200 and any 200-level or higher History course

ENG415 American Literature 1865-1900: American Realism & Naturalism 3 Credits

This course is designed to acquaint students with the central texts, writers, and ideas of American Realism & Naturalism. Writers studied defined the shape and purpose of American Literature, as it came to distinguish itself from British and other European literature.

Prerequisites: ENG200 and any 200-level or higher History course

ENG420 American Literature 1900-1945: Literature of the Early 20th Century 3 Credits

This course is designed to acquaint students with the central texts, writers, and ideas of the early 20th Century.

Prerequisites: ENG200 and any 200-level or higher History course

EXE220 Business Communications 3 Credits

This course is designed to help students communicate effectively in a variety of business situations. The planning, organizing, and writing of business communications are covered, such as proposals, memos, email, reports, oral presentations, and resumes. Students will learn to analyze business situations to determine the proper communications response in good news, bad news, and persuasive scenarios. Ethical behavior and intercultural communications are examined. The fundamentals of proper business writing, usage of grammar, format, style, and layout of business documents are presented.

Prerequisite: ENG200

GEO100 Cultural Geography 3 Credits

This fundamental course in world cultures informs students about the non-Western world, cultural differences, geographic issues, population trends, and major contributions to an interdependent global society.

GEO105 Global Geography 3 Credits

This is a basic course providing students with a broad familiarization of those areas of study defined by one or more distinctive characteristics of features as to climate, location, typography, raw materials, language, or economic activities. This study includes the interaction of physical and human phenomena at individual places and how those interactions form patterns and organize space. It includes topics in physical geography, human geography, and cultural geography.

GEO200 Geography of the Eastern Hemisphere 3 Credits

This is an in-depth study providing the student with familiarization of those areas most visited by business persons and tourists in the Eastern Hemisphere. Particular emphasis is placed on locations, physical geography, climates, population diversity, cultures, political and religious influences, attractions, and environmental diversity.

GEO205 Geography of the Western Hemisphere 3 Credits

This is an in-depth study providing the student with familiarization of those areas most visited by business persons and tourists in the Western Hemisphere. Particular emphasis is placed on locations, physical geography, climates, population diversity, cultures, political and religious influences, attractions, and environmental diversity.

GEO250 Geography Transfer Credit 3 Credits

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

HIS100 American Colonization 3 Credits

This course provides an introduction to the social, legal, political, and religious situations that led to the settlement of the North

American continent. Examination of the economic problems and social encounters with the native population and the consequences of those interactions will be explored.

HIS105 Ancient Civilizations 3 Credits

This course provides a worldwide tour of ancient kingdoms, empires, and civilizations that influenced most of Western society today. Topics such as foundations of development, governance and political structures, trade and other economic activities, communication and interactions with others, and the collapse of the civilization will be discussed.

HIS110 African-American History 3 Credits

This course focuses on the fundamental developments of Black peoples in America including slavery and liberation. Periods such as the New Negro Movement in the 1920's to the Harlem Renaissance, Civil Rights Movement, and African-American Renaissance in the 1980's will be studied.

HIS115 The History of the Computer 3 Credits

This course provides insight into the evolution of the computer and modern technology. Subjects to be covered include pre-computer technology, the foundations for development, and the effects of the computer on trade and other economic activities, communication, and interactions.

HIS220 American History 1865-1940 3 Credits

A study and analysis of life in the United States during the twentieth century, with particular attention devoted to the social, economic, technological, and political forces and changes wrought during that period. Developments among the United States' neighbors and in the international arena are also a critical part of this course.

HIS230 American History Since 1941 3 Credits

This course is a study and analysis of the history of the United States since 1941. Using a topical approach, issues such as the Cold War, the Korean Conflict, the Great Society, the Vietnam War, the Persian Gulf War, and continuing on into the issues facing the 21st Century will be studied thoroughly.

HIS250 History Transfer Credit 3 Credits

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

HIS300 Native American Tribes 3 Credits

This is primarily a reading course, which allows the students to examine the details of the lifestyles, customs, values, and fates of the labeled "Five Civilized Tribes" in the United States during the 19th and early 20th centuries. Themes of conquest, displacement, betrayal, genocide, and forced assimilation will be discussed in this course.

Prerequisite: SOC105

HIS305 History and Film 3 Credits

This course reviews and analyzes the portrayal of historical events through the use of popular films. Conducted as a survey course using historical documents and literature to focus on both the interpretation and representation of history.

Prerequisite: Any 200-level History course

**HIS310 Remember:
A Retrospective
of the Holocaust 3 Credits**

In this course, students explore events leading to, culminating in, and existing after the Holocaust. Topics covered include racism and anti-Semitism, a history of the Jewish people, the Nazi Party's rise to power, Hitler's Final Solution, and world reaction during and after the war. Students are encouraged to discuss views, research specific areas of interest, and present findings.

Prerequisite: ENG200

HIS315 Martin Luther King 3 Credits

This course is designed to expose students to the life and times of Dr. Martin Luther King, Jr., as one of the great Americans in history. Students will view a snapshot of history gaining an understanding of the cultural, social, political, and historical aspects of the late 1960s.

Prerequisites: ENG200 and one Social Science course

HIS320 Military History 3 Credits

The purpose of this course is to survey and analyze military experiences from their ancient origins to present time. The primary objective is to examine the origins and nature of warfare, the ethos of the primitive and modern warrior,

and the development of weapons and defenses. This course will take a close look at operational military history. This course not only takes a view of the military experience, but also examines the effect on the "ends" and "means" of warfare.

Prerequisite: Any 100-level History course

**HIS325 History of Japanese
Civilization 3 Credits**

This course is an account of Japanese history as it focuses on its cultural developments. The course addresses the significant cultural and historical events, covering two millennia as the Japanese civilization shifted from a tribal society built on a framework of day-to-day survival to a complex political society and global economic power.

Prerequisite: HIS105

HIS330 Middle Eastern History 3 Credits

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

Prerequisite: ENG100

**HIS335 Presidents and
First Ladies 3 Credits**

This course examines the American Presidency by highlighting the significant contributions of specific Presidents and First Ladies throughout the nation's history. Emphasis is placed on the role of the President, executive powers, significant events in American history, and the role of the First Lady.

Prerequisite: ENG100

HIS340 American Civil War 3 Credits

This course examines the political, economic, social, and military aspects surrounding the American Civil War from the perspectives of both the North and South. It will examine the causes of the war and the early attempts to prevent it, the role of the press during the war, the political strategies, and military campaigns. Also covered will be the role of blacks and immigrant groups during the war. The course will contrast Presidents Abraham Lincoln and Jefferson Davis as well as Generals Ulysses S. Grant and Robert E. Lee.

Prerequisite: Any 200-level Social Science course

**HIS345 Selected Topics in Local
Pennsylvania History 3 Credits**

This course will introduce students to various topics on the history, society, and culture of South Central Pennsylvania. This topical survey of local history will include readings, lectures, and out-of-class visits to local landmarks, historical sites, and museums.

Prerequisite: ENG200

**HIS390 Upper Level History
Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. This course is available only when the student has taken a class not offered by Central Penn.

HIS400 Poverty in America 3 Credits

This course is designed to expose students to the issues of poverty in America. Topics ranging from single parenting to homelessness will be discussed. Students will also be familiarized with the changing dynamics of poverty throughout history and gain an understanding of how the Great Depression, welfare reform, and government subsidies have impacted American history.

Prerequisites: ENG200 and one Social Science course

**HIS405 Business History I
(Colonial Times – 1900) 3 Credits**

This course surveys the business organizations and practices of Americans from the first settlements in the English-governed Colonies until 1900. The socio-economic and other cultural forces of the times are examined. Their impact on the business community and the business community's impact on society are analyzed.

Prerequisite: BUS100

**HIS410 Business History II
(1900 – Present) 3 Credits**

This course surveys business organizations and business practices of Americans from the beginnings of the 20th Century to the present. The socio-economic and other cultural forces of the times are examined, including globalization. Their impact on the business community and the business community's impact on society are analyzed and assessed.

Prerequisite: BUS100

**HIS415 Rise to Power:
History's Bad Boys 3 Credits**

This course is a seminar about the historical, political, social, economic, and cultural events that led to the advance in power of history's infamous "bad" political leaders, such as Hitler, Tito, Stalin. Students will discuss how these political leaders were able to manipulate the political system and obtain autocratic power. The course also analyzes major themes and issues that shaped contemporary Europe, from the end of the Napoleonic era to the present.

Prerequisite: Any 200-level Social Science or Humanities course

HIS420 Europe 1815-1948 3 Credits

This course focuses on the social, political, and economic developments of the European states from the end of the French Revolution to the end of World War II.

Prerequisites: GEO200 or HIS220

HIS425 World War II 3 Credits

This class will study the causes, course, and implications of World War II, the greatest of 20th century conflicts. It will discuss most of the geographic areas involved, the major diplomatic, political and military events, and some of the key figures of the war.

Prerequisite: Any 200-level or higher Social Science course

**HIS430 Comparative
Revolutions 3 Credits**

This course will analyze the three revolutions that significantly affected world history: the American Revolution, the French Revolution, and the Russian Revolution. The course will analyze the causes of each revolution, the nature of the revolutions, and the effects of the revolutions on the native populations and the world.

Prerequisites: HIS100 or POL200 or POL225

Honors

The Honors Program

Designed to recognize and foster academic excellence, the Honors Program allows motivated students to expand the knowledge or skills central to their individual focus within their major. By successfully completing the HON400 Honor Studies course and maintaining a 3.8 or better cumulative GPA at Central Penn, students can graduate with the honors distinction on their transcripts and diploma.

Honors Studies Process

Honors Studies is initiated by the student approaching a professor to serve as advisor for the project. Guided by the professor, the student then develops a topic and plan for the project, writes a proposal, and submits it to the Academic Dean. The Academic Dean then reviews the project and determines whether it is sufficiently rigorous to warrant honors work. If the project is approved, then the following semester the student may enroll in HON400 in addition to regular courses. The student and project advisor then work out a schedule, meeting regularly to discuss the student's progress and to ensure the student is on track.

By the beginning of the tenth week of class, the student will have completed the project and will meet with the Academic Dean to arrange the presentation portion of the course. The project advisor then grades the project and assigns a grade. If the project warrants a grade of 95% or better, a final, revised copy of the project is then submitted to the Academic Dean, and will be prepared for submission to become a part of the Library's permanent holdings.

If the student has maintained a GPA of at least 3.8 and receives an "A" (95% or higher) on the project, then a Division Recommendation for Graduating Honors form is completed by the student's division and submitted to the Academic Dean. The process to ensure that the student graduates with honors will be coordinated by the Academic Dean and Records and Registration.

Questions about the honors process should be directed to the Academic Dean.

HON400 Honors Studies 3 Credits

The Honors Studies class is an independent study program which encourages students to explore aspects of their major beyond the required courses by working on a project approved by the advising instructor and the Academic Dean. Working with an advising instructor in their major, students develop a research topic and plan, carry out that research, and produce a project (thesis, multimedia presentation, video, etc.) which demonstrates academic excellence. Projects will then be presented formally to the campus community. It is the student's responsibility to find a faculty advisor and to develop the scope of the individual project. Completion of this course with an "A", an overall GPA of 3.8 or above, and the recommendation by their division will result in graduation with honors.

Prerequisite: Open to 4th term or above students who have attained a minimum of a 3.8 GPA and who have developed an approved research topic and plan

HUM105 Cultural Anthropology 3 Credits

A study of diverse cultures, past and present. This course focuses on societal structures, family patterns, political and economic relations, and the concept of religion.

HUM125 The Symbolism of Numbers 3 Credits

The symbolism of numbers encompasses the study of the meanings and symbols associated with the numbers 0 through 9. This class includes the discussion of various cultural and societal beliefs in relationship to numbers. The ways that numbers combine literally and symbolically and the depiction of numbers in mythology are discussed.

HUM205 History of Jazz 3 Credits

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

HUM250 Humanities Transfer Credit 3 Credits

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

HUM300 Women in Literature 3 Credits

This course is designed to expose students to women writers, women as topics in literature, and their relationship to society. Topics to be covered include the impact of women writers, the interpretation of female characters, and an historical and sociological look at women in literature.

HUM305 Comparative Religion 3 Credits

Students take an in-depth look at the central beliefs of such major world religions as Hinduism, Buddhism, Judaism, Christianity, and Islam. The varieties of religious experience from both Eastern and Western cultural traditions are explored to determine their similarities and differences.

Prerequisites: ENG200 and one Social Science course

HUM310 World Mythology 3 Credits

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

Prerequisite: ENG200

**HUM315 William Shakespeare:
In Text and Film 3 Credits**

This course is designed to expose students to a variety of works of William Shakespeare, first through the text of the plays, and then through cinematic interpretation. Topics to be covered include the influence of Elizabeth I and Elizabethan England as a monarchical government, a study of Shakespeare's development as an author, the socio-historical impact of selected works of Shakespeare, and the modern cinematic interpretation of these selected plays.

Prerequisite: "C" or better in ENG200

HUM320 Computers and Society 3 Credits

Students will enhance their understanding of their social/professional environment as it is becoming rapidly altered by the utilization of computers. This course is designed to create and invoke ethical, sociological, and philosophical debates on the issue of the effects of computers in social settings. This is an open-ended discourse due to the novelty of the issue.

**HUM325 Feminism:
Impact and Evolution 3 Credits**

This course is designed to expose students to the Feminist Movements in American history. Topics to be covered include feminist theory, the socio-economic impact of women in American culture, and the politics of global feminism.

Prerequisite: ENG200

**HUM390 Upper Level Humanities
Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

HUM405 Women in the Bible 3 Credits

This course explores the role of women in biblical history from a feminist perspective. Students study specific women recorded in the Bible and analyze their experiences from both an historical and contemporary perspective. Emphasis is placed on the cultural framework of the women recorded in biblical text, interpretations of biblical women throughout history, and the impact of the biblical definition of women on the role of modern woman.

Prerequisite: "C" or better in ENG200

HUM410 Women's Studies 3 Credits

This course focuses on the roles of women and the ways in which history and social culture shape those roles. Discussion will revolve around the construction of gender and the intersections of gender in conjunction to race, ethnicity, class, and sexuality. The course will be conducted in a seminar format and is interdisciplinary in nature.

Prerequisite: HUM105 or SOC105

IDS200 Consumer Protection 3 Credits

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

**IDS210 Global Humanitarian
Studies 3 Credits**

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

Prerequisites: Any Social or Behavioral Science course and 12 earned credits

IDS300 Text and Film 3 Credits

In this course, students will examine major literary works and their film adaptations. This course requires reading and film viewing in addition to discussion and writing. Specific topics will vary by instructor.

Prerequisite: "C" or better in ENG200

IDS305 Selected Topics in Film 3 Credits

The topic of this course is determined during the academic term that it is offered. This topic will relate to a specific area of filmmaking and/or appreciation. Students will use their writing and research skills, along with their knowledge of mass media, to participate in this course. Directorial filmographies or selected genres will be the focus of this course.

Prerequisite: ENG200

IDS310 Superstitions & Urban Legends 3 Credits

This course is an exploration of folklore, urban legends, tall tales and superstitions, and their effects upon American culture. Students will discover recurring themes, as well as explore their cultural meanings and interpretations.

Prerequisite: Any lower-level Social Science or Humanities course

Immersion**The Immersion Program**

The Immersion Program takes place each year and is coordinated by the International Studies Program Director. Students travel abroad for one term, earning credit and expanding their experiences.

While registered for IDS315 Global Cultural Study, students travel abroad, participate in cultural activities, and attend class. Immersion locations vary from year to year and have pre- and post-trip assignments associated with them. The Immersion Program is open to all majors and involves an application and an interview. The program is selective, as each trip has a limited number of seats available.

Questions about the Immersion Program should be directed to Academic Affairs.

IDS315 Global Cultural Study 9 Credits

This course combines and in-depth study of cultural and gendered responses to economic globalization. Topics include culture and security, identity politics, clashes of and accommodations among civilizations, modern-

ty, and post-modernity. A sociological and cultural analysis of the background and contemporary customs of the people of the country is studied on location with special attention paid to the problems of modernization and culture change.

Prerequisites: BUS260 or any Social or Behavioral Science course plus 21 earned credits

IDS320 Haunted Pennsylvania 3 Credits

In Pennsylvania alone, there are over a hundred proclaimed haunted sites. These suspected "ghosts" roam freely as they haunt colleges, battlefields, hotels, government buildings, private homes, and even churches. Students in this course will assume the role of the "spirit-hunter" and discuss these mysterious sightings and numerous unexplained occurrences

Prerequisite: Any Social Science course

IDS325 Nature of Leadership 3 Credits

This course focuses on leadership development, individual and group motivation strategies, personal leadership style and adaptation, impacts of power, and effective conflict resolution. Each student will demonstrate the application of evaluating leadership effectiveness, ethical behavior, and organizational skills.

Prerequisite: PHI105

IDS330 Global Conflict 3 Credits

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

Prerequisite: ENG100

IDS390 Upper Level Special Topics Transfer Credit 3 Credits

This course is used only as a way to accept credit for a course transferred from another college or university. No courses above the 300 level will be accepted. This course is only available when the student has taken a class not offered by Central Penn.

IDS399 CE Capstone Course for the Associate Degree 4 Credits

The CE capstone course for the associate degree is designed to assess cognitive, affective, and psychomotor learning that requires the command, analysis, and synthesis of knowledge and skills. The course integrates coursework,

knowledge, skills, and experiential learning to enable the student to demonstrate his/her level of achievement for entry into a new field or advancement in the current field. This is a self-directed, integrated learning opportunity that is the summation of the student's academic and hands-on learning experiences at the associate degree level.

Prerequisite: Satisfactory completion of course work and requirements for the associate degree and status as a Continuing Education student

**IDS400 Topics in
Multiculturalism 3 Credits**

An interdisciplinary investigation of the multicultural experiences in the United States. This course examines the many concepts of diversity on various instructor-driven topics such as race and ethnicity, gender, sexual orientation, and religion. These are based on their influence among the social sciences, humanities, fine arts and other career and academic fields.

Prerequisites: "C" or better in any 200-level or higher Sociology, History, or Humanities course and "C" or better in ENG200

**IDS405 Independent Study in
Special Topics 3 Credits**

This course provides students an opportunity to develop an individualized study plan on a specific theme, topic or innovative area of their interest within their own program of study. With guidance from a faculty sponsor the student will develop a course outline and completion plan. A grade of "C" is required to pass this course.

Prerequisite: Advanced permission of the Academic Dean or General Studies Chair is required

**IDS410 "Gumshoes":
The Detective Stories 3 Credits**

This course is an in-depth study of the classical, modern, and post-modern detective genre and its transition from written literature to film. Students will examine the origins of the mystery and detective fiction, as well as the effects upon issues of class, gender, crime, and justice.

Prerequisite: ENG200

**IDS499 CE Capstone Course
for the Bachelor Degree 4 Credits**

The CE capstone course for the bachelor degree is designed to assess cognitive, affective, and psychomotor learning that requires the command, analysis, and synthesis of knowledge and skills. The course integrates coursework, knowledge, skills, and experiential learning to

enable the student to demonstrate his/her level of achievement for entry into a new field or advancement in the current field. This is a self-directed, integrated learning opportunity that is the summation of the student's academic and hands-on learning experiences at the bachelor degree level.

Prerequisite: Satisfactory completion of coursework and requirements for the bachelor degree and status as a Continuing Education student

**LNG100 Conversational
Spanish 3 Credits**

This course teaches students how to understand others and to make themselves understood using the Spanish language. Practical exercises and activities specifically geared toward "real life" scenarios are used.

**LNG200 Conversational
Spanish II 3 Credits**

This course builds on the student's basic understanding of Spanish. Students further their ability to understand others and to make themselves understood using the Spanish language. Practical exercises and activities specifically geared toward "real life" scenarios are used.

Prerequisite: LNG100

**LNG300 Conversational
Spanish III 3 Credits**

This course builds on the student's intermediate understanding of Spanish. Students further their ability to communicate using the Spanish language. Practical applications are used to reinforce and enhance comprehension.

Prerequisite: LNG200

**LNG390 Upper Level Language
Transfer Credit 3 Credits**

This course is used only as a way to accept credit for a course transferred from another college or university. This course is available only when the student has taken a class not offered by Central Penn.

MTH010 Basic Algebra 3 Credits

This is a remedial course in algebra using basic algebraic operations and problem solving. Topics such as set theory, algebraic operations, exponents, radicals, higher-degree equations, quadratic equations and expressions, and graphing are covered. See Admissions Information/Standardized Testing After Admission.

MTH100 Mathematics for Business Applications 3 Credits

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

MTH105 College Algebra 3 Credits

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

Prerequisite: MTH010 or Advanced Placement

MTH110 Profitable Merchandising 3 Credits

Designed to meet the needs of retail management students, this course provides common math problems faced by salespeople, mid-management personnel, and business owners.

MTH120 Pre-Calculus 3 Credits

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

Prerequisite: MTH105

MTH200 Statistics 3 Credits

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

Prerequisite: MTH010 or Advanced Placement

MTH210 History of Mathematics 3 Credits

This course familiarizes students with the contributions to the field of mathematics, from the inception of numbers and geometry to modern probability and Bourbaki's mathematics. The material is arranged chronologically, beginning with archaic origins, and covers Egyptian, Mesopotamian, Greek, Chinese, Indian, Arabic, and European contributions to the nineteenth century and present day.

Prerequisite: ENG100

MTH215 Symbolic Logic 3 Credits

Students are introduced to the basic elements of symbolic logic including the languages of propositional and predicate logic. These are then developed into formal systems and used to evaluate arguments translated into these languages.

MTH220 Calculus 3 Credits

This course introduces the concept of the derivative, integration of algebraic, trigonometric, and transcendental functions. These concepts are then utilized in business and economic applications.

Prerequisite: MTH120

MTH225 The Geometry of Art 3 Credits

The Geometry of Art is the study of the ancient techniques used by master painters to divide and analyze the pictorial space of artwork, including paintings, architecture, and sculpture. The study of composition and the placement of the important figures and symbols are mapped using a ruler, a compass, and vellum. Depiction of the golden section, root rectangles, and mandalas are drawn and practiced as hands-on learning.

MTH230 Discrete Math 3 Credits

This course focuses on the language and methods of reasoning used throughout mathematics, computer science, and selected topics in discrete mathematics. Students will use the principles of mathematical induction and basic notions such as divisibility, prime and common divisors, linear combination, and the Euclidean algorithm.

MTH250 Math Transfer Credit 3 Credits

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

MTH310 Probability 3 Credits

This course is an introduction to the principles and laws of probability. It presents an overview of probability and the treatment ideas and techniques necessary for a firm understanding of the subject. It is aimed at giving the student a thorough understanding of the concepts of probability, random variables, and distributions that are oriented towards applications in the social sciences.

Prerequisite: MTH105

MTH390 Upper Level Mathematics Transfer Credit 3 Credits

This course is used only as a way to accept credit for a course transferred from another college or university. This course is available only when the student has taken a class not offered by Central Penn.

MTH405 Game Theory and Decision-Making 3 Credits

This course is an exploration of the history, theoretical foundations, and applications of game theory. Students will cover the essential concepts of game theory and relevant strategies for decision-making in a variety of situations. Emphasis is placed on understanding the prisoner's dilemma and the study of how competitors act, react, and interact in pursuit of their own self-interest.

Prerequisites: ENG200 and MTH105

PED100 Defensive Tactics/Fundamental Marksmanship 3 Credits

This course provides instruction in the use of force for self-defense and fundamental principles of handgun marksmanship. Specific topics covered will include, in part: legal theory, an orientation to unarmed defensive techniques; tactical application of impact instruments; physical and mechanical restraints; firearm safety, nomenclature and marksmanship skills.

PED105 Yoga 3 Credits

Yoga is the ancient practice of physical poses (asanas), breathing techniques (pranayama), and meditation. Students will learn the history of yoga and the philosophy behind it. They will then be introduced to various asanas, pranayama, and meditation techniques. Emphasis will be placed on incorporating yoga into one's life as a way to reduce stress and promote a healthy mind and body.

PHI105 Ethics 3 Credits

An introduction to the concepts, principles, and theories involved in ethics. Emphasis is placed on the development of critical thinking skills as they apply to contemporary moral problems such as pornography, euthanasia, hate speech, the death penalty, and our obligation to others.

PHI110 Political Philosophy 3 Credits

Political philosophy is a branch of philosophy devoted to assessing the authority, legitimacy, and justification of various kinds of political arrangements. In this course, students will become thoroughly familiar with major themes in political philosophy. The aim of this course is to enable students to become familiar with the general themes of political thought.

PHI205 Critical Thinking 3 Credits

Students learn to think clearly by examining the principles of proper reasoning. Practice in spotting fallacious arguments and misleading ploys increases the student's powers of writing, speaking, and critical thinking.

Prerequisite: PHI105

PHI250 Philosophy Transfer Credit 3 Credits

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

PHI305 Problems of Philosophy 3 Credits

Building on the foundation understanding of the philosophical study of ethics, students are introduced to the key problems of philosophy through the works of prominent philosophers such as Plato, Aristotle, Descartes, and Kant. Emphasis is placed on philosophical discussions of the nature of reality, the meaning of life, and the problem of certainty in a world of change.

Prerequisites: ENG200 and PHI105

PHI310 Death and Dying 3 Credits

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: ALH170 or PHI105

PHI315 Business Philosophy 3 Credits

This course will explore the relevancy of philosophy to modern business practices. Going beyond business ethics, students will apply philosophical methods and theories to the problem of "Corporate Excellence." Using the topics of Truth, Beauty, Goodness, and Unity, students will discuss current business and economic problems and develop an understanding of what it means for a business to be both financially successful and a contributing part of society.

Prerequisite: BUS230

PHI320 Greek Philosophy 3 Credits

In this course we will consider the answers that several ancient philosophers gave to many metaphysical questions such as: What is the nature of the cosmos? What are the things that exist, and how many of them are there? How do objects get the properties that they appear to have? How is change possible? Students will examine the views of the pre-Socratics Thales, Anaximander, Anaximenes, Pythagoras, Heraclitus, Parmenides, Zeno, and Empedocles, as well as consider an in-depth reading of Plato and Aristotle.

Prerequisite: PHI105

PHI405 The Meaning of Life 3 Credits

This course is an exploration, on a personal level, of the quest to find meaning, significance, and purpose in life. Through selected readings from philosophy, mythology, literature, and science, students will examine the views of others and then discuss how these may be interpreted and incorporated into their own lives. Students will evaluate their beliefs and values with the goal of working towards discovering how to lead a meaningful life.

Prerequisites: "C" or better in ENG200

PHI410 The Philosophy of War 3 Credits

The objective of the course is to provide the student with a factual, conceptual, and analytical framework for understanding the impact of military conflicts. During this history seminar, the student will examine a number of philosophical issues that arise regarding the conduct of warfare.

Prerequisite: Any 200-level Philosophy or History course

PHI415 Objectivism 3 Credits

This course explores the philosophy of Objectivism, from its position on metaphysics and epistemology to the theories on laissez-faire capitalism and the proper function of government in a free society.

Prerequisite: PHI105

POL200 The Origins of Modern Civil Liberties 3 Credits

This course will trace the development of civil liberties in America. The course will consider several major topics including the Constitution and Bill of Rights, the Civil War, Reconstruction and key court opinions. Other topics include race and gender discrimination and sexual harassment. Emphasis will be on the historical context which gave rise to modern civil liberties and civil rights.

POL210 World Politics 3 Credits

Provides a survey of world politics by examining traditional and contemporary issues and their impact on people and nations. Debates and discussions are used to cover controversial material and stimulate critical thinking. Coverage will include various cultures and non-democratic political systems.

POL225 Congress and the American Presidency 3 Credits

This is an advanced political science course that examines the changing power relationship between Congress and the American Presidency. The course will look at the traditional powers the legislative and the executive branch enjoy and how the relationship between the two branches of government has shifted over the years.

POL250 Political Science Transfer Credit 3 Credits

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

POL310 Public Policy 3 Credits

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

Prerequisite: PHI110

POL320 State and Local Government 3 Credits

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

additionally study the changing nature of those roles and the future of state and local governments in administering federal programs.

Prerequisite: POL225

POL325 Conflicts in American Government 3 Credits

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

Prerequisite: Any Political Science course

POL390 Upper Level Political Science Transfer Credit 3 Credits

This course is used only as a way to accept credit for a course transferred from another college or university. This course is available only when the student has taken a class not offered by Central Penn.

POL400 Model United Nations 3 Credits

Model United Nations simulates the actual policies and procedures of the United Nations. Students will discuss current world issues including, human rights, refugee treatment, crime prevention, drug trafficking, and economic development. Once the Model United Nations simulation begins, students are no longer an individual student — but the representative of a United Nations country.

Prerequisite: BUS260 or POL200

PSY100 Psychology 3 Credits

This course is designed to be a broad survey to expose students to the major areas of psychology and to foster a basic understanding of the concepts and vocabulary of the study. Topics to be covered include psychology as a science, maturation and development, intelligence and psychometrics, perception, learning, personality, abnormal psychology, and therapies.

PSY105 Child Growth and Development 3 Credits

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

PSY210 Medical Psychology 3 Credits

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

Prerequisite: PSY100

PSY250 Psychology Transfer Credit 3 Credits

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

PSY305 The Nature of Consciousness 3 Credits

A scientific exploration of the latest theories about the nature of human consciousness. Students will explore the biological, psychological, and social mechanisms that influence and create human consciousness. Special attention is paid to emotions, intention, and proprioception.

Prerequisite: PSY100

PSY390 Upper Level Psychology Transfer Credit 3 Credits

This course is used only as a way to accept credit for a course transferred from another college or university. This course is available only when the student has taken a class not offered by Central Penn.

PSY400 Forensic Psychology 3 Credits

This course explores the interface between psychology and the law with an emphasis on the relationship between psychological factors/evaluations and their use in legal contexts. Areas to be discussed will include profiling, methods of psychological evaluation, risk assessment, criminal competencies, insanity, psychopathy, rights of children and adolescents, and juvenile justice.

Prerequisites: ENG200 and any Social Science course

PSY410 Personality and Behavior Traits 3 Credits

This course is designed to introduce students to the complexity of the human personality. The study includes an overview of theories in rela-

tions to human evolution, biological traits, social construction, and institutions based on research and limitations.

Prerequisite: PSY100

PSY420 Abnormal Psychology 3 Credits

This course presents students with a framework of definitions, descriptions, assessments, and treatments of human disorders. A combination of theory, research, and illustrative case and film study is used to present the course material.

Prerequisite: BIO105 or PSY100

SCI100 Basic Nutrition 3 Credits

The basic principles of good nutrition are utilized in the planning of a well-balanced diet. Emphasis is placed on those nutrients necessary for normal health and development. Included is diet planning for the healthy individual, as well as those requiring special and therapeutic management.

SCI105 Earth Science 3 Credits

This course is designed as a multi-disciplinary introduction to the physical aspects of the planet. Topics will be approached as a systems review starting with the history of the planet, a study of the forces that shape the Earth, including the oceans, atmosphere, and geological formations, and the impact human development has on the planet.

SCI120 Holistic Health 3 Credits

This course studies the attitudes and behaviors, which affect each individual's health and wellness. The physical, mental, social, and spiritual dimensions of health will be discussed in detail using a holistic approach to wellness. This course emphasizes each individual's responsibility for his or her own health through developing a healthy lifestyle.

SCI200 Natural Disasters 3 Credits

This course explores the threat of natural disasters caused by geological, atmospheric, spatial, oceanic, and human-influenced events. An understanding of the scientific principles behind these events and the policies developed to provide awareness and preparation will be discussed.

SCI205 Peer Health Education 3 Credits

This course prepares students as peer health educators. Emphasis is placed on the process of accessing health information and exploring personal health. Students will learn about making healthy decisions, obtaining current health information and accessing community health resources.

SCI210 The History of Science 3 Credits

The emphasis of the course will be on the nature of science: its history, philosophy, methodology, and scientific research. However, this course will also explore the collision of the sciences with society and its religious and social doctrine.

SCI215 Science and Nonsense: Facts & Fads 3 Credits

This course touches upon the areas considered as "pseudoscience," such as astrology, creationism, holistic therapy, and paranormal phenomena. It provides a critical view of more than a half-century of scientific frauds, hoaxes, and other phony scientific theories.

SCI250 Science Transfer Credit 3 Credits

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

SCI310 Geology 3 Credits

This course covers the history of geologic events and fossil life through time. It details past geological events that produced the Earth's surface and influenced animal, plant, and human origins. The course also includes the topics of natural hazards, land use, and urban planning.

Prerequisite: SCI105

SCI390 Upper Level Science Transfer Credit 3 Credits

This course is used only as a way to accept credit for a course transferred from another college or university. This course is available only when the student has taken a class not offered by Central Penn.

SOC100 Sociology 3 Credits

Sociology is designed to present students with information relevant to four major areas of social, economic, and political concern: foundations of society, social inequality, social institutions, and social change. This is accomplished through: lectures, guest speakers from government, private industry, and interest groups; field trips; and special projects.

SOC105 U.S. Minority Groups 3 Credits

This course examines the concept of race and ethnicity in the United States. The historical experience of various racial and ethnic groups

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

SOC200 Social Deviance 3 Credits

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

Prerequisite: PSY100 or SOC100

SOC205 Sociology of Religion 3 Credits

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

Prerequisite: Any History or Sociology course

SOC250 Sociology
Transfer Credit 3 Credits

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

SOC390 Upper Level Sociology
Transfer Credit 3 Credits

This course is used only as a way to accept credit for a course transferred from another college or university. This course is available only when the student has taken a class not offered by Central Penn.

SOC400 Leadership in Society 3 Credits

This course is designed to expose students to leadership theories and influential social leaders throughout history. Student will be familiarized with leaders that have inspired social change and to modern leadership theorists.

Prerequisites: ENG200 and one Social Science course

SOC410 Race and Gender 3 Credits

This course analyzes the concepts of race and gender among the many social institutions. A critical examination of the influences highlighted by multicultural perspectives on race, ethnicity, and gender.

Prerequisite: HUM105 or SOC105

STS005	The Central Penn Experience	1 Credit
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All new students are required to complete this course. They will develop personal, academic, and professional goals and learn to become a more effective student. Students will be given practical information that will encourage positive/helpful learning, reading, and study skills. This seminar will also review healthy campus life, including college policies.

STS010 Student Success 3 Credits

This course will prepare students for their college experience through educational enrichment. Emphasis will be placed on making the transition from high school to college. Opportunities will be provided to develop and practice effective strategies, skills, and approaches to learning with the goals of fostering independent learning and promoting success in college. Qualification for enrollment in this course is determined during the admissions process. See Admissions Information/Standardized Testing After Admission.

ASSOCIATE DEGREES

Medical Assisting

Associate in Applied Science Degree

The Associate in Applied Science degree in Medical Assisting provides graduates with the clinical and administrative skills necessary to be a successful allied health care professional. Medical assistants work primarily in physicians' offices, hospitals, and medical clinics. Students in this allied health program will learn how to prepare patients for various examinations, assist physicians with minor office surgeries, draw blood, administer tests and treatments, administer injections and medications, and maintain medical records. At Central Penn, those matriculated in the Medical Assisting program may sit for the Certified Phlebotomy Technician (CPT) exam, and upon graduation, the Certified Medical Assistant (CMA) exam. Central Penn's Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment. Commission on Accreditation of Allied Health Programs, 35 West Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208 – Phone 312-553-9355.

Program Objectives:

- Examine and evaluate the various issues, areas, and judgments, required of medical assistants.
- Develop a self-image that reflects professionalism and self-esteem to meet the constant challenges and changing needs of the medical profession.
- Relate knowledge of specific terminology, procedures, and principles of ethics necessary in the allied health field.

- Demonstrate entry-level skills in all current general areas of competence as specified by the American Association of Medical Assistants.
- Demonstrate knowledge of oral and written communication skills in professional settings. Apply communication skills to interpersonal relations.
- Perform advanced-level skills, phlebotomy, injections, EKGs, and catheterizations under the supervision of a physician.
- Develop informational and analytical research skills.

Program Requirements:

In addition to the 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 78 credits. To be eligible for internship, the student must have on file documented proof of required immunizations and liability insurance.

Medical Assistant Core Courses (41 Credits):

- ALH105 Medical Terminology
- ALH115 Medical Insurance
- ALH120 Anatomy and Physiology I
- ALH130 Anatomy and Physiology II
- ALH145 Allied Health Procedures
- ALH160 Pharmacology
- ALH180 Medical Administrative Procedures
- ALH200 Medical Machine Transcription
- ALH205 Clinical Methods
- ALH210 Clinical Techniques
- ALH230 Diseases & Diagnostic Methods
- ALH310 Medical Laboratory
- ALH350 Medical Seminar
- ALH399 Internship for Medical Assisting

Physical Therapist Assistant

Associate in Applied Science Degree

The Associate in Applied Science degree 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 and neuromuscular disorders. At Central Penn, the incorporation of hands-on laboratory classes and clinical internships at area 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.

Program Objectives:

- Provide physical therapy services under the direct supervision of a physical therapist in an ethical, safe, and effective manner.
- Implement a treatment plan developed by a physical therapist.
- Monitor patient status and effectively communicate any changes with the supervising therapist in a timely manner.
- Perform appropriate measurement and assessment techniques to assist the supervising therapist in monitoring and modifying a patient's plan of care.
- Teach patients, their family members and/or caregivers, and other healthcare providers how to safely and effectively perform selected treatment procedures and functional activities.
- Practice with a high standard of ethical behavior and sensitivity for cultural and socioeconomic differences among individuals.

- Demonstrate an understanding of the psychosocial effects of disability, whether temporary or permanent, and be able to provide appropriate support and respect for individual differences in coping with disability.
- Effectively communicate with all members of the healthcare team, as well as patients and their families, using written, verbal, and nonverbal skills.
- Participate in the overall management of a physical therapy department with respect to understanding levels of authority, time management, supervisory responsibility, policies and procedures, quality improvement efforts, and fiscal management.
- Demonstrate an understanding of his/her role as a physical therapist assistant including the responsibilities, privileges, and limitations of the position.
- Understand the need for continued professional growth and demonstrate a commitment to that growth.

Program Requirements:

In addition to the 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 80 credits. Students are required to complete 20 hours of observation in various physical therapy settings in order to enhance clinical observation and meet program requirements. These 20 hours of observation must be completed by the end of the student's first term in which they attend classes. To be eligible for internship, the student must have on file documented proof of required immunizations and liability insurance.

Physical Therapist Assistant Core Courses (43 Credits):

ALH105	Medical Terminology
ALH120	Anatomy and Physiology I
ALH120L	Anatomy and Physiology I - Lab
ALH130	Anatomy and Physiology II
ALH130L	Anatomy and Physiology II - Lab
ALH145	Allied Health Procedures

ALH230	Diseases & Diagnostic Methods
PTA100	Fundamentals of Physical Therapy
PTA140	Applied Kinesiology
PTA145	Modalities
PTA210	Therapeutic Exercise
PTA225	Physical Therapy Assistant Procedures
PTA300	Physical Therapist Assistant Clinical Practice
PTA305	Neurological Rehabilitation
PTA399	Internship for Physical Therapist Assistant

Optometric Technician

Certificate Program

The certificate program in Optometric Technician was designed to prepare graduates for immediate career placement as a skilled technician in an optometric or ophthalmologic environment. Students will learn how to gather an eye health history, prepare a patient for examination by the doctor, perform various visual assessments, educate patients in contact lens care, and assist in eye examinations. Specific curriculum content includes diseases and disorders of the eye, refractive error, and corrective measures. In addition, students in the Optometric Technician certificate program will learn to make appropriate choices regarding materials for utilized frames and lenses, evaluate fit and style of eyeglasses, and effect repairs on eyeglasses. For those who seek a personally and professionally rewarding Allied Health career, Central Pennsylvania College's Optometric Technician certificate program offers a peerless beginning.

Program Objectives:

- Examine and evaluate the interpersonal skills required of allied health professionals.
- Develop a self-image that reflects professionalism and self-esteem to meet the constant challenges and changing needs of health professionals.
- Relate knowledge of specific terminology, anatomy, and medical knowledge necessary in the allied health field.

- Under the direction of a doctor, perform an eye examination.
- Demonstrate knowledge of oral and written communication skills in professional settings.
- Make repairs on eyeglasses and educate patients on eyewear.
- Perform the administrative skills necessary to operate a successful practice.

Optometric Technician Core Courses (18 Credits):

OPT100	Basic Optometric Science
OPT110	Disorders of the Eye
OPT120	Optics
OPT140	Optician Practices
OPT300	Optometric Procedures
OPT305	Contact Lenses

COURSE DESCRIPTIONS

ALH105 Medical Terminology 2 Credits

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

ALH115 Medical Insurance 4 Credits

In this course, the student is introduced to the major nationwide medical insurance programs. Students will be trained in the preparation of the medical insurance claim form for reimbursement utilizing the computer. An overview of the types of coverages available will be provided including Blue Cross, Blue Shield, Medicare, Medicaid, Tricare, Workers' Compensation, Disability, Health Maintenance Organization (HMO), and Preferred Provider Organization (PPO). This course will also familiarize the student with the purpose and use of ICD-9 diagnostic and CPT procedural coding. Other procedural/diagnostic coding systems currently in use are discussed.

ALH120 Anatomy and Physiology I 3 Credits

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

ALH120L Anatomy and Physiology I – Lab 1 Credit

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

Prerequisites: Concurrent enrollment in ALH120

ALH125 Diagnostic Coding 3 Credits

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

Prerequisite: ALH105

ALH130 Anatomy and Physiology II 3 Credits

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

Prerequisite: ALH120

ALH130L Anatomy and Physiology II – Lab 1 Credit

This course builds on knowledge obtained in Anatomy and Physiology I by investigating the anatomical structure, organization and general physiology of the digestive, lymphatic, urinary, endocrine, and reproductive systems. This course emphasizes the anatomy and physiology of the nervous system, cardiovascular system, and the respiratory system with these systems being the focus of the laboratory portion of the course.

Prerequisites: ALH120L and concurrent enrollment in ALH130

ALH135 Health Information 3 Credits

The course covers the medical record and maintenance of health information systems. The contents and types of medical records are presented. Various databases and filing systems are explored. The many legal guidelines are included.

Prerequisite: ALH105

ALH145 Allied Health Procedures 3 Credits

This course provides the student with an overview of basic health procedures. Emphasis is placed on developing therapeutic communication in the clinical setting. Students will learn the components of a medical record and principles of medical documentation. Assessment of vital signs and wound management will be developed. Principles of universal precautions, medical and surgical asepsis, and range-of-motion will be presented. Proper body mechanics and ambulatory assistive devices will be demonstrated.

Prerequisite: ALH120

ALH160 Pharmacology 2 Credits

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

Prerequisite: ALH105

ALH170 Medical Law and Ethics 3 Credits

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

ALH180 Medical Administrative Procedures 3 Credits

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

Prerequisites: ALH105 and ENG100

ALH200 Medical Machine Transcription 3 Credits

This course combines the knowledge of the English language, medical terminology, and keyboarding skills as a basis to enable the student to transcribe medical correspondence, documents, and reports accurately and efficiently.

Prerequisites: ALH105 and ENG100

ALH205 Clinical Methods 2 Credits

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

ALH210 Clinical Techniques 3 Credits

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

Prerequisite: ALH205 or concurrent registration

ALH225 Medical Transcription II 3 Credits

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

Prerequisite: ALH200

ALH230 Disease and Diagnostic Methods 3 Credits

This course introduces pathology and disease by investigating the etiology, pathophysiology, and clinical manifestation of a wide variety of diseases affecting the various body systems of the human body. Diagnostic procedures and treatments for various disorders will be discussed.

Prerequisites: ALH105 and ALH130

ALH235 Procedural Coding 3 Credits

The student will learn to abstract information from the medical record and combine it with

coding strategies to obtain the proper codes for procedures. The Current Procedural Terminology book will be studied for reference. Discussion will also be given to the Common Procedural Coding System used by the Health Care Financing Administration (HCFA), which oversees Medicare and Medicaid Services.

Prerequisite: ALH105

ALH245 Wound Management for the Healthcare Professional 3 Credits

The course is designed to provide entry-level, clinically-relevant information on the management of patients with open wounds. The class will discuss the topics of anatomy and physiology of the skin, phases of wound healing, and types of wounds. In addition, wound etiology, management of infections, dressing selection, and bandaging will be explored.

Prerequisites: ALH105 and ALH130

ALH290 Allied Health Transfer Credit 3 Credits

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

ALH300 Applied Medical Transcription 3 Credits

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

Prerequisite: ALH225

ALH310 Medical Laboratory 3 Credits

This is a clinical laboratory course designed especially for the medical assistant student and/or other medical personnel employed in physicians' offices. Emphasis is placed on quality assurance and safety requirements following OSHA guidelines. Instruction and practice will be provided in specimen collection, urinalysis, hematology, blood 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.

Prerequisites: ALH105 and ALH130

ALH320 Health Services Organization and Management 3 Credits

This course involves the organization of the U.S. healthcare delivery system, and the basic management strategies and practices, which are implemented to administer its component parts. Dynamics of the interrelated components of the system are considered in terms of the impacts of social, political and economic change, and evolving system components to effectively accommodate and manage these changes.

Prerequisite: ALH180

ALH330 Healthcare Policies and Politics 3 Credits

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

Prerequisite: ALH170

ALH350 Medical Seminar 3 Credits

This is an upper level course, which will allow students to practice in the Medical Learning Center all of the skills taught throughout the entire program. The course is designed to illustrate and explore the role of medical personnel within the framework of the health care profession and to assist the student in the transition from student to health care team member. The student becomes aware of the role the MA

plays in promoting a professional image for the practice and of health care resources available. CPR, first aid training, and emergency management are presented.

Prerequisite: ALH210 or concurrent registration

ALH390 Upper Level Allied Health Transfer Credit 3 Credits

This course is used only as a way to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

ALH399 Internship for Medical Assisting 4 Credits

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

Prerequisite: The student is required to have had and successfully completed all courses and requirements

ALH400 Hospital and Health Services Administration 3 Credits

This course prepares the student to carry out the day-to-day responsibilities of a hospital or healthcare facility administrator. Issues of cash flow, personnel policy, staff interactions, record keeping, reporting requirements, inventory and supplies, security, organizational and management practices are examined. There is a project requiring the student to shadow administrators in each of three different types of healthcare facilities, to compare the similarities and differences. The student will arrange their internship project as an outcome of this course.

Prerequisite: This course is taken the final term before the internship

ALH410 Health Economics and Financing Strategies 3 Credits

Analysis of financial flows, third party payment programs, and reimbursement practices in the health sector. Economic analysis of U.S. health care system: organization and financing policy issues.

Prerequisites: ALH115 and BUS210

ALH420 Healthcare Planning and Marketing 3 Credits

This course considers planning and marketing from the perspective of an administrator with responsibility for delivery of a particular health-care 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.

Prerequisite: ALH330

NUR301 Professional Nursing Concepts, Trends, & Issues 3 Credits

The roles of the professional nurse are explored. The nurse's responsibility for involvement in professional organizations and in the political arena is presented. The health care system and its impact on the nursing profession are examined.

NUR302 Current Issues in Pathophysiology 3 Credits

This course provides a review of current theories and concepts related to disease causation and disease prevention as they apply to specific diseases across the lifespan. The focus is on disorders in cells, organs, and systems. Medical, surgical, and alternative and complementary health interventions for selected diseases are explored.

Prerequisite: NUR301

NUR303 Current Issues in Pharmacology 3 Credits

This course serves to expand on the student's basic knowledge of pharmacology. Emphasis is placed on new drug therapies for specific diseases.

Prerequisite: NUR301

NUR304 Health Assessment Across the Lifespan 3 Credits

The knowledge and skills necessary to perform a health history and physical assessment are presented. The differences among children,

adults, and the elderly are highlighted. Class lab provides students the opportunity to practice the assessment skills.

Prerequisites: NUR302 and NUR303

NUR312 Transcultural Nursing & Healthcare 3 Credits

The cultural basis of health beliefs and practices are presented. The challenges to the healthcare system to meet the needs of culturally diverse people are examined. Nursing's role in assessing and caring for people from diverse cultures is emphasized.

Prerequisite: NUR304

NUR314 Nursing Research Methods 3 Credits

The steps of the research process are presented. The ability to read and to critically analyze research reports is fostered. The importance of nursing research for practice is identified.

Prerequisite: MTH200

NUR401 Community Health Promotion & Education 3 Credits

The role of the nurse in community and public health settings is examined. The identification of health risks and the health needs of selected populations are presented. Focus is on the nurse's role in disease preventions and in health promotion in the community setting. Teaching/learning theories are presented.

Prerequisites: NUR312 and NUR314

NUR402 Chronic Health & Disability Problems 3 Credits

This course presents the impact of chronic illness and disability on the individual client, family, and community. The professional nurse's role in illness prevention, health promotion, health maintenance and restoration, and rehabilitation is discussed. The nursing roles of change agent and advocate are explored.

Prerequisite: NUR401

NUR403 Community Health Practicum 2 Credits

The practicum offers experiences in community settings and public health agencies and provides opportunities for the student to participate in community assessment, disease prevention, and health promotion programs.

Prerequisites: NUR312, NUR314, and NUR401

NUR412 Leadership/Management Concepts 3 Credits

Characteristics of a nurse leader are presented and the role of the nurse in a leadership/management position is explored. The course content includes principles of management, methods of conflict resolution, leadership styles, group dynamics, and diversity in the workplace, effecting change, and career development.

Prerequisites: NUR402 and NUR403

NUR413 Leadership/Management Practicum 2 Credits

Students work with a nurse leader/manager preceptor to experience the management role.

Prerequisites: NUR402, NUR403, and NUR412

OPT100 Basic Optometric Science 3 Credits

This course will give a basic overview of the anatomy and physiology of the eye. An introduction to office procedures relating to the diagnosis of ocular disorders and treatment with lenses and pharmaceuticals will be discussed and demonstrated.

Prerequisite: ALH105

OPT110 Disorders of the Eye 3 Credits

The course will cover the causes and treatment of ocular disorders including eye diseases and related systemic and neurological conditions, refractive errors, and muscle and binocular vision disorders. Recognizing the signs and symptoms of ocular disorders will be stressed.

Prerequisite: OPT100

OPT120 Optics 3 Credits

This course will examine the physical, geometric, and physiologic aspects of light. These principles will be applied to optical prescriptions in the Optometric Exam Room.

Prerequisite: OPT100

OPT140 Optician Practices 3 Credits

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

Prerequisite: ALH105

OPT300 Optometric Procedures 4 Credits

This course will introduce the student to examination procedures used in an eye care center. Included will be instruction in taking a general

history and physical, an ocular history, physical, and elicitation of a chief complaint. Basic visual assessment techniques will be emphasized. Students will be required to synthesize information relating to the eye and use of instruments to conduct complete eye examinations, under the supervision of a doctor.

Prerequisite: OPT120

OPT305 Contact Lenses 3 Credits

This course will introduce the student to the process of fitting various types of contact lenses. Advantages and disadvantages of contact lenses will be discussed, as well as external ocular anatomy and pathology relating to the wearing of contact lenses. Patient selection, initial assessment, and evaluation for fitting various contact lens materials and designs will be discussed. The student will also learn effective communication with and training of patients in the proper care and handling of contact lenses.

Prerequisite: OPT100

PTA100 Fundamentals of Physical Therapy 2 Credits

Fundamentals of Physical Therapy develops in the student an understanding of the concepts and scope of physical therapy and its relationship to other health care professions. The role of the physical therapist, physical therapist assistant, and the physical therapy aide are discussed with emphasis on supervisory relationship, professional ethics, and special terminology used in rehabilitation. Conditions treated and procedures used are covered.

PTA140 Applied Kinesiology 4 Credits

This course provides the student with an in-depth study of the structure and function of the musculoskeletal system. The student will learn normal joint structure and function, muscle function specific to each joint, and abnormal joint function. The laboratory portion of this course concentrates on the principles of physical joint assessment including surface anatomy palpation, a review of goniometry, and instruction in manual muscle testing.

Prerequisites: ALH120 and PTA100

PTA145 Modalities 4 Credits

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

Prerequisite: ALH145

PTA210 Therapeutic Exercise 4 Credits

This course provides to the physical therapist assistant student an understanding of the basic principles of therapeutic exercise including: the use of exercise equipment, development of skill in the application and instruction of exercise, and the indications, contraindications and precautions for exercise prescription. This course also covers exercise and manual techniques for pulmonary physical therapy.

Prerequisites: ALH145, ALH230, and PTA140

PTA225 Physical Therapy Assistant Procedures 3 Credits

This course covers finance as related to health-care. Course content covers documentation, transfers, gait sequence, assistive devices, gait training, prosthetic devices and training, introduction to goniometry, and massage.

Prerequisite: PTA100

PTA300 Physical Therapist Assistant Clinical Practice 2 Credits

Clinical Practice is the initial field experience for physical therapist assistant students. This course affords students the opportunity to participate in the daily workings of a physical therapy clinic and better understand the roles and duties of physical therapists and physical therapist assistants. Students will be involved in patient care, which is performed under the direct supervision of a physical therapist and requires that students have a sound understanding of the principles of physical therapy and a basic skill level for the procedures performed by a physical therapist assistant.

Prerequisite: PTA145

PTA305 Neurological Rehabilitation 4 Credits

This is a comprehensive course that provides the physical therapist assistant student with an understanding of the basic principles of neurological rehabilitation of acute and chronic conditions. This course will teach students how to integrate their understanding of pathophysiology, fundamental principles of patient care procedures, kinesiology, and therapeutic exercise, and apply them to patients with neurological diseases and injuries. The student will learn proper patient instruction and application of specific neurological treatment techniques.

Prerequisite: PTA210

PTA399 Internship for Physical Therapist Assistant 4 Credits

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

Prerequisites: The student is required to have successfully completed all other required courses in the Physical Therapist Assistant program and to have passed all required competency tests

Business Administration

BACHELOR DEGREES

Bachelor of Science Degree Program in Business Administration

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

Program Objectives:

- Understand and apply business concepts to business models.
- Communicate with all levels of management.
- Understand the importance of the growth of the international markets and how a business may function within that market.
- Understand the relationships required in business between various departments and how they must work together.
- Understand and apply generally accepted accounting principles and standards in a business environment.
- Understand business organizations as complex systems and the implications of workplace diversity, organizational change, and corporate culture.
- Demonstrate problem-solving/research ability in a business setting.
- Demonstrate appropriate professional manner with the highest ethical standards.

Program Requirements:

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

Business Administration Core Courses (43 Credits):

ACC100	Accounting I
ACC110	Accounting II
BUS100	Business Principles
BUS200	Finance I
BUS215	Microeconomics
BUS220	Principles of Management
BUS230	Principles of Marketing
BUS260	International Business
BUS325	Electronic Business
BUS340	Human Resources
BUS365	Organizational Behavior
BUS380	Business Policy Formulation
BUS499	Bachelor's Business Administration Internship
PRL250	Business Law

Choice Classes: 21 credits; 15 must be at the 300 level or higher

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

Finance Minor: Central Penn's Finance minor provides the student with the understanding of financial definitions, concepts, relationships, and strategies involving individuals, financial institutions, and non-financial

business activities. Skill in finance is widely recognized as an important component needed for professional success within the corporate environment. The Finance minor will prepare students for positions such as financial managers, account executives, financial agents, and loan officers.

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

ACC200	Managerial Accounting
ACC320	Cost Accounting
ACC400	Advanced Accounting
BUS300	Finance II
BUS305	Investments
BUS320	Money and Banking
BUS335	Insurance
BUS410	Options, Futures, and Derivatives
BUS435	Personal Financial Management
BUS440	International Finance

Healthcare Administration Minor: Central Penn's Healthcare Administration minor provides the student with an understanding of the role of public policies and politics in the healthcare industry, the various component sectors of the industry, and the planning methods used within the healthcare field. The Healthcare Administration minor will provide the preparation for administrative and strategic planning positions within all branches of the healthcare industry.

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

ALH115	Medical Insurance
ALH170	Medical Law and Ethics
ALH320	Health Services Organization and Management
ALH330	Healthcare Policies and Politics
ALH400	Hospital and Health Services Administration
ALH410	Health Economics and Financing Strategies
ALH420	Healthcare Planning and Marketing
BUS302	Health, Safety, and Security
BUS303	Recruitment, Selection, and Placement
BUS335	Insurance

Management Minor: Central Penn's Management minor provides the student with the understanding of the various management theories, the relationships required in business between departments, and the planning and information packages used in industry. The Management minor will provide the preparation for careers in both the public and private sectors of the economy.

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

ACC200	Managerial Accounting
BUS240	Survey of Sports Management
BUS270	Entrepreneurship and Small Business Management
BUS301	Retail Management
BUS330	Nonprofit Organizations
BUS345	Operations Management
BUS355	Project Management
BUS450	Labor Relations
BUS460	Evaluation and Assessment
BUS470	Business Seminar

Marketing Minor: Central Penn's Marketing minor provides the student with the understanding of the application of marketing concepts to business models, the development of a marketing strategy, and the effective use of an advertising campaign. The Marketing minor will provide the preparation for careers in logistics, purchasing, and marketing communications.

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

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

ASSOCIATE DEGREES

Accounting

Associate in Science Degree

With the growing complexity and narrowing profit margins in the business community, accounting is becoming an increasingly important profession. Accountants supply vital data to management for use in decision-making and planning, as well as detailed analysis of the past performance of a company. Central Penn gives students specialized training in cost accounting, tax accounting, and computer utilization. Students majoring in accounting will also receive a solid foundation in management, which can open additional doors in the accounting field.

Program Objectives:

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

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

Program Requirements:

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

Accounting Core Courses (40 Credits):

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

Child Care Management

Associate in Science Degree

The Child Care Management program focuses on two areas: progressive child care and effective business management. Through classroom instruction and hands-on experience working in a child care facility, students learn how to develop programs that effectively stimulate the intellectual, emotional, social, and physical growth of today's children. The business portion of the curriculum teaches students to develop an operating budget, manage employees, and establish meaningful provider/parent relationships. The growing demand for professional child care providers makes this a field of endless possibilities.

Refer to specific admissions requirements for this program. (*See Admission Information.*)

Program Objectives:

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

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

Program Requirements:

In addition to the 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 77 credits. To be eligible for internship, students must have on file documented State Police and Child Abuse clearances, a physical, and a TB test. Students are also required to attend two Capital Area Association of Education of Young Children (CAAEEYC) events.

Child Care Management Core Courses (40 Credits):

CCM100 Child Care Foundations

CCM105 Guiding Children's Behavior

CCM110 Behavior, Observation, and Evaluation

CCM120 Children's Health and Wellness

CCM130 Infant and Toddler Care

CCM140 The Exceptional Child

CCM150 Language Development and Expression

CCM210 Creative Activities

CCM300 Administration of
Early Childhood Programs

CCM305 Curriculum Planning

CCM399 Internship for Child Care Management

EXE220 Business Communications

PSY105 Child Growth and Development

Entrepreneurship and Small Business

Associate in Science Degree

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

Program Objectives:

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

- Plan, prepare, and deliver written and oral individual reports and group presentations.
- Demonstrate interpersonal skills.
- Plan, organize, and execute a supervisory-level management assignment.
- Identify and evaluate potential management careers.
- Conduct management activities with a professional leadership style.
- Prepare and successfully execute a small business bank loan package.

- Demonstrate fundamental accounting, financial, and computer skills for a small business, and implement key small business decisions.
- Understand all elements of small business marketing including strategic planning, communication, and customer relations.
- Demonstrate appropriate professional manner with the highest ethical standards and good time management.
- Exhibit social responsibility through community service.
- Demonstrate ability to use necessary basic math skills.
- Analyze information through research.

Program Requirements:

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

Entrepreneurship and Small Business Core Courses (40 Credits):

ACC100	Accounting I
ACC110	Accounting II
ACC200	Managerial Accounting
BUS100	Business Principles
BUS120	Spreadsheet Applications
BUS200	Finance I
BUS215	Microeconomics
BUS220	Principles of Management
BUS230	Principles of Marketing
BUS270	Entrepreneurship and Small Business Management
BUS304	Strategic Planning and Marketing Communications
BUS340	Human Resources
BUS399	Internship for Business Administration

Hotel and Restaurant Management

Associate in Applied 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 also given the opportunity to become a certified professional in food safety and sanitation through an accredited partnership with the Pennsylvania Restaurant Association.

Program Objectives:

Upon completion of the Hotel and Restaurant Management program, the graduate should be able to:

- Demonstrate a working knowledge of management techniques in the front office, housekeeping operations, accounting, food and beverage operations, and sales.
- Demonstrate a working knowledge of hotel and restaurant operations in purchasing and inventory management, legal issues, and sanitation.
- Demonstrate an awareness and understanding of the wide range of career opportunities available within the hospitality industry.
- Utilize Pennsylvania Department of Agriculture regulations in maintaining a disciplined Hazard Analysis Critical Control Point (HACCP) program.
- Demonstrate proficiency in using computers for word processing, spreadsheets, and database management for hospitality industry related tasks.
- Plan, prepare, and deliver written and oral individual reports and group presentations.
- Use print and electronic (including Internet) resources to complete research.

- Develop and implement plans to achieve personal and professional goals.
- Demonstrate professional demeanor, interpersonal skills, high ethical standards, and good time management.
- Demonstrate basic math skills necessary for success in the hospitality industry.

Program Requirements:

In addition to the 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 77 credits. Students are required to work a minimum of four hours per week in either the campus food service establishment or an approved, local hotel. This accounts for 20% of the grade in every Hospitality-related course.

Hotel and Restaurant Core Courses (40 Credits):

ACC100	Accounting I
BUS220	Principles of Management
BUS230	Principles of Marketing
BUS340	Human Resources
BUS399	Internship for Business Administration
HRM110	Basic Food Preparation and Sanitation
HRM115	Food and Beverage Control
HRM120	Housekeeping Management
HRM130	Front Office Management
HRM225	Food Management
HRM350	Hospitality Management Seminar
PRL250	Business Law
SCI100	Basic Nutrition

Marketing

Associate in Science Degree

Creative and effective methods of marketing are invaluable for companies in today's competitive environment. Marketing decisions are some of the most important decisions made in the business world. The Marketing program is designed to teach students how to effectively manage the process of product development, pricing, promotion, and distribution. Students

also learn aspects of consumer and business marketing while at Central Penn. All students develop an effective integrated marketing communications project.

Program Objectives:

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

- Plan, prepare, and deliver written and oral individual reports and group presentations.
- Demonstrate interpersonal skills.
- Plan, implement, and manage a project within budget.
- Identify and evaluate potential marketing careers.
- Develop and implement an effective marketing communications campaign.
- Research, design, and test a marketing strategy for both consumer and business products.
- Implement an effective pricing strategy.
- Understand demographics for creating a market plan.
- Demonstrate appropriate professional manner with the highest ethical standards and good time management.
- Exhibit social responsibility through community service.
- Demonstrate ability to use necessary basic math skills.
- Exhibit computer skills necessary for normal business decisions applicable for the major.
- Analyze information through research.

Program Requirements:

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

Marketing Core Courses (40 Credits):

ACC100	Accounting I
BUS100	Business Principles
BUS105	Fundamentals of Selling
BUS215	Microeconomics
BUS220	Principles of Management
BUS230	Principles of Marketing
BUS235	Consumer Behavior
BUS250	Advertising
BUS304	Strategic Planning and Marketing Communications
BUS330	Nonprofit Organizations
BUS340	Human Resources
BUS360	Marketing Research
BUS399	Internship for Business Administration

Office Administration

Associate in Applied Science Degree

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

Program Objectives:

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

- Write and/or transcribe effective documents.
- Apply oral communications to give formal and informal presentations.
- Demonstrate knowledge of and proficiency in Microsoft Word, Access, Excel, PowerPoint, PageMaker, and Desktop Publishing.
- Demonstrate proficiency and professionalism in organization of meeting and travel arrangements, and supervisory skills.

- Cooperate effectively with people through a knowledge of human relations, including psychology, sociology, and ethics.
- Retain a basic knowledge of business operations and terminology.
- Demonstrate appropriate business dress and demeanor.
- Be dependable and responsible.
- Apply accounting and management skills.
- Be able to prepare a variety of professional documents for a spectrum of employers.

Program Requirements:

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

Office Administration Core Courses (40 Credits):

BUS220	Principles of Management
BUS340	Human Resources
BUS399	Internship for Business Administration
EXE105	Word Processing
EXE110	Notehand I
EXE130	Office Systems Management
EXE210	Notehand II
	or
PRL250	Business Law
EXE215	Advanced Word Processing
EXE220	Business Communications
EXE225	Document Production
EXE300	Advanced Document Production
EXE310	Machine Transcription
EXE320	Administrative Office Procedures

Travel and Tourism Operations

Associate in Applied Science Degree

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

Program Objectives:

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

- Demonstrate a knowledge of oral and written communication skills for conversing and writing in professional and personal settings.
- Develop a self-image that reflects professionalism and confidence.
- Exhibit ethical and professional behavior appropriate to the profession.
- Identify current trends in the industry and recognize the importance of these trends to their personal future in the travel industry.
- Use the SABRE computer system to complete the total travel transaction.
- Demonstrate competence using Microsoft Office.
- Utilize time management techniques. Demonstrate the ability to be flexible and adaptable when dealing with clients.
- Demonstrate a working knowledge of the terminology, regulations, and services of the travel industry.
- Demonstrate a knowledge of how to guide the client through the sales and booking process for all facets of the travel industry.
- Research unfamiliar areas and terminology, and identify reference sources.

Program Requirements:

In addition to the 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 77 credits. Students are also required to complete assigned hours in the campus travel agency, take the Travel Agency Proficiency Test, and obtain a passport by graduation.

Travel and Tourism Operations Core Courses (40 Credits):

BUS399	Internship for Business Administration
COM130	Public Relations
EXE120	Survey of Windows
TRV100	Reservations/Tariffs I
TRV110	Reservations/Tariffs II
TRV120	Domestic Tourism
TRV125	International Tourism
TRV200	SABRE Automation I
TRV250	Client Relations & Retail Travel Sales
TRV260	Western Hemisphere Geography for Travel Professionals
TRV265	Eastern Hemisphere Geography for Travel Professionals
TRV300	The Cruise Industry
TRV350	Travel and Tourism Seminar

CERTIFICATES

Human Resources

Certificate Program

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

Program Objectives:

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

- Understand the future trends in work-force development and apply techniques for effective recruitment, training, orientation, and retention strategies.
- Show an understanding of the current legal and regulatory issues for employment, such as OSHA requirements, risk management and loss prevention, management of workers' compensation claims, employee assistance plans, and quality of work life, preventative health issues, ADA compliance, and ergonomics standards.
- Demonstrate competency in the fundamental components of human resources management and business objectives.
- Understand the methods for evaluating performance, handling performance problems, and implementing assessment and appraisal techniques.

Human Resources Core Courses (18 Credits):

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

COURSE DESCRIPTIONS

ACC100 Accounting I 3 Credits

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

ACC105 Concepts of Accounting 3 Credits

This course is designed to provide an overview of the accounting cycle for a sole proprietorship.

ACC110 Accounting II 3 Credits

A study of corporation accounting including the issue of stock and payment of dividends. Other topics include accounting for partnerships, plant assets, intangible assets, investments, and long term liabilities.

Prerequisite: ACC100

ACC200 Managerial Accounting 3 Credits

This course is a study of financial data to be used by internal management. Areas of study include changes in price levels, changes in cash flows, financial statement analysis, departmental accounting, budgets, cost and revenue concepts, and management reports with special analysis.

Prerequisite: ACC110

ACC210 Data Management Applications 3 Credits

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

Prerequisite: ACC110

ACC220 Income Tax 3 Credits

A comprehensive explanation of the federal tax structure and training in the application of tax principles to specific problems.

Prerequisite: ACC100

ACC230 Intermediate Accounting I 3 Credits

A study of contemporary financial statements, practices, and forms. Emphasis is placed on cash, temporary investments, receivables, inventories, and current liabilities.

Prerequisite: ACC110

ACC250 Accounting Transfer Credit 3 Credits

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

ACC300 Intermediate Accounting II 3 Credits

This course includes the study of liabilities, investments, paid-in capital, retained earnings, and analytical processes. Also included is the preparation of journal entries pertaining to noncurrent assets.

Prerequisite: ACC230

ACC310 Nonprofit Accounting 3 Credits

A study of fund accounting reporting principles, procedures, and standards. This will be

accomplished through analyzing, recording, summarizing, evaluating, and interpreting accounting data for government units and other nonprofit organizations.

Prerequisite: ACC110

ACC320 Cost Accounting 3 Credits

This course is a descriptive study of the accumulation of cost data and a determination of how to use such information to assist management in planning and decision making.

Prerequisite: ACC200

ACC330 Advanced Income Tax 3 Credits

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

Prerequisite: ACC220

ACC399 Internship for Accounting 4 Credits

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

Prerequisite: Successful completion of all courses and requirements listed for the Accounting program

ACC400 Advanced Accounting 3 Credits

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

Prerequisite: ACC300

ACC405 Auditing 3 Credits

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

Prerequisites: ACC300 or successful completion of ACC300 final exam

ACC410 Accounting Communications 3 Credits

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

Prerequisites: ACC300 and EXE220

ACC420 Advanced Cost Accounting 3 Credits

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

Prerequisite: ACC320

ACC425 Advanced Auditing 3 Credits

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

Prerequisite: ACC405 or successful completion of ACC405 final exam

ACC430 International Accounting 3 Credits

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

Prerequisite: ACC300

ACC435 International Taxation 3 Credits

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

Prerequisites: ACC330 and BUS260

BUS100 Business Principles 3 Credits

This is a fundamental survey course in business administration offering a basic understanding of the nature and scope of business in the modern world. Consideration of business practices such as management, organization, production, labor, data processing, marketing, and ethics is an integral part of this course. Students use a variety of external resources.

BUS105 Fundamentals of Selling 3 Credits

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

BUS110 Principles of Retailing 3 Credits

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

BUS120 Spreadsheet Applications 3 Credits

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

Prerequisite: CIS111 or EXE120

BUS200 Finance I 3 Credits

This course is a study of the financial problems associated with the life cycle of a business. Topics covered include the sources and use of business funds, cost of capital, risk, asset management, and capital investments and valuation. Students are trained in the programming and use of the widely-accepted financial calculators for the solution of practical business applications.

Prerequisites: ACC110 or concurrent registration and MTH010

BUS210 Macroeconomics 3 Credits

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

BUS215 Microeconomics 3 Credits

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

BUS220 Principles of Management 3 Credits

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

BUS230 Principles of Marketing 3 Credits

This course studies current concepts and strategies of marketing activities. The marketing environment including ethics and social responsibility are brought out. The major divisions in marketing and their relationship to target markets, products, strategies, and distribution are discussed. Studies of current practices of specific companies are reviewed and analyzed.

Prerequisite: BUS100 or BUS220

BUS235 Consumer Behavior 3 Credits

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

BUS240 Survey of Sports Management 3 Credits

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

BUS250 Advertising 3 Credits

This course is a study of the principles involved in the planning, creation, and use of advertising through the use of newspaper, magazine, radio, television, outdoor, and direct mail. This course

includes the economics, methods, and psychology of advertising, with an introduction to marketing research, consumer analysis, and market analysis. Work is done in creation of original copy and layout.

BUS255 Customer Service 3 Credits

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

BUS260 International Business 3 Credits

This is a fundamental course addressing international business and management. The course focuses on international business with a study of how the political, social, and economic environment of foreign cultures affect business attitudes and operations. The impact of cultural, economical, and political forces on business practices in a global organization is studied.

Prerequisite: BUS100

BUS270 Entrepreneurship and Small Business Management 3 Credits

This course provides an overview of the responsibility and importance of "small businesses" as they relate to the current business community and the entrepreneur. It provides an understanding of the complexities and problems associated with ownership, management, administration, and finances.

Prerequisite: ACC110 or current registration

BUS280 Retail Advertising and Promotion 3 Credits

This course is a study of all activities related to the planning and uses for the advertising of retail goods and services. Students develop knowledge of all advertising media, with special application to retail businesses. Through class work and out-of-class research, a complete advertising schedule for a retail business is developed.

Prerequisite: BUS100

BUS290 Business Administration Transfer Credit 3 Credits

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

BUS300 Finance II 3 Credits

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

Prerequisite: BUS200

BUS301 Retail Management 3 Credits

This course studies the strategic retail management process, including the retail mix and retail environment. The primary focuses are targeting customers, information gathering, location analysis, merchandise and operations management, pricing strategy, promotional strategy, and integrating and controlling the retail strategy.

Prerequisites: BUS220 and BUS230 or another marketing or advertising course

BUS302 Health, Safety, and Security 3 Credits

This course is designed to identify key occupational health, safety, workplace security theory and concepts. The course covers legal and regulatory requirements affecting health related programs, policies, and employment liabilities.

Prerequisite: BUS340

BUS303 Recruitment, Selection, and Placement 3 Credits

This course studies the successful person/organization match. The course discusses the external influences such as 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: BUS340

BUS304 Strategic Planning and Marketing Communications 3 Credits

This course is a comprehensive and integrated study of strategic planning and marketing communications. Advertising, sales promotion, direct marketing, Internet marketing, personal selling, and public relations/publicity are discussed and related to strategic planning. Students will evaluate the relationship between marketing management and marketing communications.

Prerequisite: BUS230

BUS305 Investments 3 Credits

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

Prerequisite: BUS200 or BUS215 or MTH010

BUS310 Fashion Analysis 3 Credits

This course analyzes the nature and scope of fashion and investigates the basic knowledge and terminology with regard to garment design as it relates to merchandising. Sketching of basic styles is introduced, and designs are created. This course also explores career opportunities. Students assist in producing a fashion show, developing a website, or completing a research report.

BUS315 Merchandise Information 3 Credits

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

BUS320 Money and Banking 3 Credits

This course is a study of the American banking system, monetary theories, and monetary policy. Topics include the relationship of money and the banking system to the functioning of the monetary policy implementation.

Prerequisite: BUS215

BUS325 Electronic Business 3 Credits

This course is an intense study of the business implications of the automation technologies and telecommunication systems that have driven the field of electronic commerce to the modern era of electronic business. This demonstrates the utilization of electronic business tools based on electronic data interchange, the Internet, the World Wide Web, and other sources. It not only covers the marketing and selling of products electronically, but explores the major electronic aspects of business operations.

Prerequisites: BUS100 or BUS220 and EXE120 or another college-level computer course.

BUS330 Nonprofit Organizations 3 Credits

This course provides the basic framework for management of nonprofit organizations, including the managing of volunteers. The focus is on business strategies taken by nonprofit organizations. Students must complete 80 hours of volunteer service as part of the course.

Prerequisite: BUS220

BUS335 Insurance 3 Credits

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

Prerequisite: BUS100

BUS340 Human Resources 3 Credits

This course provides guideposts for effective performance in the following areas: recruiting, selecting, and placing people in the right jobs, training and development, performance appraisals, benefits and compensation, health and safety in the workplace, and labor relations and collective bargaining.

Prerequisite: BUS100 or BUS220

BUS345 Operations Management 3 Credits

This course is a study of the management of operations, incorporating decision-making techniques used in operations management. Topics include the practical applications to product design and process selection, design of facilities and jobs, and supply chain management. Methods for developing and analyzing

standards, measures, and processes are also discussed. Other topics incorporate an overview of inventory concepts, Total Quality Management including an ISO9000 overview, and business operations reengineering.

Prerequisites: BUS100 or BUS220 and EXE120 or another college-level computer course

BUS350 Visual Merchandising 3 Credits

This course explores design principles of visual merchandising and store layout. Students gain practical experience through designing and creating display windows throughout the campus. A design and color portfolio and a store layout project are integral parts of the course.

BUS355 Project Management 3 Credits

This course is for those who seek a hands-on approach to project management. It is an application-oriented approach which provides a road map for managing various types of technical or non-technical projects including manufacturing scheduling, construction, research and development projects, and special events through the use of computer applications and short-term hands-on projects.

Prerequisites: BUS100 or BUS220 and EXE120 or another college-level computer course

BUS360 Marketing Research 3 Credits

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

Prerequisites: BUS230 and MTH200

BUS365 Organizational Behavior 3 Credits

This course is a study of multi-disciplinary approaches to the business organization as a complex system. Emphasis is placed on the importance of managing and understanding the ethical implications of managerial decisions, workplace diversity, organizational change, and corporate culture.

Prerequisites: BUS100 or BUS220 and PSY100 or SOC100

BUS370 Management Techniques 3 Credits

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

Prerequisite: BUS220

BUS375 HTML for e-Business 3 Credits

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

Prerequisite: CIS211 or another college-level computer course

BUS380 Business Policy Formulation 3 Credits

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

Prerequisite: BUS220

BUS385 Java for e-Business Managers 3 Credits

This course covers the basics of Java Programming for Business and Computer Information Systems students. It covers Java applications and applets with emphasis on business applications. The method of teaching is through "Programming Algorithm" — a step-by-step process used to start on the right program by considering problem definition, solution planning via algebra, and good documentation.

Prerequisite: CIS211 or another college-level computer course

BUS390 Upper Level Business Transfer Credit 3 Credits

This course is used only as a way to accept credit for a course transferred from another college or university. The credits are given for the completion of an upper level (300/400) transferred. This course is available only when the student has taken a class not offered by Central Penn.

BUS399 Internship for Business Administration 4 Credits

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

Prerequisite: Successful completion of all courses and requirements listed for the Business Administration option

BUS400 Advertising and Internet Marketing 3 Credits

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

Prerequisites: BUS230 or BUS250 or a 300/400 level marketing course

BUS401 Organizational Process Improvement 3 Credits

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

Prerequisite: BUS365

BUS402 Organizational Change Management 3 Credits

This course covers the current proven techniques for the management of change in the corporate world. As the information age progresses into its next generation, effecting change is an absolute necessity for upper management

of private companies, educational institutions, and governments: small or large, for profit or non-profit. It deals with the four phases of change management which is the collaborative assessment process using Malcolm Baldrige and ISO certification methodologies as the foundation to identify the strengths and areas for improvement (or gaps) in the organization in the areas of leadership at all levels, customer satisfaction, employee satisfaction, business process integration and quantifiable results.

Prerequisite: BUS220

BUS405 Business Marketing 3 Credits

This course examines the marketing of goods and services between businesses, with a special emphasis on organizational buying. Special focuses are on relationship marketing and integrated marketing communications for business-to-business marketing.

Prerequisite: BUS230 or concurrent registration

BUS410 Options, Futures, and Other Derivatives 3 Credits

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

Prerequisite: BUS200 or BUS305

BUS415 International Business Seminar 3 Credits

This course is a capstone that integrates concepts, principles, and practices of international business from prior courses and Internet research. The student is required to participate in research for group decision-making and presentations about a business currently or desiring to complete in the international markets. A written comprehensive case analysis of the simulation is prepared.

Prerequisites: BUS200 or concurrent registration and BUS260

BUS420 International Trade 3 Credits

This course answers the question of whether to export or import. International trade is a topic that has been discussed in the news media and in government/business talks. Students study how real-world problems are solved from the

decision to export or import, packaging and transportation, terminology, required documentation, financing trade, international quality factors, and an overview of international trade laws.

Prerequisite: BUS260

BUS425 Internet Technology 3 Credits

This course is a study of what is required for establishing and operating an electronic business. It covers the information needed by the entrepreneur and executive making e-business plans. Covered in this course is how to choose the right technologies, avoid the legal pitfalls, and to secure a Website.

Prerequisites: BUS325 and EXE120 or another college-level computer course

BUS430 Marketing Management 3 Credits

This course integrates marketing concepts for strategic planning, implementation, and control. The primary focuses are analyzing marketing opportunities, developing marketing strategies, managing the total marketing effort, and understanding future marketing trends.

Prerequisites: BUS230 and a 300-level business course

BUS435 Personal Financial Management 3 Credits

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

Prerequisite: BUS200

BUS440 International Finance 3 Credits

This course is an investigation of the challenges of doing business in an increasingly global environment. Special emphasis is placed on the cultural, political, financial, and social diversities of international financial institutions. It examines the financial strategies of global firms and the challenges of international financial decisions.

Prerequisites: BUS200 or concurrent registration and BUS260 or concurrent registration

BUS450 Labor Relations 3 Credits

This course studies the evolving labor-management relationship and the collective bargaining process in public and private sector organizations. The course includes the historical, legal, and structural environments of the labor-management relationship in the U.S. today.

Prerequisites: BUS220 and BUS340

BUS455 Compensation and Benefits 3 Credits

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

Prerequisite: BUS340

BUS460 Evaluation and Assessment 3 Credits

This course prepares the student to understand effective performance management in a quality context, to use multi-source feedback for employee development, and current legal issues in performance appraisals.

Prerequisite: BUS340

BUS465 Training and Development 3 Credits

This course covers the field of training and development from orientation and skills training to career and organization development.

Prerequisite: BUS340

BUS470 Business Seminar 3 Credits

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

Prerequisites: BUS200 and BUS230 or BUS260

BUS499 Bachelor's Business Administration Internship 4 Credits

The internship experience at Central Penn encompasses two vital aspects of education to ensure success in employment. A student must first complete a job pursuit element, including the completion of a resume and participation in

a mock interview and a career services function. The second element includes an on-the-job educational experience. This hands-on opportunity, allows students to apply their knowledge and skills learned in the classroom to the working environment.

Prerequisite: Successful completion of all courses and requirements listed for the Business Administration option

CCM100 Child Care Foundations 3 Credits

The basic theories of program planning are presented with emphasis on incorporating specific objectives into a practical day care program. Included in this course is the preparation of daily and monthly activity plans based on environment, availability of equipment, themes, learning objectives, and child development. This course is intended to give an overview of the child care field and present the fundamentals necessary to prepare for a career with young children.

CCM105 Guiding Children's Behavior 3 Credits

This practical course focuses on identifying typical developmental characteristics and the needs of children. Students are provided with suggestions to understand, solve, and prevent everyday behavior problems of children by using positive communication. Theories and practical skills that are needed to administer discipline to promote the educational development and personal achievement of young children will be presented.

Prerequisite: CCM110

CCM110 Behavior, Observation, and Evaluation 3 Credits

A course designed to introduce the student to an actual child care setting. Following on-site visits of early childhood programs, the student will participate in discussions and evaluation of types of activities, situations, and behavior patterns that were observed.

Prerequisites: CCM100 and PSY105

CCM120 Children's Health and Wellness 3 Credits

This course is designed to teach the basics of health, safety, and nutrition. Emphasis is placed on the nutritional needs of the young child and specific health care and safety issues. Infant & Child CPR, First Aid training, and Childhood Diseases are presented.

Prerequisites: CCM100 and PSY105

CCM130 Infant and Toddler Care 3 Credits

This course is designed to teach students about the care and guiding of infants and toddlers. An introduction to methods of caring and working with infants and toddlers in a stimulating environment is provided. The emphasis is on developing the skills needed to provide a challenging and developmentally appropriate atmosphere.

Prerequisite: PSY105

CCM140 The Exceptional Child 3 Credits

This course is designed to teach students about interacting with children with special needs in the early childhood classroom. The course provides knowledge and skills that early childhood directors and teachers need to understand. It also covers numerous hands-on activities for children that are physically and/or mentally challenged.

Prerequisite: PSY105

CCM150 Language Development and Expression 3 Credits

Children's literature is adapted to the child care environment with emphasis on language development, communication, and the importance of self-expression. Creative activities involving storytelling, dramatic play, visual perception, and expression are also included.

Prerequisite: CCM100

CCM210 Creative Activities 3 Credits

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

CCM300 Administration of Early Childhood Programs 3 Credits

The knowledge, skills, and values needed to operate a day-care facility are discussed along with regulations governing personnel and the environment. The essential aspects of creating and maintaining a safe, healthy, and effective day-care environment for children and staff are reviewed. Students will synthesize knowledge of business and child care to create a working child care facility.

Prerequisite: Successful attainment of senior level academic status

CCM305 Curriculum Planning 3 Credits

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

Prerequisites: CCM100 and PSY105

CCM399 Internship for Child Care Management 4 Credits

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

Prerequisite: Successful completion of all program requirements and skills of the Child Care Management program

EXE105 Word Processing 3 Credits

Students gain an understanding of word/information processing by completing simulated word processing assignments, which provide intensive practice in the office applications of word processing equipment. There is a strong emphasis on proofreading and English skills. Students will be taught basic directory components as well as basic operation commands for accessing and using a network system and its software.

EXE110 Notehand I 3 Credits

Introduces basic principles of alphabetic shorthand theory and lays the foundation for a notehand vocabulary and speed in taking dictation. The first phases of transcription are introduced.

EXE120 Survey of Windows 3 Credits

A course designed to introduce students to four major Windows applications software packages used in business. Students work with word processing, spreadsheet, database, and presentation

packages in order to integrate the four. Students are introduced to a historical perspective on computer use, as well as basic hardware applications and requirements.

EXE130 Office Systems Management 3 Credits

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

EXE210 Notehand II 3 Credits

Students are trained to take dictation at increasing rates of speed and to transcribe into mailable copy.

Prerequisite: EXE110

EXE215 Advanced Word Processing 3 Credits

Students learn the advanced functions of Microsoft Word. Desktop Publishing is utilized to produce professional-quality documents and newsletters. Students produce a professional portfolio that highlights their word processing/desktop publishing accomplishments for use in their job search.

Prerequisite: EXE110

EXE220 Business Communications 3 Credits

This course is designed to help students communicate effectively in a variety of business situations. The planning, organizing, and writing of business communications are covered, such as proposals, memos, email, reports, oral presentations, and resumes. Students will learn to analyze business situations to determine the proper communications response in good news, bad news, and persuasive scenarios. Ethical behavior and intercultural communications are examined. The fundamentals of proper business writing, usage of grammar, format, style, and layout of business documents are presented.

Prerequisite: ENG200

EXE225 Document Production 3 Credits

This course provides skill and speed in preparing business letters, administrative communications, tables, reports, business forms, and employment-related activities.

The focus of this course is the efficient production of manuscripts, correspondence, tables, and other miscellaneous materials, including business forms, mass mailings, and executive and legal projects, through more complex problem work, technique refinement, and higher speed goals on straight copy.

Prerequisite: EXE225

EXE310 Machine Transcription 3 Credits

This course combines the skills of transcription, keyboarding, and communications into a single unified process that will enable the student to work efficiently and comfortably under office conditions. Its focus is the end product of all secretarial training — the mailable letter.

Prerequisites: ENG100 and EXE225

**EXE320 Administrative
Office Procedures 3 Credits**

This course emphasizes procedures and management skills for the automated office, specifically, time management, records management, mail management, business meeting and travel arrangements, reprographics, and office ethics.

Prerequisite: EXE105

EXE399 Internship for Office Administration 4 Credits

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

Prerequisite: Successful completion of all courses and requirements listed for the Office Administration program

HRM100 The Hospitality Industry 3 Credits

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

HRM110 Basic Food Preparation and Sanitation 3 Credits

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

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

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

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

**HRM200 Computer Applications
for Hospitality 3 Credits**

This course is designed to introduce the student to the application of computers in hotel/motel management and the food service fields. Instruction covers applications for room reservations, labor management, inventories, and food and beverage costing. Students use the computer for completion of these hospitality applications.

HRM210 Hospitality Marketing and Sales 3 Credits

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

HRM220 Beverage Management 3 Credits

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

HRM225 Food Management 3 Credits

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

HRM240 Legal Aspects of Hospitality Credits 3

This course provides an awareness of the rights and responsibilities that the law grants or imposes upon a hospitality operator. Through research, illustration, and case studies, students learn the possible consequences of failure to satisfy legal obligations.

Prerequisite: HRM100

HRM250 Managing Catering Operations 3 Credits

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

Prerequisite: HRM110

HRM260 Convention Management and Services 3 Credits

This course defines the scope and segmentation of the convention and group business market, describes marketing and sales strategies to attract markets with specific needs, and explains

techniques to meet those needs as part of meeting and convention service.

Prerequisite: HRM130

HRM300 Hospitality Accounting 3 Credits

This course is designed to instruct the student in managerial accounting techniques in the hospitality industry. Students learn inventory procedures, cost accounting, menu pricing, food and beverage costing, and budgeting. In addition, students learn how to read and analyze a profit and loss statement, compute occupancy percentages, and complete a hotel's daily report.

Prerequisite: ACC100 or permission of instructor

HRM310 Hospitality Purchasing Management 3 Credits

This course shows the student how to design and institute a cost and needs effectiveness purchasing program. Techniques for supplier selection, performance evaluation of service, and price negotiation are learned. Utilizing a variety of resources, students learn all purchasing categories for food, beverage, non-food, and equipment.

Prerequisite: HRM115 or HRM120 or HRM225

HRM350 Hospitality Management Seminar 3 Credits

Taken in the student's final term, this course utilizes the practical application of all learned hotel and restaurant management skills. Students will hone skills necessary for success in the "real world" of hotel and restaurant management. Discussion of current hotel and restaurant management issues will constitute a large portion of class time. Students will also complete a quarter-long project in which they will work with a local hotel or restaurant to develop a marketing plan, security plan, or other similar activity, which will benefit the business to which they are assigned.

Prerequisite: Student must have 60+ credits prior to registration

TRV100 Reservations/Tariffs I 3 Credits

This course is an intensive study of and practice in the preparation of domestic airline reservations, computation of air fares, and completion of the airline ticket using current printed reference materials.

TRV110 Reservations/Tariffs II 3 Credits

This course is a continuation of Reservations/Tariffs I with particular emphasis on international air travel arrangements.

Prerequisite: TRV100

TRV120 Domestic Tourism 3 Credits

This course provides complete instruction in the techniques used to assist travelers in formulating domestic itineraries. Terminology and reservation procedures, as well as documentation for the booking of accommodations, car rentals, rail transportation, domestic, independent, and escorted tours are emphasized.

TRV125 International Tourism 3 Credits

This course has an emphasis on international travel itineraries and foreign independent travel.

TRV130 Concepts of Corporate Travel 3 Credits

This course is designed to develop in the student a basic working knowledge of travel procedures in the business world. The differences between corporate and leisure travel, techniques for negotiating rates with service providers, choosing and working with a travel agent, and career opportunities in corporate travel are all explored.

Prerequisite: TRV120

TRV150 Meeting Planning and Management 3 Credits

This course provides a thorough analysis of the meeting and convention industry and the relationship between the client organization, the meeting planner, and the personnel at the meeting site. Students will study the various career opportunities available in the industry, as well as the steps necessary to insure a successful meeting or convention. In a comprehensive final project, students will plan all details of a meeting for one thousand attendees.

TRV200 SABRE Automation I 3 Credits

This course is an intensive study of the airline computer system and its functions in the tourism industry. All areas of airline reservations, fares and rate calculations, and documentation are covered. The students are trained on the school's SABRE system.

Prerequisite: TRV110

TRV210 SABRE Automation II 3 Credits

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

Prerequisite: TRV200

TRV220 Group Tour Operations 3 Credits

An in-depth study of group tour travel arrangements to include tour planning and marketing, as well as tour escorting.

Prerequisites: TRV100 and TRV120

TRV230 Commercial Airline Operations 3 Credits

This course studies in detail day-to-day operations of the commercial airline industry. Areas covered include the history of the industry, current strategies, future trends, and a detailed study of various jobs and career areas available.

TRV240 Flight Attendant Concepts 3 Credits

This course is designed to cover the most basic knowledge of aircraft flight attendants, including self-preparation for job application. Provisions for practical experience and demonstration give the student sufficient understanding to accept airline specific training. Satisfactory completion of the course could lead to a part-time position with local corporate flight departments.

TRV250 Client Relations and Retail Travel Sales 3 Credits

This course gives instruction in the effective handling of the general public. Emphasis is placed on the student developing a poised and communicative manner, perfecting telephone techniques, improving salesmanship and customer service skills, developing positive mental attitudes, and recognizing and dealing with the individuality of clients. Travel students must successfully complete 30 hours in the College's travel agency.

Prerequisites: TRV100 or TRV120 or TRV125

TRV260 Western Hemisphere Geography for Travel Professionals 3 Credits

This course will provide the Travel students with a practical and comprehensive introduction to those areas of the Western Hemisphere that are most visited by tourists. Particular emphasis is placed on specific destinations, tourist attractions, climates, cultures, transportation, and airport names and locations. Students will take the Geography for Travel Professionals Test after completing both Western and Eastern Hemisphere courses.

**TRV265 Eastern Hemisphere
Geography for
Travel Professionals 3 Credits**

This course will provide the Travel students with a practical and comprehensive introduction to those areas of the Eastern Hemisphere that are most visited by tourists. Particular emphasis is placed on specific destinations, tourist attractions, climates, cultures, transportation, and airport names and locations. Students will take the Geography for Travel Professionals Test after completing both Western and Eastern Hemisphere courses.

TRV300 The Cruise Industry 3 Credits

This course provides the student with information about how to obtain a job in the cruise industry with a thorough understanding of cruises, ship details, freighters, ports around the world, and nautical terms. Students will also learn about selecting, pricing, selling, and qualifying clients for cruise travel.

Prerequisite: TRV110 or permission of the instructor

**TRV310 Travel Agency Management
and Operations 3 Credits**

This course is designed to familiarize the student with various aspects of office procedures in a travel agency, in addition to delving into efficient agency management. Topics of discussion include filing systems, forms, office equipment, travel services performed, mailings, sales and marketing procedures for group and individual clients, opening a new agency, qualities of an effective agency personnel team, commission structure, and cost controls.

Prerequisite: TRV125

**TRV350 Travel and
Tourism Seminar 3 Credits**

This is a course that is taken in the student's final term and utilizes the practical application of all learned travel skills. Particular concentration is placed on the completion of the overall travel transaction and introduction of new concepts in the industry. Travel students taking this course are responsible for management of the school's travel agency. Students will take the Travel Agency Proficiency Test at the completion of this course.

Prerequisite: Students in final term only or permission of the instructor

Communications

Bachelor of Science Degree in Corporate Communications

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

Program Objectives:

- Demonstrate an understanding of the complex structure of the Corporate Communications field and have knowledge of its wide variety of sectors such as corporate or nonprofit communications, public relations, political communications, broadcasting, and the print media.
- Demonstrate knowledge and proficiency in the core areas of journalism, public relations, advertising, media relations, and communication technologies.
- Understand the management of communications between an organization and its internal and external stakeholders. These groups may include consumers, government entities and officials on all levels, community organizations and citizens, employees, investors, and the media.
- Show proficiency in strategic communications planning, crises communications, media relations, and public affairs.
- Communicate effectively during formal speech making, project presentations, and interviews.
- Oversee a communications project from its first conception to the post-activity briefing.
- Develop professionalism in both dress and demeanor.
- Develop and present a professional portfolio.

Program Requirements:

In addition to the 61 credits of general education and elective requirements, students are required to take a core group of courses and choice classes associated with their major to total 125 credits. All Corporate Communications majors are required to work on the Knightline throughout their course of study to help them build a portfolio of work.

Corporate Communications Core Courses (43 Credits):

- BUS250 Advertising
- COM100 Survey of Mass Communications
- COM105 Foundations of Corporate Communications
- COM130 Public Relations
- COM205 Cases in Public Relations
- COM210 Contemporary Media Issues
- COM215 Communications Ethics
- COM220 Journalism I
- COM225 Writing for Public Relations
- COM335 The Media and Society
- COM340 Communications Law
- COM405 Crisis Communications
- COM415 Communications Technologies
- COM499 Bachelor's Corporate Communications Internship

**Choice Classes: 21 credits;
15 must be at the 300 level or higher**

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

COMMUNICATIONS

Associate in Science Degree

As the world becomes more technological, there is an ever-greater demand for people who can communicate effectively using different media. Central Penn's Communication program provides students with a variety of skills and experiences. Students will learn multimedia production, graphic design, photographic techniques, journalism, public relations, journalism, and other areas of communications.

Program Objectives:

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

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

Program Requirements:

In addition to the 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 77 credits. All communications majors are required to work on the Knightline throughout their course of study to help them build a portfolio of work.

Communications Core Courses (40 Credits):

- BUS250 Advertising
- COM100 Survey of Mass Communications
- COM110 Basic Photography
- COM130 Public Relations
- COM220 Journalism I
- COM230 Desktop Publishing I
- COM340 Communications Law
- COM399 Internship for Communications
- GRP100 Principles of Visual Communication
- GRP200 Color Theory
- GRP305 Dimension in Graphic Design
- MIP115 Digital Image Editing
- MIP245 Web Design I

DIGITAL ARTS

Associate in Applied Science Degree

The Associate of Applied Science degree in Digital Arts is a union of traditional art methods and technology. This degree emphasizes the elements of good design and art theory while teaching the latest in creative software applications. Platforms taught include an extensive range of Adobe products and those applications previously known as Macromedia. The Digital Arts program also couples website design with print media design, preparing students for the diverse needs of the media industry. Emphasis is placed on the creation of a strong portfolio that can enhance students' ability to obtain employment in this fast-paced and growing field. A strong appreciation for art and a fascination with technology are prerequisites to success in the Digital Arts program.

Program Objectives:

- Identify and solve problems professionally in areas of media and print production and project management.
- Develop an understanding of and proficiency in industry-standard software.
- Develop and present a professional portfolio.
- Design and create websites.
- Animate characters and texts.
- Communicate effectively both orally and in writing.
- Demonstrate professionalism in both dress and demeanor.
- Demonstrate an understanding of the principles of drawing and illustrating as it relates to digital media.

Program Requirements:

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

Digital Arts Core Courses (40 Credits):

ART100 Drawing and Illustration

ART205 Art History

BUS250 Advertising

COM230 Desktop Publishing I

DGA399 Internship for Digital Arts

GRP105 Elements of Graphic Design

GRP250 Print Production

MIP115 Digital Image Editing

MIP215 Multimedia

MIP245 Web Design I

MIP301 Animation I

MIP345 Web Design II

MIP365 Portfolio Development

COURSE DESCRIPTIONS

COM100 Survey of Mass Communications 3 Credits

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

COM105 Foundations of Corporate Communications 3 Credits

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

COM110 Basic Photography 3 Credits

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

COM130 Public Relations 3 Credits

This course studies current practices and problems in the field of public relations. Emphasis is given to communication and publicity techniques. Releases are written and promotional campaigns developed. Actual releases prepared by professional organizations are analyzed. The class prepares for a campaign on some commercial, educational, or community event that is currently taking place. The importance of internal as well as external public relations is considered. Additional time outside the classroom is required to complete projects.

COM200 Technical Writing 3 Credits

This is a writing course designed to develop writing skills specifically for technical documents, such as instructions and process analysis, and for written and oral business reports.

Prerequisite: ENG200

COM205 Cases in Public Relations 3 Credits

This is an advanced public relations course that focuses on how organizations, both private and government, deal with public relations issues. The course will examine real-life public relations issues that face organizations and how those organizations dealt with the particular public relations issues.

Prerequisite: COM130

COM210 Contemporary Media Issues 3 Credits

This course continues the in-depth study of mass media and its effects upon audiences. Students will discover the importance of communications research, the news process, and international mass communications, as well as the political, ethical, and legal issues of mass media.

Prerequisite: COM100

COM215 Communications Ethics 3 Credits

This course provides an in-depth analysis of the principles and concepts involved in the ethics of communications practitioners. Emphasis is placed on the development of decision-making skills as they apply to practical ethical issues in the communications field. Topics covered include truth and objectivity, ethical responsibility to the public, and ethical boundaries in media coverage.

Prerequisite: PHI105

COM220 Journalism I 3 Credits

This course is an introduction to journalism, including the elements of news, the style and structure of news stories, news gathering methods, copyrighting and editing, and reporting.

Prerequisite: ENG100

COM225 Writing for Public Relations 3 Credits

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

Prerequisite: COM130

COM230 Desktop Publishing I 3 Credits

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

COM235 Management Proposal Writing 3 Credits

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

Prerequisite: ENG200

COM240 News Editing and Design 3 Credits

This course introduces students to the fundamentals of editing print and electronic news writing. Topics covered include an overview of grammar, journalistic style, basic proofreading techniques, editing for content, and editing for design. Responsibilities of editors in news organizations are also discussed. Students in this course are required to contribute to The Knightline, Central Penn's student-run newspaper, as copy editors.

Prerequisite: COM220

COM245 Opinion Writing 3 Credits

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

Prerequisite: COM220

COM260 Sports Broadcasting 3 Credits

Students build upon knowledge of basic journalism writing and develop specialized writing and announcing skills in reporting on sports. Emphasis is on both writing and producing electronic coverage of live sports events.

Prerequisite: COM320

COM300 Advertising Applications 3 Credits

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

Prerequisites: BUS250 and COM130

COM305 Media Relations 3 Credits

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

Prerequisite: COM220

COM315 Photography: An Historical Approach 3 Credits

In this course, students are exposed to the history and development of photography, both its technology and social implications. Specific styles of photography are discussed, along with specific photographers who impacted the field. The historical aspect of photography is viewed within the greater context of modern technology and issues surrounding the use of photography today.

Prerequisite: ENG200

COM320 Journalism II 3 Credits

A second-level journalism course which builds on the basic news reporting and writing skills developed in Journalism I.

Prerequisite: COM220

COM330 Desktop Publishing II 3 Credits

Students apply skills learned in Desktop Publishing I and related courses in the planning, implementation, and completion of at least one major project. Additional time outside class is needed to complete projects.

Prerequisite: COM230

COM335 The Media and Society 3 Credits

In this course, students will look critically at media messages and meanings for deeper understanding of values that both shape and reflect our culture and cultures abroad. Media, in its various forms, are discussed, along with cultural icons and media effects theories. Students will learn to conduct basic social science research and will study the effects of media on a specific group of people.

Prerequisite: ENG200

COM340 Communications Law 3 Credits

This is an advanced public course that explores the many legal issues, liberties, and restraints that face the media today, not only as it pertains to First Amendment issues, but also other issues, such as libel, commercial speech, obscenity, and indecency, as well as access to public sources of information.

Prerequisite: "C" or better in ENG200

COM345 Media and Politics 3 Credits

Students evaluate the relationship between the media and political candidates during election years and whether the media is truly an impartial reporter of the facts.

Prerequisite: COM130

COM355 Broadcast Writing 3 Credits

Students build upon knowledge of basic journalism writing and develop specialized broadcast writing skills for television, radio, and other media markets.

Prerequisite: COM320

COM360 Television and Screen Writing 3 Credits

Students build upon earlier journalism skills by learning how to create a script for both television and motion picture, from the earliest stages of developing the concept to the marketing of the finished product.

Prerequisite: COM220

COM365 Media During War 3 Credits

Students learn about the changing relationship between the news media and the government during times of war and how each side seeks to control the news.

Prerequisites: COM130 and COM220

COM370 Public Opinion and Political Communications 3 Credits

This course examines public opinion polling as it relates to political communications. The

course will examine how polls are used in political campaigns and also later as a tool for politicians for engineering political consensus on issues. The course will include a discussion of polling methodologies.

Prerequisites: COM130 and MTH200

COM375 Political Speechwriting 3 Credits

Students learn the role and importance of Presidential speechwriters, review the style of different Presidential speeches prepared by speechwriters, and write their own Presidential speeches during mock elections.

Prerequisites: COM130, COM220, and ENG110

COM380 Interpersonal Communications 3 Credits

This course introduces students to the dynamics of interpersonal communications for the purpose of building communication skills in both the workplace and in their personal lives. Emphasis is placed on perceptions, emotions, listening techniques, language, conflict resolution, and culture.

Prerequisite: ENG100

COM399 Internship for Communications 4 Credits

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

Prerequisite: Successful completion of all courses and requirements listed for the Communications program

COM400 Selected Topics in Communications 3 Credits

The topic of this course is determined during the academic term that it is offered. This topic will relate to a specific area of mass communications and/or a current event related to the media. Students will use their writing and research skills, along with their knowledge of the field of communications, to participate in this course.

Prerequisite: COM320

COM405 Crisis Communications 3 Credits

This course introduces students to how communications practitioners handle crisis situations in the corporate setting. Attention is given to crisis management plans, legal issues surrounding crisis communications, ethics in handling crisis situations, and a corporation's responsibility to its public. Specific case studies will be analyzed.

Prerequisite: COM340

COM410 Media Events Planning 3 Credits

This course is designed to provide students with the practical concepts needed to coordinate media events. Topics discussed include different types of events, the role of media at these events, and the specific functions of the communications specialist who is coordinating the event. Students will end the term with a culminating project of coordinating an actual media event for a client either internal or external to the college.

Prerequisite: COM130

COM415 Communications Technologies 3 Credits

This course emphasizes technology used in the field of corporate communications. Topics include the Internet, teleconferencing, media technology, and future technology advances. Students will learn about specific technology and how it relates to practical uses in corporate communications.

Prerequisite: COM305

COM420 Projects in Corporate Communications 3 Credits

This capstone course synthesizes the principles taught in lower-level corporate communications classes. Students will apply their knowledge to a communications project or projects for clients either internal or external to the college. This course will culminate in a campus-wide presentation of the project and the eventual implementation of the project for the client.

Prerequisites: COM215 and COM410

COM425 Fundraising and Grant Writing 3 Credits

In this course, students are introduced to 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 are also introduced to the fundamentals of writing grant proposals as a component of raising funds for organizations.

Prerequisites: COM130 and COM305

COM430 Communications for Nonprofit Organizations 3 Credits

This course builds on students' communications skills by introducing them to the practice of communications specifically for nonprofit organizations. Topics covered include the differences between nonprofit and for-profit institutions, community partnerships, advertising and public service announcements, communications strategies, responsibilities of spokespeople, and crisis management. Students will design and evaluate a communications plan as part of their learning experience in this course.

Prerequisites: COM130 and COM340

COM435 Campaign Advertising and Promotion 3 Credits

This is an advanced course in political communications that examines the strategies, techniques, design, and impact of paid political communications. It will focus on the role of political advertising in a campaign, including radio, direct mail, and print, as well as television.

Prerequisite: COM300

COM440 Lobbying 3 Credits

This is an advanced course that explores the history and modern techniques of lobbying of federal and state legislatures and regulatory agencies by special interest groups and by other government agencies.

Prerequisite: COM130 or COM340

COM445 Political Fundraising and Campaign Finance Law 3 Credits

This is an advanced studies course exploring federal and state law regarding campaign financing, the rise of political action committees, and effective methods for generating election funds.

Prerequisites: COM130 and COM340

COM450 Propaganda and Policy 3 Credits

Students will study historical use of propaganda by the U.S. government and other governments in influencing the public and the current governmental efforts at propaganda.

Students will also analyze methods and messages by non-governmental groups to influence the public.

Prerequisite: COM130

COM499 Bachelor's Corporate Communications Internship 4 Credits

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

Prerequisite: Successful completion of all courses and requirements listed for the Communications degree

DGA110 Digital Photography 3 Credits

This course introduces students to the basic concepts of digital photography. Emphasis is placed on capture and composition, digital editing and manipulation, and framing. Students will gain knowledge about digital technology and its relationship to traditional photography. Students must provide their own digital camera to participate in this course.

DGA399 Internship for Digital Arts 4 Credits

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

Prerequisite: Successful completion of all courses and requirements listed for Digital Arts

GRP100 Principles of Visual Communication 3 Credits

In this foundation course for the graphic design program, students gain an understanding of the evolution of visual communication through historical survey. Emphasis is placed on the development of visual thinking, the translation of abstract concepts into visual form, symbolism and imagery in design, and trends in design.

GRP105 Elements of Graphic Design 3 Credits

This course provides an overview of basic design elements used to create printed materials, including type, shape, line, negative space, and texture. Attention is also given to principles such as balance, unity, repetition, and contrast.

GRP200 Color Theory 3 Credits

This course is designed to provide students with an in-depth understanding of color and its impact on design. Special attention is given to color schemes, the psychological implications of color, and appropriate uses of color in design. Students are also exposed to differences in color production for print and web graphics. Lecture and studio techniques will be applied.

Prerequisites: GRP100 or GRP105

GRP250 Print Production 3 Credits

This course emphasizes the preparation of materials for print production. Specific attention is given to color separations, file formats, file sizes, fonts, and color selection. Students learn to use industry-standard software applications to prepare completed projects for printing.

Prerequisites: COM230 and MIP115

GRP290 Graphic Design Applications 3 Credits

The capstone course for the Graphic Design program. As a creative team, students produce a major graphic design project for a professional client using skills learned in previous graphic design classes.

Prerequisite: GRP250

GRP300 Typography 3 Credits

This class prepares the student in identification, production, and use of typography. The student studies the classifications of fonts and font families. They study the implications and emotional responses triggered by individual fonts as well as effects of individual fonts on legibility. The students will also research issues regarding copyright and legal issues surrounding the art of typography and typesetting.

GRP305 Dimension in Graphic Design 3 Credits

This course is designed to prepare students to use two-dimensional and three-dimensional design. Students' past knowledge of proper design and layout techniques will be reinforced. The use of a variety of media devices to review areas of design such as form, space, mass, shape, texture, and

color will be emphasized. This course will enable students to produce a wide range of designs, based on current media technology.

Prerequisite: GRP200

MIP115 Digital Image Editing 3 Credits

This course is an introduction to digital photography and the manipulation of images. The use of a digital camera and the importation of images into the computer are covered. Techniques for the combination of graphics and images, as well as photo manipulation and correction are demonstrated. Other topics covered include practices of photo repair, distortion, and collage. The removal of backgrounds through use of alpha channels and the preparation of images for output to print and web are also covered. The class utilizes the industry-standard application for pre- and post-processing of images. Additional time outside of class is needed to complete projects.

MIP121 History of Animation 3 Credits

This course will cover the evolution of animation and the various techniques developed during the course of the century. It will document the evolution of flipbooks to three-dimensional animation. This class will explore techniques such as the use of drawn-on film, stop motion, grain animation, and Claymation. Additional time outside of class is needed to complete projects.

MIP125 Vector Graphics 3 Credits

This course is an introduction to vector graphics creation. Vector graphics are used for the creation of logos, illustrations, and print material that utilizes solid areas or a limited number of colors. This class teaches the art of logo design, illustration, and the incorporation of typography to create effective advertising materials for print and corporate identity. The class utilizes industry-standard software. Additional time outside of class is needed to complete projects.

MIP215 Multimedia 3 Credits

In this course the student will delve deeper into the uses and the effects of multimedia in modern society. The combination of graphics, images, and typography will be covered. Preparation, rendering, and exportation to modern media such as the Internet and DVD are covered. Delineation of appropriate software for combination of various file formats will be covered. Additional time outside of class is needed to complete projects.

Prerequisite: MIP115

MIP230 Non-Linear Video Editing 3 Credits

This is a basic course in the techniques for audio/visual production, which enable the student to capture and store the basic elements to prepare for the production process. The class will cover the preproduction process including storyboards and shot composition. It also includes sound characteristics, acoustic principles, and basic recording techniques, as well as camcorder orientation, lighting, set-up, operation, and basic editing techniques. Additional time outside of class is needed to complete projects.

Prerequisite: MIP115

MIP235 Character Design 3 Credits

This course will cover character creation. It will include extensive preplanning techniques, such as brainstorming, thumbnail sketches, and traditional drawing techniques. The class will transfer this process into a digital format. Concepts in this class will include design principles, such as contrast, complimentary colors, staging, and backgrounds. Characters will illustrate the ways in which character design can influence the viewer's concept of the character personality and role. Additional time outside of class is needed to complete projects.

Prerequisite: MIP115 or MIP125

MIP245 Web Design I 3 Credits

This course emphasizes basic HTML, XHTML, and Cascading Style Sheets (CSS), for Internet and Intranet web creation. Introduction to the World Wide Web Consortium (W3C) and the Internet along with the study of why we create websites, including, but not limited to, the discussion of the uses for the Internet and Intranet. The comparison and contrast of successful and unsuccessful websites is incorporated. Effective use of programming in HTML, XHTML, and debugging to create a large final project completes the course. Additional time outside of class is needed to complete projects. A grade of "C" is required to pass this course.

MIP250 Multimedia Internet Production Transfer Credit 3 Credits

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

MIP301 Animation I 3 Credits

Introduces those with computerized design experience and a basic concept of multimedia to electronic animation for multimedia applications. An understanding of the history of animation including the 12 Principles of Animation and the uses of animation in modern society and multimedia. Training in character design, Pose to Pose animation, timing, and story will be given with an emphasis on how animation can be created to increase the effectiveness of multimedia applications. Additional time outside of class is needed to complete projects.

MIP305 3-D Modeling Methods 3 Credits

This course is an introduction to 3-Dimensional modeling and its applications. Various uses for 3-Dimensional animations, such as industry and architectural design, video game development, and other potential multimedia forums will be discussed. The student will create short animations of 3-Dimensional objects including logos, buildings, characters, and landscapes. Design, modeling, texturing, and lighting of these objects in conjunction with basic animation are included as part of the course of study. Additional time outside of class will be needed to complete course projects.

Prerequisite: Any 200-level MIP course

MIP331 Individual MIP Project Management 3 Credits

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

Prerequisites: MIP335 and MIP345

MIP335 Visual Effects 3 Credits

This is an advanced course in the techniques associated with audio and visual production. This course will apply advanced principles of audio/visual production, including rotoscoping, special effects, and compositing. This class will also cover the theoretical aspects of the use of video as a tool for creative communication in modern society. Additional time outside of class is needed to complete projects.

Prerequisite: MIP230

MIP345 Web Design II 3 Credits

This course develops Internet and Intranet Webs utilizing WYSIWYG applications. The most current applications in use by the industry, such as Dreamweaver, are emphasized. Root folder development, site management and file naming conventions are heavily emphasized. Additional time outside of class is needed to complete projects.

Prerequisite: MIP245

MIP350 Advanced Electronic Animation 3 Credits

This course is an advanced application of the 12 principles of animation. Training in character design, shot layout, scene development, uses of sound-of-advance storyline, timing, production pipeline techniques, and file formats for output. There is strong emphasis on preproduction through the use of storyboards, including the preplanning and design of a short animation. Additional time outside of class is needed to complete projects.

Prerequisite: MIP301

MIP355 3-D Applications I 3 Credits

This course teaches the development of 3-Dimensional animations. The student will create short animations of 3-Dimensional objects such as logos, architectural structures, characters and landscapes. Design, modeling, texturing, and lighting of these objects in conjunction with basic animation are included as part of the course of study. Additional time outside of class is needed to complete projects.

Prerequisite: Any 300-level MIP course

MIP360 Multimedia Internet Production Transfer Credit 3 Credits

This course is used only to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a Multimedia/Internet Production class not offered by Central Penn.

MIP365 Portfolio Development 3 Credits

This class is a culmination of the student's time at Central Pennsylvania College. Students create a visual demonstration of the materials created during their education. The student will research, plan, and develop the content, layout, and format of a professional portfolio.

Prerequisite: Any 300-level GRP or MIP course

MIP400 Web Development I 3 Credits

This course studies the development of dynamic web pages in conjunction with databases. Students will learn the process of connecting a database to a front-end website utilizing open source code like PHP and MySQL and industry-standard software, such as Dreamweaver. Additional time outside of class is needed to complete projects.

Prerequisite: CIS262 or MIP345

MIP405 Web Development II 3 Credits

This course teaches the development of advanced dynamic web pages. The student will learn complex concepts, such as creation of a shopping cart system, including inventories, sending automatic emails, and optimizing code. Sending to and retrieving information from a database, in conjunction with obtaining user information, is practiced. Time outside of class is needed.

Prerequisite: MIP400

Legal Studies

BACHELOR DEGREE

Bachelor of Science Degree Program in Criminal Justice Administration

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

Program Objectives:

- Understand and apply key management concepts to agencies within the criminal justice system.
- Be versed in computer software including word processing, databases used within the profession, basic accounting concepts, and graphics presentation for briefings.
- Possess strong written and oral communication skills in order to interface with all levels of management within an organization.
- Demonstrate problem-solving/research ability in a work environment.

- Understand the importance of sophisticated technologies and computer applications within a national and global market.
- Demonstrate appropriate human resource and employment practices and correlate these concepts with learned criminal justice techniques applicable to diversified work environments.
- Demonstrate professional interpersonal and communication skills.
- 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 security in a large organization.
- Exhibit knowledge of relative bodies of criminal and civil law, crime prevention strategies, critical incident response protocols, police-community relations, and professional ethics while engaged in an internship.
- Demonstrate an appropriate professional manner with the highest ethical standards in a criminal justice management setting.

Program Requirements:

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

Criminal Justice Administration Core Courses (52 Credits):

- BUS220 Principles of Management
- CRI100 Criminal Justice
- CRI110 Principles of Private Security
- CRI135 Corrections I
- CRI205 Fundamentals of Intelligence Analysis

CRI225	Juvenile Justice: Alternatives to Incarceration
CRI240	Criminal Investigation and Report Writing
CRI321	Police Operations
CRI330	Criminalistics
CRI380	Psychology of the Criminal
CRI425	Criminalistics II
CRI499	Bachelor's Criminal Justice Administration Internship
PRL170	Criminal Procedure
PRL180	Historical Perspectives of the Constitution
PRL210	Evidence
PRL220	Torts
PRL330	Criminal Law

**Choice Classes: 12 credits;
6 must be at the 300 level or higher**

Students choose from a wide spectrum of courses to tailor their degree to their individual interests. Students must complete 12 choice credits from any courses labeled CRI or PRL. Of the 12 choice credits, 6 must be taken at the 300 or 400 level. In addition, students may opt to take the courses needed to earn one of the two certificates offered, which are related to this program. With proper planning, the 18 credits needed for a certificate can be earned in conjunction with the degree without necessitating additional course work.

ASSOCIATE DEGREES

Criminal Justice

Associate in Science Degree

The Associate in Science degree program prepares graduates for challenging and rewarding careers in law enforcement, corrections, intelligence, and security. With a solid foundation of criminal justice and legal course work, graduates of the this program study criminal law, police operations, investigations, corrections, and criminalistics as part of their curriculum. For students who seek diversified or advanced course work, Central Penn offers a variety of Criminal Justice electives, which can provide them with additional knowledge and skills consistent with their individual career goals. This ability to provide students with

career-oriented course work taught by a dedicated faculty, significantly contributes to Central Penn's reputation as a college of choice for Criminal Justice education in and beyond central Pennsylvania.

Program Objectives:

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

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

Program Requirements:

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

Criminal Justice Core Courses (40 Credits):

CRI100	Criminal Justice
CRI110	Principles of Private Security
CRI135	Corrections I
CRI205	Fundamentals of Intelligence Analysis
CRI225	Juvenile Justice: Alternatives to Incarceration
CRI240	Criminal Investigation and Report Writing
CRI321	Police Operations
CRI330	Criminalistics
CRI380	Psychology of the Criminal
CRI399	Internship for Criminal Justice
PRL170	Criminal Procedure
PRL210	Evidence
PRL330	Criminal Law

PARALEGAL

Associate in Science Degree

The Associate of Science degree program in Paralegal prepares students to meet the growing demand for degreed paralegals in both the public and private sectors. This academically rigorous program is designed to provide graduates with a comprehensive understanding of the judicial system, relative bodies of law, legal research, briefs, pleadings, and related official documents. Approved by the American Bar Association (ABA) since 1980, the Central Penn Paralegal program is known for its academic rigor and enjoys a reputation of “excellence” within the legal community. With all substantive legal courses being taught by licensed attorneys, graduates of this program study law from those who are most academically and experientially qualified. Students matriculated in Central Penn’s Paralegal degree program participate in field trips, mock trials, interactive discussions with guest lecturers, special projects, and a 360-hour internship prior to graduation. A paralegal is a person qualified by education or work experience who assists lawyers in rendering legal services and performs specifically delegated substantive legal work for which a lawyer is responsible.

Program Objectives:

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

- Use the resources of a legal library and online information sources to solve legal research problems and draft memoranda, briefs, and pleadings using proper legal format, grammar, and spelling.
- Operate and maintain computer equipment and systems found in a law office.
- Demonstrate knowledge of legal terminology, principles, and procedures, and possess the skills necessary to apply that knowledge to fact patterns in a logical and coherent manner.
- Comply with the ethical guidelines required of paralegals.

- Use communication skills appropriate to the legal setting that demonstrate a firm knowledge of the mechanics of written and oral language.
- Prepare a case for trial from filing the initial lawsuit through and including preparing oral arguments, client and witness testimony, and appellate documents.
- Use the Internet to gather factual and legal information.
- Relate a knowledge of human behavior necessary to carrying out the tasks of a paralegal under the supervision of a lawyer.

Program Requirements:

In addition to the 37 credits of general education and elective requirements, students are required to take a core group of courses associated with their major to total 77 credits. In addition, PRL180, PRL220, and PRL310 are suggested prerequisite knowledge for this program of study.

Paralegal Core Courses (40 Credits):

- PRL110 Paralegalism
- PRL130 Principles of Legal Research
- PRL135 Legal Research and Writing I
- PRL140 Civil Litigation I
- PRL170 Criminal Procedure
- PRL200 Contracts
- PRL210 Evidence
- PRL260 Administrative Law
- PRL300 Civil Litigation II
- PRL320 Legal Research & Writing II
- PRL330 Criminal Law
- PRL360 Internship Preparation & Medical Records
- PRL399 Internship for Paralegals

CERTIFICATES

Forensic Criminalistics

Certificate Program

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

Program Objectives:

- Identify the role of science in a forensic investigation and understand the collection process for various types of forensic evidence.
- Demonstrate effective verbal and written communication skills for media, law enforcement, funeral directors, pathologists, emergency responders, and victim's families.
- Identify the various stages of natural, criminal, and accidental death investigation.
- Understand the identification, collection, preservation, and comparative analysis of physical evidence.
- Identify the effective scientific and laboratory procedures that may be utilized to enhance the comparative analysis of physical evidence.

- Identify the role of the forensic anthropologist in identifying skeletal remains, including the comparative analysis of human or animal remains and the collection of evidence in clandestine graves and burial sites.
- Understand cause, manner, and time of death factors as they relate to death investigation in criminal justice, including the role of coroner, medical examiner, autopsies, wound pattern analysis, and natural causes.

Forensic Criminalistics Core Courses (18 Credits):

- CRI305 Forensic Science I
- CRI325 Death Investigation I
- CRI330 Criminalistics
- CRI425 Criminalistics II
- CRI465 Forensic Anthropology
- CRI475 Forensic Pathology

Intelligence Analysis

Certificate Program

The certificate program in Intelligence Analysis was designed to provide graduates with the specialized knowledge and skills required by those who are employed as intelligence analysts by governmental, national security, criminal justice, military, and corporate agencies. The six courses, which comprise this 18-credit certificate program, are designed to provide students with a solid understanding of the essential aspects of intelligence analysis, including, in part: Business Intelligence, National Intelligence, Criminal Intelligence, and Advanced Intelligence Analysis. Presented by a faculty possessing demonstrated academic and experiential qualifications, the Intelligence Analysis certificate program provides students with core competencies essential for either immediate employment or graduate study. Available as a collateral credential for students matriculated in a degree program, or as a specialized academic qualification for experienced criminal justice practitioners, the certificate program in Intelligence Analysis is perfect for those who seek a specialized education for a career involving the collection, collation, analysis, and dissemination of covert criminal, strategic, military, or proprietary corporate information.

Program Objectives

- Understand and apply the key concepts of intelligence analysis as it applies to national intelligence and criminal intelligence.
- Be versed in the I2 computer software utilized by intelligence and law enforcement agencies in the production of intelligence.
- Possess strong written and oral skills in order to be able to provide written and oral intelligence briefings within an organization.
- Understand and apply the laws of espionage in the protection of national security and company projected information.
- Have knowledge and working knowledge of the national and world intelligence agencies.
- Have knowledge and understand the method of espionage and counterespionage methods.

Intelligence Analysis Core Courses (18 Credits):

CRI205	Fundamentals of Intelligence Analysis
CRI335	Business Intelligence
CRI345	National Intelligence
CRI405	Criminal Intelligence Analyst I
CRI411	Criminal Intelligence Analyst II
CRI427	Advanced Intelligence Analysis

COURSE DESCRIPTIONS

CRI100 Criminal Justice 3 Credits

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

CRI110 Principles of Private Security 3 Credits

An introduction to the principles of private security, including the history and role of private security, threat assessment and security survey, and principles of physical security, including personnel security and functional

area security systems. Students will evaluate a security system and prepare an analytical report.

CRI115 Homeland Security Management 3 Credits

This course will provide an introduction to homeland security management and its role in society. Students will receive an overview of the roles and duties of various Federal and State agencies in maintaining homeland security, as well as the relationship between homeland security and private security. Threats from terrorism and weapons of mass destruction will also be explored.

CRI135 Corrections I 3 Credits

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

CRI205 Fundamentals of Intelligence Analysis 3 Credits

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.

CRI225 Juvenile Justice: Alternatives to Incarceration 3 Credits

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

CRI235 Drug Enforcement I 3 Credits

A study of the use and abuse of illegal drugs in America, including the methods of detection, apprehension and penalties for users and suppliers, and the confiscation and preservation of drug evidence. Special emphasis will be placed on the

techniques for surveillance, undercover operations, criminal apprehensions, and prosecutions.

CRI240 Criminal Investigation and Report Writing 3 Credits

A study of the techniques and theories of criminal investigations including interviewing witnesses, suspects, and victims, collecting and preserving evidence, and preparing cases for trial. Emphasis is placed on techniques of report writing with practical writing assignments for all types of incident reporting. Coverage includes investigation on the World Wide Web using Central Penn's Internet connection.

Prerequisite: CRI100

CRI290 Criminal Justice Transfer Credit 3 Credits

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

CRI295 Act 120 Police Recruit Academy 12 Credits

The Act 120 Police Recruit Academy provides for 750 hours of theoretical and experiential education designed to provide the student with the knowledge and skills required to be certified as a municipal police officer in the Commonwealth of Pennsylvania. Curriculum material, didactic skills, and standards of performance for successful completion of this program are prescribed by the Pennsylvania Municipal Police Officers Education and Training Commission.

Prerequisite: Successful attainment of senior-level academic status and must be 21 years of age prior to completing the Academy

CRI301 Fraud Investigation 3 Credits

This course is designed to give the student a broad understanding of existing, as well as emerging "e-crimes" (i.e., economic and electronic). Students will learn about identity theft, Internet, credit card, and check fraud, as well as the basics of protecting an organization's digital assets. Students will conduct basic research on selected topics with a focus on identifying the "e-crime" as well as existing and emerging government/private industry efforts to detect, investigate, and prevent such crimes. Students

will gain knowledge about "e-crimes" from the textbook, as well as various Internet web sites.

Prerequisite: CRI100

CRI305 Forensic Science I 3 Credits

A study of the professional discipline that involves the scientific analysis of crime scene evidence. Areas of specialized focus include the role and scope of the forensic laboratory, an overview of forensic science sub-disciplines, and an examination of medico-legal jurisprudence.

Prerequisite: CRI330

CRI310 Criminal Profiling: Policy and Practice 3 Credits

This course deals with the examination of offender "profiling." The course will cut through the confusion and misunderstandings regarding the "art of profiling" by providing the student with 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: CRI240

CRI315 Advanced Issues in Evidence 3 Credits

This course will build on the concepts covered in Evidence, including constitutional, relevancy, competency, hearsay, and privilege. The course will cover issues of evidence as they relate to the role of the Criminal Justice professional in preparation of cases with emphasis on effective courtroom testimony through a complete knowledge of the substantive and procedural laws of evidence.

Prerequisite: PRL210

CRI321 Police Operations 3 Credits

This course is a study of the development, organization, and function of contemporary law enforcement agencies. Also covers police-community relations, police decision-making, and concepts in police practice and administration. Students will complete an in-depth project designing a police department from "ground zero" to include identifying patrol zones, manpower, budget, scheduling, and equipment projections.

CRI325 Death Investigation I 3 Credits

An introductory study of forensic death investigations. Areas of specialized focus include the causes, manners, and mechanisms of both natural and unnatural deaths, scene investigations, pertinent legal considerations, and methods germane to equivocal death determinations.

Prerequisite: CRI330

CRI330 Criminalistics 3 Credits

This course is a hands-on study of scientific aspects of criminal investigation at crime scenes and in the crime laboratory, including preservation of fingerprints, analysis of hair, fibers, blood and narcotics, and forensic examination. The course also incorporates the study of illegal drugs in America with special emphasis on the detection, confiscation, and preservation of drug evidence. The course will culminate with an in-depth practical study on an actual case file provided by the instructor.

Prerequisite: CRI240 or PRL170 or PRL210 or PRL330

CRI335 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.

Prerequisite: CRI205

CRI345 National Intelligence 3 Credits

This course provides the student with an overview of the national intelligence systems of the United States and other countries. It covers the role of the intelligence community in society and its impact on current events. The course also explores the legal issues of intelligence collection and future trends.

Prerequisite: CRI205

CRI365 Legal Aspects of Cyber Security 3 Credits

The course is primarily designed as a survey of the legal issues surrounding the use of the Internet. Coverage includes origins of the Internet, criminal aspects of cyberspace, tort liability, and privacy issues.

CRI375 Terrorism 3 Credits

This course will explore the continuing phenomena of organized extremism in America and around the world. The origins of modern terrorism (international as well as domestic) will

be explored. The histories, philosophies, activities, and recruiting methods and tactics of such groups will be reviewed. Methods to counter terrorism and the role of the Department of Homeland Security will also be explored.

CRI380 Psychology of the Criminal 3 Credits

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, characteristics (both biological and sociological), in context to a particular type crime. The student will analyze a series of assigned essays focusing on specific theories discussed in class and enumerated in the text. These theories will then be applied to the criminals behavior and type of crime committed. The student will state their opinion as to possible preventive/detections methods society could implement to change criminal behavior.

Prerequisite: PSY100

CRI390 Criminal Justice Administration Transfer Credit 3 Credits

This course is used only as a way to accept credit for an upper-level course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

CRI399 Internship for Criminal Justice 4 Credits

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

Prerequisite: Satisfactory completion of all courses and requirements for the Criminal Justice program

CRI405 Criminal Intelligence Analyst I 3 Credits

An introductory study in crime and intelligence analysis, including the role and duties of the analyst, the collection, analysis, and dissemination of information, and the laws pertaining

thereto. Emphasis will be placed on the criminal intelligence analyst, however, practical analytical assignments in crime and intelligence analysis will be covered. Upon completion of this course and the Criminal Intelligence Analyst II course, students will be qualified to take the Criminal Justice Analyst Certification test.

Prerequisite: CRI205

CRI411 Criminal Intelligence Analyst II 3 Credits

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

Prerequisite: CRI405

CRI416 Crisis Management 3 Credits

This course will explore the realm of crisis intervention from the basics of defusing anger to the complex issues of hostage negotiations and hostage survival. De-escalation skills will be taught and practiced at all levels of the crisis continuum. This course will examine the many factors that lead to confrontations and the techniques and pitfalls of managing aggression.

Prerequisite: CRI100

CRI420 Correctional Management 3 Credits

This course is an advanced study of correctional institutions and facilities, focusing upon management, operations, and administration. Students will review recent research, programs, and contemporary topics such as sex in the prison, prison contraband markets, privatization, policy development, prison social structure, and the latest Supreme Court decisions pertaining to institutional corrections.

Prerequisite: CRI135

CRI422 Sex Crimes and Rehabilitation 3 Credits

This course is an in-depth examination of the major aspects of sexual offenses and rehabilitation theories, with an emphasis on deviance, sexual abuse, and pedophilia in relationship to the criminal offender. Students will examine

and evaluate different treatment and rehabilitation strategies and their respective application to various offender profiles.

Prerequisite: CRI310 or CRI380

CRI425 Criminalistics II 3 Credits

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

Prerequisite: CRI330

CRI427 Advanced Intelligence Analysis 3 Credits

Advanced study in the field of intelligence analysis, including applications in specialty topics, such as organized crime, anti-terrorism, and counter-intelligence. Previously learned analytic techniques and skills will be applied in case studies and research projects. Analytic software and other computer applications will be applied.

Prerequisite: CRI205

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. Students will complete an in-depth project analyzing the management techniques and operational policies/procedures of an existing police agency.

Prerequisite: CRI321

CRI436 Security Management 3 Credits

This course explores the various aspects of the corporate security profession. Specific areas to be addressed include legal theory, standards of protection, organizational management, operational administration, technology and investigative protocols. Subjects of special study will include corporate espionage, risk management, threat assessment, crisis management, and professional development.

Prerequisite: CRI110

**CRI445 Probation and Parole
Casework Management 3 Credits**

An in-depth examination of the major aspects of probation and parole, with an emphasis on the techniques used to deter or halt the criminal behavior of the offender.

Prerequisites: CRI100 and CRI225

**CRI450 Criminal Justice
Independent Study 3 Credits**

The Independent Study course is an independent study program, which encourages students to explore aspects of their major beyond the required courses by working on a project approved by the advising instructor. Working with an advising instructor in their major, students develop a research topic and plan, carry out that research, and produce a project (thesis, multimedia presentation, video, etc.) which demonstrates academic excellence. Projects will then be presented formally to the advisor. It is the student's responsibility to plan and develop the project, report weekly to the faculty advisor, and to develop the final presentation of the individual project. Only those individuals who have shown course completion with a 3.5 GPA or higher, and deemed by the faculty advisor as a good candidate due to her/his independent working skills, will be allowed to enroll in this course.

Prerequisite: Completion of all lower-level division courses, and student is in the last three (3) terms of study

CRI465 Forensic Anthropology 3 Credits

This course involves a study of the scientific discipline that applies the methods of physical anthropology and archeology to the collection and analysis of legal evidence. Areas of specialized focus include the identification, excavation, and recovery of skeletonized remains at crime scenes.

Prerequisites: ALH120 and CRI305

CRI475 Forensic Pathology 3 Credits

This course involves a study of the branch of medicine that applies the principles and knowledge of the medical sciences to the many legal issues within the field of law. Emphasis will be placed on cause and time of death determinations, identification of unidentified deceased, evidence collection, and the documentation of contributory injuries and diseases relative to the death of the deceased.

Prerequisites: BIO100 and CRI305

**CRI499 Bachelor's Criminal
Justice Administration
Internship 4 Credits**

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

Prerequisite: Satisfactory completion of all courses and requirements for the Criminal Justice Program under the Bachelor's Degree

PRL110 Paralegalism 3 Credits

This course provides the paralegal with an introduction to the legal system and the philosophy of law. Through lecture, discussion, field study, and research using the Internet, the students explore paralegalism as a career and the ethical considerations of being a paralegal. Also included is coverage of basic legal terminology and concepts.

**PRL130 Principles of
Legal Research 3 Credits**

This course focuses on citing the law and case briefing. Students will learn how to read case law, analyze it, and summarize it into a concise case brief. Citation forms of all types of law will be covered in accordance with The Bluebook cite formats. Given a citation, students will learn how to quote the law and find legal material in a law library.

**PRL135 Legal Research
and Writing I 3 Credits**

This course is designed to introduce paralegals to the formal aspects of legal research and writing. Students will complete a series of drills, which will require them to locate answers to legal questions from a number of different sources. This course is a highly individualized course that gives the students an opportunity to begin to develop critical thinking skills and legal analysis by completing basic writing assignments incorporating their legal research. Students will be introduced to the CD-ROM library and to WESTLAW, a computer-assisted legal research system. This course requires a "C" or better in oral and written course work and as a minimum grade to pass the course.

Prerequisite: PRL130

PRL140 Civil Litigation I 3 Credits

This course involves the study of civil procedure in the state and federal courts in the handling of civil, domestic, and international disputes. It provides an overview of the litigation process with emphasis on the function of the paralegal within that process. The paralegal students learn to apply the rules of procedures by working with fact situations to draft pleadings in preparation for trial. The basic concepts learned in this course carry through to other areas of civil law. This course requires a "C" or better in oral and written course work and as a minimum grade to pass the course.

PRL160 Wills and Probate 3 Credits

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

PRL170 Criminal Procedure 3 Credits

Students will learn about the constitutional provisions and the Rules of Criminal Procedure that affect the criminal process, including interrogation, arrest, and trial of criminal offenders.

PRL180 Historical Perspectives of the Constitution 3 Credits

This course provides students with a basic understanding of the constitutional framework and the history and evolution of the fundamental principles guaranteed to every U.S. citizen. This course includes the discussion of the articles and amendments to the U.S. Constitution. Emphasis is placed on the structure of the government and the Bill of Rights.

PRL190 Family Law 3 Credits

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

PRL200 Contracts 3 Credits

The course is primarily designed as an introduction to contract law involving a detailed study of the elements of a legally-binding contract and of other aspects of contract law,

including rights and obligations arising from contracts, remedies for breach, and termination of contractual agreements. There is also coverage of Article II of the Uniform Commercial Code as it concerns sales of goods, passage of title, and warranties in sales contracts.

PRL210 Evidence 3 Credits

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

PRL220 Torts 3 Credits

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

PRL225 Political Assassinations 3 Credits

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

PRL245 Organized Crime 3 Credits

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

PRL250 Business Law 3 Credits

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

PRL260 Administrative Law 3 Credits

This course involves a series of lectures and problems on the interpretation and use of federal administrative and statutory material in legal problem-solving. The course will cover the powers granted to the agencies and controls placed upon the agencies.

PRL270 Business Organizations 3 Credits

The course includes a survey of the fundamental principles of law applicable to corporations, partnerships, and other business organizations with regard to formation, operation, and dissolution. Also included is a segment on government regulation of business organizations, especially corporations, and the related regulatory agencies of the government.

PRL275 Bankruptcy Law 3 Credits

This course involves an overview of bankruptcy law with emphasis on procedure and practice. Students gain an understanding of the role of the paralegal in bankruptcy practices and complete practical exercises that include the completion of bankruptcy forms.

PRL290 Fundamentals of Real Estate Law 3 Credits

In this course students receive basic instruction in the concepts and terminology encountered in real estate transactions and conveyancing. Students are taught the mechanics of title searching and conversion of survey descriptions into legal descriptions. Also covered is the preparation of all necessary legal documents, including deeds, mortgages, settlement sheets, and disclosure statements. Emphasis is on the underlying concepts of land: property, rights in realty, and the means, methods, and laws that govern the conveyance of these rights.

PRL300 Civil Litigation II 3 Credits

This is a companion course to Civil Litigation I. In this course students focus on the role of the paralegal in the discovery, trial, and post-trial phase of state and federal civil practice as well as cases involving individuals and businesses in foreign countries. The paralegal students learn techniques of digesting information for trial preparation. Students participate in a mock trial exercise to learn courtroom techniques and the presentation of evidence. Participation in mock trial will be 20% of a student's grade. This course requires a "C" or better in oral and written course work and as a minimum grade to pass this course.

Prerequisite: PRL140

PRL310 Legal Communications 3 Credits

A comprehensive study of basic legal writing designed to provide a foundation on which to build basic skills in writing legal correspondence, documents, and memoranda. Writing skills will be assessed by an initial examination and developed, as required, through subsequent exercises. The initial examination may be a case brief or an essay. The goal of this course is to develop the ability to communicate clearly and effectively to the client, the attorney, and the court.

Prerequisites: ENG200 and PRL130

PRL320 Legal Research & Writing II 3 Credits

Building on the skills developed in Legal Research & Writing I, students will complete increasingly complex drills using both print and computerized research. An emphasis is placed on the development of critical thinking skills and legal analysis. In addition to other documents, students will draft a legal memorandum, the form and content of which is expected to be of the quality found in a legal office. This course requires a "C" or better in oral and written course work and as a minimum grade to pass this course.

Prerequisite: PRL135

PRL330 Criminal Law 3 Credits

This course provides thorough coverage of all aspects of criminal law, including elements of common law crimes, the Pennsylvania Crimes Code, and constitutional provisions affecting the criminal process. Knowledge is gained through an intensive study of judicial decisions from various jurisdictions highlighting the evolution of criminal law. The Socratic method of teaching will be employed.

PRL340 Advanced Legal Research & Writing 3 Credits

An intensive, hands-on course requiring students to draft complex legal documents, including a trial brief, under the direction and guidance of the instructor. The students use the WESTLAW system exclusively to complete one of their research assignments. This course requires a "C" or better in oral and written course work and as a minimum grade to pass this course.

Prerequisite: PRL320

**PRL360 Internship Preparation
 & Medical Records 3 Credits**

This course is a collection of lectures and skill training that prepares senior paralegals for conducting an internship job search, using the Internet to find and communicate with potential employers, and interviewing for the internship. In addition, each student is required to submit a seminar paper on an approved topic and lead the class in a discussion of same. Students will also cover medical terminology and its use in medical records and reports. A minimum grade of "C" is required.

Prerequisite: Fifth term status

**PRL370 Alternative Dispute
 Resolution 3 Credits**

The course teaches students the basic principles of conflict diagnosis 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 methods, how ADR methods operate and interact, and what types of results can realistically be expected from ADR.

Prerequisite: Any 200-level Social or Behavioral Science course

**PRL399 Internship for
 Paralegals 4 Credits**

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

Prerequisite: Satisfactory completion of all courses and requirements of the Paralegal program

**PRL400 Advanced
 Criminal Procedure 3 Credits**

Students will analyze Constitutional provisions and the Rules of Criminal Procedure that affect the criminal process, including interrogation, arrest, and trial of criminal offenders. Students will also study recent legislation that affects due process in the 21st century.

Prerequisite: PRL170

**PRL410 Advanced
 Constitutional Law 3 Credits**

The course is a forum for in-depth study of selected topics in Constitutional Law. The course is designed to build on principles learned in Historical Perspectives of the Constitution. Topics include the origins of the Constitution, selection of Supreme Court Justices, issues of equality under the law, and privacy interests.

Prerequisite: PRL180

**PRL415 Advanced Alternative
 Dispute Resolution 3 Credits**

This course builds upon the learnings and skills developed in PRL370 Alternative Dispute Resolution by providing focused and intensive hands-on training in the areas of mediation and adjudicative dispute resolution. Competing mediation philosophies and techniques are explored, along with various procedural options for the conduct and outcome of arbitration. The course focuses on role-playing as an instructional method to provide students with the greatest possible degree of realism and the greatest opportunity to exercise and develop dispute resolution skills.

Prerequisite: PRL370

**PRL420 Advanced
 Criminal Law 3 Credits**

This course builds on legal concepts learned in PRL330 Criminal Law and offers students the chance to engage in the in-depth study of various criminal issues. Topics of study include terrorism, international law, death penalty issues, group criminality, conspiracy, and corporate criminality.

Prerequisite: PRL330

Technology

BACHELOR DEGREE

Bachelor of Science Degree Program in Information Technology

The rapidly changing world of technology offers many outstanding and exciting career opportunities. Central Pennsylvania College's Division of Technology offers state-of-the-art, specialized instruction to help students keep pace with these changes and challenges. The Bachelor of Science degree program in Information Technology provides students with a solid IT foundation that prepares them for the technical and professional demands of today's employers. Students will begin their education with core courses that offer a solid technological foundation. Students will then be able to choose from a variety of computer information systems electives, such as internet programming, database administration, and network security. The core courses and electives will help prepare each graduate to become a focused, highly qualified IT professional.

Program Objectives:

- Understand how computer systems function.
- Understand database concepts, including data modeling, querying, and using Microsoft Access.
- Write computer programs utilizing basic sequence, selection, and looping construction.
- Understand network fundamentals, including routing and network security.
- Be proficient in the installation, configuration, operation, and maintenance of the Linux operating system.
- Understand the basic elements of web design.
- Understand how to implement a requirements document.

- Develop a professional ethics statement regarding the use of technology.
- Complete hands-on experience in a real world setting.
- Communicate effectively and properly with end user and management using oral, written, and multimedia techniques.
- Demonstrate the appropriate professional attributes of a consummate IT professional.

Program Requirements:

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

Information Technology Core Courses (46 Credits):

CIS100	Data Modeling Foundations
CIS120	Structured Programming
CIS135	Networking Fundamentals
CIS140	Microcomputer Systems
CIS145	Routers and Routing
CIS222	Network Security Fundamentals
CIS235	Object-Oriented Programming I
CIS242	Linux I
CIS243	Linux II
CIS252	SQL Fundamentals
CIS262	Database Administration
CIS390	Systems Analysis & Design
CIS411	Cyber Ethics
CIS499	Bachelor's Information Technology Internship
MIP245	Web Design I

Choice Classes: 18 credits; 12 credits must be at the 300 level or higher

Students choosing a more general approach to their education do not have to pick a minor. They do, however, have to complete the same number and level of requirements choosing from a wider spectrum of courses. Of the 18 choice credits, 12 credits must be taken at the 300 or 400 level. Students must complete 18 choice credits from any courses labeled CIS or the MIP courses listed below, or they may choose a minor listed below:

MIP115	Digital Image Editing
MIP121	History of Animation
MIP125	Vector Graphics
MIP215	Multimedia
MIP230	Non-Linear Video Editing
MIP235	Character Design
MIP301	Animation I
MIP305	3-D Modeling Methods
MIP331	Individual MIP Project Management
MIP335	Visual Effects
MIP345	Web Design II
MIP350	Advanced Electronic Animation
MIP400	Web Development I
MIP405	Web Development II

Applications Development Minor:

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

In order to receive a minor in Applications Development, a student must select the following courses as five of their six program electives and one choice class as described above: (18 credits)

CIS225	Visual Programming
CIS235	Object-Oriented Programming I
CIS315	Visual Basic for Applications II
CIS335	Object-Oriented Programming II
CIS345	Internet Programming II

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

In order to receive a minor in Cyber Security, a student must select the following courses as five of their six program electives and one choice class as described above: (18 credits)

CIS285	Computer Forensics
CIS302	Disaster Recovery
CIS303	Firewalls and Intrusion Detection
CIS412	Computer Hacking
CRI365	Legal Aspects of Cyber Security

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

In order to receive a minor in Database Management, a student must select the following courses as five of their six program electives and one choice class as described above: (18 credits)

CIS125	Database Management
CIS275	SQL Programming
CIS375	Database Backup & Recovery
CIS380	Advanced Database Administration
MIP400	Web Development I

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

In order to receive a minor in Network Management, a student must select the following courses as five of their six program electives and one choice class as described above: (18 credits)

CIS237	Switching and WANs
CIS302	Disaster Recovery
CIS330	Network Management
CIS420	Advanced Routing
CIS425	Advanced Switching

ASSOCIATE DEGREES

Computer Information Systems

Associate in Science Degree

The rapidly changing world of information technology offers many great career opportunities. The associate degree programs offered by Central Pennsylvania College's Division of Technology provide specialized instruction to help its students keep pace with these changes. Students will receive a solid technological foundation in data modeling, operating systems, programming, and networking fundamentals. Building on this foundation, students can choose from one of three specific concentrations: Applications Development, Database Management, or Network Management.

Program Objectives:

Upon completion of the CIS program and one of the tracks, you should be able to:

- Understand the elements of data communications.
- Understand network operating systems.
- Understand and be able to create relational databases.
- Be able to troubleshoot PC hardware and software.
- Create working programs from standard business requirements.
- Be able to communicate properly with end users.
- Understand current operating system packages.
- Have an appreciation for systems analysis, design, development, implementation, and evaluation.

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

Program Requirements:

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

Applications Development Concentration

Associate in Science Degree, Program in Computer Information Systems

CIS100	Data Modeling Foundations
CIS111	Operating Systems
CIS120	Structured Programming
CIS135	Networking Fundamentals
CIS140	Microcomputer Systems
CIS225	Visual Programming
CIS235	Object-Oriented Programming I
CIS245	Internet Programming I
CIS252	SQL Fundamentals
CIS335	Object-Oriented Programming II
CIS345	Internet Programming II
CIS390	Systems Analysis & Design
CIS399	Internship for Computer Information Systems

Database Management Concentration

Associate in Science Degree, Program in Computer Information Systems

CIS100	Data Modeling Foundations
CIS111	Operating Systems
CIS120	Structured Programming
CIS125	Database Management
CIS135	Networking Fundamentals
CIS140	Microcomputer Systems
CIS252	SQL Fundamentals

CIS262	Database Administration
CIS275	SQL Programming
CIS390	Systems Analysis & Design
CIS399	Internship for Computer Information Systems
MIP245	Web Design I
MIP400	Web Development I

Network Management Concentration

Associate in Science Degree, Program in Computer Information Systems

CIS100	Data Modeling Foundations
CIS111	Operating Systems
CIS120	Structured Programming
CIS135	Networking Fundamentals
CIS140	Microcomputer Systems
CIS145	Routers and Routing
CIS237	Switching and WANs
CIS242	Linux I
CIS243	Linux II
CIS252	SQL Fundamentals
CIS330	Network Management
CIS390	Systems Analysis & Design
CIS399	Internship for Computer Information Systems

COURSE DESCRIPTIONS

CIS100 Data Modeling Foundations 3 Credits

This introductory course presents the theoretical aspects of database design and methodologies for designing relational databases such as Microsoft Access, Oracle, and SQL Server. Coverage includes methods of gathering, documenting, and communicating the elements and structure of business information. Different types of modeling include entity relationship models, hierarchical models, and principles for converting from logical models into physical models.

CIS105 Information Technology 3 Credits

This course is a study of the breadth of Information Technology, now and in the future. It covers topics that range from basic computer

terminology and the components of a PC, to telecommuting, robotics, artificial intelligence, and virtual reality. Included are the capabilities and limitations of digital technology.

CIS111 Operating Systems 3 Credits

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

CIS115 Principles of Information Security 3 Credits

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

CIS120 Structured Programming 3 Credits

Students will learn to interpret program requirements in terms of output, input, and processing using various design techniques, and then apply the five basic programming constructs for structured programs. C++ will be used to illustrate both the structured programming environment and correct programming syntax.

CIS123 Survey of GIS 3 Credits

Geographic information systems are tools that coordinate geographic and spatial data for the purpose of visualizing and analyzing information related by physical location. This course presents an overview of the field of GIS. As such, the course introduces digital geographic data and map concepts along with data input and output models. This course also looks at geographic data analysis and the types of information that can be derived from GIS.

CIS125 Database Management 3 Credits

This course is an introduction to relational databases and database design. Coverage includes a quick review of database modeling, data types, establishing relationships, creating updating tables, establishing relationships, entity-relationship diagrams. Students learn Microsoft Access as an implementation of a relational database to input data, create forms, create queries, and create reports.

**CIS135 Networking
Fundamentals 3 Credits**

Networking Fundamentals covers the theoretical concepts that are the underpinning of all network functions. Beginning with the OSI and TCP/IP models and the physical media, students will learn how network protocols function at each level of the network stack. Students will learn how physical and logical address are used to identify hosts on the network, how networks are segmented into manageable sizes with bridges and switches, and how different networks communicate with each other through a router.

**CIS140 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.

CIS145 Routers and Routing 3 Credits

Building on the understanding of network fundamentals, students will be presented information on the theory of routing and the practical use of routers. Classless routing and variable length subnet masks (VLSM) are shown as techniques to conserve IP address and make the best use of limited address space. The knowledge of ICMP error messages assists students in learning basic router troubleshooting, and the knowledge of access control lists (ACLs) can be used for basic router security.

Prerequisite: CIS135

CIS220 COBOL Programming 3 Credits

This course is an introductory business-oriented, programming course, introducing the student to the fundamental concepts of programming in COBOL. The student learns how to analyze, flowchart, write, test, debug, and execute business COBOL programs using a personal computer. The student also prepares documentation for all programs.

Prerequisite: CIS335

**CIS222 Network Security
Fundamentals 3 Credits**

Network Security Fundamentals introduces authentication or how servers can insure that the clients requesting services are properly identified and are permitted access. Physical network security and intrusion detection are key topics. A range of potential network security risks arising from e-mail, remote access, and file transfers are discussed.

Prerequisite: CIS135

CIS225 Visual Programming 3 Credits

This course provides the student advanced programming experience in a visual language. It covers the design, development, and execution of user-generated design requirements. Topics covered include components of main windows, dialog boxes, menus, controls, color, and animation. Programs are oriented toward solving common business problems.

Prerequisite: CIS120

**CIS235 Object-Oriented
Programming I 3 Credits**

This course is an introduction to structured programming and algorithm development using an object-oriented language (currently C++). Topics covered are basic data types, input, output, control structures (selection, repetition), user-defined functions, arrays, strings, and records.

Prerequisite: CIS120

CIS237 Switching and WANs 3 Credits

Switching technologies are used on the local area network to segment that network into a number of smaller collision domains to improve performance and manageability. This course will present the role of switches in network design and how switched protocols are used to design a fault-tolerant, loop-free switched network. Students will also learn how VLANs emulate some layer 3 (network) functionality in a layer 2 (data link) device. In addition, students will learn WAN technologies and protocols.

Prerequisite: CIS145

CIS242 Linux I 3 Credits

This course provides a structured approach to attaining the theoretical knowledge and practical skills to installing and configuring a Linux/Unix operating system. The course includes detailed information on how Linux/Unix addresses operating system issues, such as the kernel, file and directory structure,

shells, shell programming, file processing, and the X Window system. Upon successful completion of this course, students will have learned the requisite knowledge to install, configure, and use a Linux/Unix operating system.

Prerequisite: CIS140

CIS243 Linux II 3 Credits

This course provides a structured approach to advancing the students' knowledge and skills for the administration and maintenance of a Linux/Unix operating system. Students will begin by installing a Linux server, then create users, and assign rights and privileges. Students will learn to manage the server, users, and system services, such as printing and file sharing. Students will also learn to use Linux network and system administration tools.

Prerequisite: CIS242

CIS245 Internet Programming I 3 Credits

This course is an introduction to tools and programming skills needed for developing Internet applications. Topics covered include HTML, scripting languages such as JavaScript, XML, PHP, and database access through the web.

Prerequisite: CIS235

CIS250 Computer Science Transfer Credit 3 Credits

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

CIS252 SQL Fundamentals 3 Credits

Structured Query Language is the standard, underlying structure 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, create views, and manage database security within SQL.

Prerequisite: CIS100

CIS262 Database Administration 3 Credits

With a working knowledge of standard SQL, students will learn to create and manipulate an open source database implementation. After creating appropriate database tables, students will add and delete records, modify and associate tables, then create both simple and complex queries to retrieve the desired data. Students will also be introduced to the principles of database administration.

Prerequisite: CIS252

CIS275 SQL Programming 3 Credits

Structured Query Language is the standard, underlying structure for creating, maintaining, and extracting data from all relational databases. SQL Programming builds on basic SQL functionality to create programming routines to automate complex queries and data retrieval. In addition to invoking routines, creating update triggers, and managing SQL Transactions, the PHP scripting programming language is ideally suited to work with SQL and dynamic database development.

Prerequisite: CIS252

CIS285 Computer Forensics 3 Credits

Computer forensics is the application of computer and data investigation and analysis techniques to identify, collect, and protect potential legal evidence. Computer forensic specialists use a variety of techniques to discover data stored on a computer and to recover deleted, encrypted, or damaged file information. Extracted evidence must be properly handled and protected from damage and a continuing chain of evidence and custody must be established. Students in this course will learn what types of information may be gleaned from a computer system, how to gather that information as evidence, and how to ensure the integrity of that evidence in a legal proceeding.

Prerequisite: CIS135

CIS302 Disaster Recovery 3 Credits

Disaster recovery is the practice of planning, preparing, and practicing for what happens in the worst-case scenario. In order to minimize the impact of a situation, students will learn to assess assets, prioritize business and technical requirements, and prepare detailed plans for responding to a problem. As a part of the planning process, practitioners learn to identify and enlist the cooperation of other parties inside and outside the organization.

Prerequisites: CIS135 and CIS390

**CIS303 Firewalls and
Intrusion Detection 3 Credits**

Beginning with the design and development of a security policy, this course covers firewalls and intrusion detection systems as a combination of hardware and software components to provide computer network security. Specific techniques related to authentication, encryption, packet filtering, bastion hosts, DMZs, and VPNs are covered in detail.

Prerequisite: CIS222

**CIS315 Visual Basic for
Applications 3 Credits**

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

Prerequisite: CIS225

CIS330 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: CIS237

**CIS335 Object-Oriented
Programming II 3 Credits**

This course is a continuation of Object-Oriented Programming I. Topics covered include classes, inheritance, polymorphism, basic abstract data types, including lists, stacks, queues, debugging techniques, and program compilation and execution. An object-oriented programming language (currently C++) will be used to demonstrate constructs and syntax.

Prerequisite: CIS235

**CIS345 Internet
Programming II 3 Credits**

Designed for the experienced programmer, this course covers both GUI and non-GUI programming in Java. It provides the student an in-depth knowledge of programming in Java. Topics covered include basic control structures, graphical user interface and object-oriented design, user-defined methods, classes, abstract data types, inheritance and composition, exception and event handling, and advanced GUI and graphics.

Prerequisite: CIS335

**CIS360 Upper Level Computer
Science Transfer Credit 3 Credits**

This course is used only to accept credit for a course transferred from another college or university. No courses below the 300 level will be accepted. This course is available only when the student has taken a class not offered by Central Penn.

**CIS365 Machine and
Assembly Language
Programming 3 Credits**

Machine language, a pattern of bits encoding machine operations, is made readable by replacing the raw values with symbols called **mnemonics**. Assembly language is a human-readable notation for the machine language that a specific computer architecture uses. Higher level programming languages add a layer of abstraction that shields hardware specifics from the programmer while the power of assembly lies in its ability to directly address and control memory and hardware at a low level. This course serves as an introduction to machine and assembly language on the 80x86 architecture.

Prerequisites: CIS140 and CIS335

**CIS375 Database Backup
& Recovery 3 Credits**

Database backup and recovery procedures are vitally important to avoid the risk of losing all the data and information contained in an organization's database. This course demonstrates database replication, configuration for replication, and the limitations of replication. Backup and table maintenance are presented as another part of the process to insure that database information can be successfully recovered, if needed.

Prerequisite: CIS262

**CIS380 Advanced Database
Administration 3 Credits**

For optimal database performance, Database Administrators must understand configuration and setup options, and then benchmark their system. Extensive coverage of indexing and query optimization provides a background for performance tuning and load balancing of database servers. Students will also be provided with the tools needed to collect, analyze, and interpret log files.

Prerequisite: CIS262

**CIS390 Systems Analysis
& Design 3 Credits**

This course is a comprehensive study of tools and techniques used in the analysis of computer systems and the design of software to support that system. Topics covered include corporate goals and objectives, input/output files, forms, processing, documentation techniques, backup, project management, and the responsibilities of a systems analyst.

Prerequisites: CIS120 and CIS135

**CIS391 Systems Analysis
Project Management 3 Credits**

This advanced course is a comprehensive study of information technology project management. Participants explore the tools and techniques used in the analysis of computer system projects and the 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: CIS390

CIS395 Individual Project 3 Credits

This course can be used as a terminal course. It represents the culmination of the student's studies at Central Penn. The student will demonstrate his/her expertise in their specific track through the creation of a major individual project. The project will be written and must also be presented for assessment to a panel of faculty members.

Prerequisite: Permission from the IT Academic Chair

**CIS399 Internship for
Computer Information
Systems 4 Credits**

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

Prerequisite: Satisfactory completion of all courses and requirements for the Computer Information Systems program

**CIS410 Advanced Data
Structures and
Algorithm Analysis 3 Credits**

A survey of elementary data types and static and dynamic data structures, with a study of alternative representations and the algorithms used to manipulate each. The Java language will be used in the implementation of various projects.

Prerequisite: CIS345

CIS411 Cyber Ethics 3 Credits

Cyber ethics refers to the study of moral, legal, and social issues involving computer and network technology. This course addresses the ethical roles and responsibilities of computer professionals. Privacy, security, intellectual property rights, and cyber-related crimes will be discussed, along with the problems of regulating commerce and speech in cyberspace.

Prerequisite: ENG200

CIS412 Computer Hacking 3 Credits

Network security professionals need to understand the types of attacks that may be directed against their system in order to assess risks and prioritize defense measures. This course examines how hackers gather information about systems and networks and the vulnerabilities of various operating systems. This course also explores entry points to the network, how hackers exploit vulnerabilities in firewalls and network devices, and how hackers mount DoS (Denial of Service) attacks.

Prerequisite: CIS303 and CIS411

CIS413 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: CIS412

CIS414 Wireless Networking 3 Credits

IEEE 802.11 is the data link layer (Layer 2) standard for wireless networking. This course starts with an overview of wireless MAC (Media Access Control) and framing issues and continues with management operations and access to the physical layer. The course also looks at 802.11 on various operating systems and wireless security.

Prerequisite: CIS303

CIS420 Advanced Routing 3 Credits

This course is the first of four CCNP-oriented courses, after which the student is prepared to take the Cisco CCNP BSCI certification exam. Course content includes scaling IP networks using VLSM, private IP addressing, and NAT; optimizing IP address utilization; intermediate level configuration of routing protocols including RIPv2, EIGRP, OSPF, IS-IS, and BGP routing protocols; techniques used for route filtering and route redistribution.

Prerequisite: CIS170 or CCNA certification or CIS330

CIS423 Remote Access 3 Credits

This is the second of four CCNP-oriented courses. The course presents information pertaining to building networks that have remote access. Topics covered include implementation of Cisco routers in WAN applications; selection and implementation of the appropriate Cisco IOS services required to build intranet remote access links; WAN technologies including analog dialup, ISDN BRI and PRI, FrameRelay, broadband, and VPN.

Prerequisite: CIS170 or CCNA certification or CIS330

CIS425 Advanced Switching 3 Credits

This is the third of four CCNP-oriented courses, after which the student is prepared to take the Cisco CCNP BCMSN certification exam. Course content pertains to the deployment of state-of-the-art campus LANs and selection and implementation of appropriate Cisco IOS services to build reliable scalable multilayer-switched LANs. Topics covered include VLANs, VTP, STP, inter-VLAN routing, and multilayer switching; redundancy, Cisco AVVID solutions, QoS issues, campus LAN security, and emerging transparent LAN services.

Prerequisite: CIS170 or CCNA certification or CIS330

CIS430 Internetworking 3 Credits

This is the last of four CCNP-oriented courses. This course covers the techniques and methodologies for developing network support and troubleshooting skills. Topics covered include documenting and baselining a network; troubleshooting methodologies and tools; troubleshooting network problems at Layers 1 to 7.

Prerequisites: CIS420 and CIS425

CIS440 Malware: Analyzing Malicious Code 3 Credits

Malware is a generic term to describe various classes of malicious code such as viruses, worms, backdoors, Trojan Horses, and rootkits. The large number of variations of each type makes it impossible to examine every instance of malware. This course looks at the underlying principles of how these pieces of code work and how they attack a network. This course will include a detailed examination of specific tools used to attack a network, how the tools work, and how to defend the network against attacks. Security conscious network professionals armed with an understanding of how the code works, regardless of the particular variation, will be able to recognize, analyze, and craft a defense against network attacks from malware.

Prerequisites: CIS330 and CIS365

CIS450 Network Security 3 Credits

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

Prerequisite: CIS135

CIS490 I.T. Project Management 3 Credits

This course provides a practical and theoretical foundation for program and project management. The course includes use of the Critical Path Method (CPM) for planning, use of computer for project management, cost-effectiveness analysis, and resource management for the project. The project management tools are surveyed, and computers are used to solve project-related problems.

Prerequisite: CIS390

CIS495 I.T. Practicum 3 Credits

The Information Technology (IT) practicum is individually designed for students to complete a research project in Computer Information Systems, in their field of major concentration. Investigative research, critical thinking, and practical application should prime considerations for the Academic Chair or Advisor on reaching an agreement regarding the structure and direction of the practicum. The Academic Chair or Practicum Advisor reserves the right to announce minimum courses requirements within each IT concentration. Each practicum is an individualized research project that will culminate in a final presentation.

Prerequisite: CIS390

CIS499 Bachelor's Information Technology Internship 4 Credits

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

Prerequisite: Satisfactory completion of all courses and requirements for the Information Technology bachelor degree program

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ACADEMIC CALENDAR 2006-2007

Summer Term 2006

Monday, July 10, 2006 - Summer term begins
Monday, September 4, 2006 - College closed
- affected classes see i-Campus*
Saturday, September 23, 2006 - Summer term ends

Fall Term 2006

Monday October 9, 2006 - Fall term begins
Thursday, November 23, 2006 - College closed
- affected classes see i-Campus*
Friday, November 24, 2006 - College closed -
affected classes see i-Campus*
Saturday, November 25, 2006 - College closed
- affected classes see i-Campus*
Saturday, December 23, 2006 - Fall term ends

Winter Term 2007

Monday, January 8, 2007 - Winter term begins
Saturday, March 24, 2007 - Winter term ends

Spring Term 2007

Monday, April 9, 2007 - Spring term begins
Monday, May 28, 2007 - College closed -
affected classes see i-Campus*
Saturday, June 23, 2007 - Spring term ends

Summer Term 2007

Monday, July 9, 2007 - Summer term begins
Monday, September 3, 2007 - College closed
- affected classes see i-Campus*
Saturday, September 22, 2007 - Summer term ends

Fall Term 2007

Monday, October 8, 2007 - Fall term begins
Thursday, November 22, 2007 - College closed
- affected classes see i-Campus*
Friday, November 23, 2007 - College closed -
affected classes see i-Campus*
Saturday, November 24, 2007 - College closed
- affected classes see i-Campus*
Saturday, December 22, 2007 - Fall term ends

Winter Term 2008

Monday, January 7, 2008 - Winter term begins
Saturday, March 22, 2008 - Winter term ends

Spring Term 2008

Monday, April 7, 2008 - Spring term begins
Monday, May 26, 2008 - College closed -
affected classes see i-Campus*
Saturday, June 21, 2008 - Spring term ends

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

IMPORTANT DATES & EVENTS

July 9, 2006 – New Student Move-in Day
July 10, 2006 – New Student Orientation
July 15, 2006 – Showcase Saturday
July 17, 2006 – Placement Exam Day
July 19, 2006 – Part-time Job Fair
July 31, 2006 – Placement Exam Day
August 8, 2006 – Employer Mock Interviews
August 12, 2006 – Summer Preview Day
August 14, 2006 – Placement Exam Day
August 16, 2006 – Employer Mock Interviews
August 28, 2006 – Placement Exam Day
September 7, 2006 – Networking Reception
September 9, 2006 – Placement Exam Day
September 11, 2006 – Placement Exam Day
September 15, 2006 – Constitution Day
September 18, 2006 – Placement Exam Day
October 8, 2006 – New Student Move-in Day
October 9, 2006 – New Student Orientation
October 16, 2006 – Placement Exam Day
October 28, 2006 – Fall Open House
November 1, 2006 – Fall Career Expo
November 3, 2006 – Guidance Counselor Lunch
November 7, 8, & 9, 2006 – Fall Discovery Days
November 8, 2006 – Employer Mock Interviews
November 9, 2006 – Employer Mock Interviews
November 14, 2006 – Employer Mock Interviews
November 17, 2006 – Guidance Counselor Lunch
November 18, 2006 – Fall Preview Day
November 20, 2006 – Placement Exam Day
December 9, 2006 – Winter Preview Day
December 18, 2006 – Placement Exam Day
January 8, 2007 – New Student Move-in Day/New Student Orientation
January 20, 2007 – Winter Preview Day
February 6, 7, & 8, 2007 – Winter Discovery Days
February 7, 2007 – Employer Mock Interviews
February 8, 2007 – Employer Mock Interviews
February 14, 2007 – Employer Mock Interviews
February 19, 2007 – Winter Preview Day
March 1, 2007 – Employer Mock Interviews
March 7, 2007 – Spring Career Expo

March 9 & 10, 2007 – Closer Look Weekend
April 9, 2007 – New Student Move-in Day/New Student Orientation
April 26, 2007 – Networking Reception
May 3, 2007 – Employer Mock Interviews
May 4, 2007 – Commencement
May 8, 2007 – Employer Mock Interviews
May 16, 2007 – Employer Mock Interviews
July 8, 2007 – New Student Move-in Day
July 9, 2007 – New Student Orientation
July 14, 2007 – Showcase Saturday
July 18, 2007 – Part-time Job Fair
August 7, 2007 – Employer Mock Interviews
August 15, 2007 – Employer Mock Interviews
September 6, 2007 – Networking Reception
October 7, 2007 – New Student Move-in Day
October 8, 2007 – New Student Orientation
October 27, 2007 – Fall Open House
November 17, 2007 – Fall Preview Day
December 8, 2007 – Winter Preview Day

Career Expo – On-campus job fair for Central Penn students and alumni.

Discovery Days – Prospective students get the chance to sit in on classes and tour the campus with a current student in their desired major.

Employer Mock Interview Program – An opportunity for senior students to engage in a mock interview with area human resource professionals to enhance interview skills and network for employment opportunities.

Future Business Leaders of America (FBLA) Days – A day of workshops for FBLA Clubs which include a keynote speaker, mini-sessions, lunch, and a tour of the campus. Pre-registration is required.

Networking Reception – An opportunity for students to engage in a business networking experience with area human resource professionals and alumni.

New Student Move-in – New resident students move into their campus residences.

New Student Orientation – (Mandatory) New freshmen will receive workshops to orient them to the college campus and prepare them for academic success.

Open House – Campus is open to the public for tours, program presentations, demonstrations, and question-and-answer sessions.

Part-time Job Fair – A job fair, which introduces students to area employers seeking part-time employees.

Placement Exams – These mandatory exams are administered to deposited students attending Central Penn.

Preview Days – Saturday visits set aside for prospective students and their families to visit the campus and meet with the admissions team.

Showcase Saturday – Prospective students and families can visit the campus and sit in on program presentations, financial aid presentations, and tour the campus.

Directions to Central Pennsylvania College

FROM THE EAST - Take I-76 West (PA Turnpike) get off at Exit 247 (Harrisburg East). Take center lane to I-83 North toward Hazleton/Lewistown. Follow signs to I-81. Take I-81 South toward Carlisle. Take Exit 65 (Enola). Take 11 & 15 South to the first red light and turn right onto Valley Road. Travel one mile. The campus of Central Penn is on the left at the intersection of Valley Road and B Street.

Or...

Take I-78 West. This road will merge with I-81 South. Stay on I-81 South and take Exit 65 (Enola). Take 11 & 15 South to the first red light and turn right onto Valley Road. Travel one mile. The campus of Central Penn is on the left at the intersection of Valley Road and B Street.

FROM THE NORTH - Take Routes 11 & 15 South or I-81 South to Exit 65 (Enola). Take 11 & 15 South to the red light and turn right onto Valley Road. Travel one mile. The campus of Central Penn is on the left at the intersection of Valley Road and B Street.

FROM THE SOUTH - Take I-83 North to Rt. 581 West (Exit 41A). Follow Rt. 581 West to I-81 North (Exit 1A). Take I-81 to Exit 65 (Enola). Take 11 & 15 South to the first red light and turn right onto Valley Road. Travel one mile. The campus of Central Penn is on the left at the intersection of Valley Road and B Street.

Or...

Take Rt. 15 to Rt. 581 West. Follow Rt. 581 West to I-81 North (Exit 1A). Take I-81 to Exit 65 (Enola). Take 11 & 15 South to the first red light and turn right onto Valley Road. Travel one mile. The campus of Central Penn is on the left at the intersection of Valley Road and B Street.

FROM THE WEST - Take I-76 East (PA Turnpike) to Exit 226 (Carlisle). Go north on I-81 to Exit 65 (Enola). Take 11 & 15 South to the first red light and turn right onto Valley Road. Travel one mile. The campus of Central Penn is on the left at the intersection of Valley Road and B Street.

Central Pennsylvania College, in accordance with applicable provisions of federal law, does not discriminate on the basis of marital status, race, color, sex, age, religion, ethnic or national origin, disability, handicap or sexual preference in its educational programs, admissions policies, employment practices, financial aid, or other college-administered programs.

The statements in the catalog are for the purposes of information. The College reserves the right to change the requirements and regulations, including tuition and fees, as necessary without prior notice. Nothing in this catalog may be regarded as an irrevocable contract between a student or prospective student and Central Pennsylvania College.

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Bachelor of Science Degree

ACADEMIC PLANNING PAGES

*Bachelor degree students must limit the number of on-line courses to not exceed 61 credits.

All students must also take STS005 The Central Penn Experience.

Course Number	Course Name	Prerequisites	Credits	Grade
STS005	The Central Penn Experience		1	

**Required Humanities credits: 18 credits; ENG100, ENG 110, and ENG200 are required
9 other credits - at least 6 credits must be taken at the 300 level or higher**

Course Number	Course Name	Prerequisites	Credits	Grade
ENG100	English Composition I		3	
ENG110	Oral Communications		3	
ENG200	English Composition II		3	

Required Social Science Credits: 12 credits; 6 credits must be taken at the 200 level or higher

Course Number	Course Name	Prerequisites	Credits	Grade

Math and Science: 15 credits; 3 credits in math taken at the 200 level or higher; 3 credits in science at the 200 level or higher

Course Number	Course Name	Prerequisites	Credits	Grade

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

Course Number	Course Name	Prerequisites	Credits	Grade

Program/concentration Requirements: credits vary

[illegible]

Concentration Requirements: credits vary

[illegible]

Associate in Science Degree
Associate in Applied Science Degree
ACADEMIC PLANNING PAGES

*Associate degree students must limit the number of on-line courses to not exceed 34 credits.

All students must also take STS005 The Central Penn Experience.

Course Number	Course Name	Prerequisites	Credits	Grade
STS005	The Central Penn Experience		1	

**Required Humanities credits: 12 credits; ENG100, ENG 110, and ENG200 are required
3 credits other than ENG200 must be taken at the 200 level or higher**

Course Number	Course Name	Prerequisites	Credits	Grade
ENG100	English Composition I		3	
ENG110	Oral Communications		3	
ENG200	English Composition II		3	

Required Social Science Credits: 9 credits; 3 credits at the 200 level or higher

Course Number	Course Name	Prerequisites	Credits	Grade

**Math and Science: 9 credits; 3 credits in math and 3 credits in science; at least 3 credits must
be taken at the 200 level or higher**

Course Number	Course Name	Prerequisites	Credits	Grade

General Education Electives: 6 credits

Course Number	Course Name	Prerequisites	Credits	Grade

Program/concentration Requirements: credits vary

Course Number	Course Name	Credits	Grade

Service/Community Service

All students are required to fulfill a service requirement prior to graduation. Students seeking a bachelor degree are required to complete 50 hours and students seeking an associate degree are required to complete 25 hours. The hours can be earned throughout your education, but must be kept track of in a log. Service hours can take place on campus or in a community organization but must be of a volunteer and service-oriented nature. Club membership and meetings do not count; but club projects like the homeless sleep out or soup kitchen participation do count. Students are required to hand in a completed service log to the internship advisor with their completed internship packets. Internship grades will not be issued without successful completion of this service requirement. Continuing Education, transfer students and students that change majors or degree levels must also fulfill this requirement prior to graduation. Students who have already completed an internship will need to work with their academic advisor to ensure this goal is met prior to graduation. A student's volunteer log must contain the following elements: date, name of organization, description of service activity, number of hours completed, name and signature of person within the organization. The following chart is assembled to help you track your service hours. After volunteer hours have been completed, retain this form for verification with your internship supervisor. The website contains community service opportunities under the academic dropdown menu bar.

Date	Organization/Agency	Task(s)	Hours Completed	Signature of Authorized Personnel with Organization

2007-2008 ACADEMIC CALENDAR

Summer Term	<div>JULY 2007</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<div>AUGUST 2007</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<div>SEPTEMBER 2007</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr><tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
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Summer Term:	Begin: Monday, July 9, 2007	End: Saturday, September 22, 2007 Monday, September 3, 2007 - Labor Day - College Closed - affected classes see i-Campus
Fall Term:	Begin: Monday, October 8, 2007	End: Saturday, December 22, 2007 Thursday - Sunday, November 22 - November 25, 2007 - Thanksgiving Holiday - College Closed - affected classes see i-Campus
Winter Term:	Begin: Monday, January 7, 2008	End: Saturday, March 22, 2008
Spring Term:	Begin: Monday, April 7, 2008	End: Saturday, June 21, 2008 Monday, May 26, 2008 - Memorial Day - College Closed - affected classes see i-Campus

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