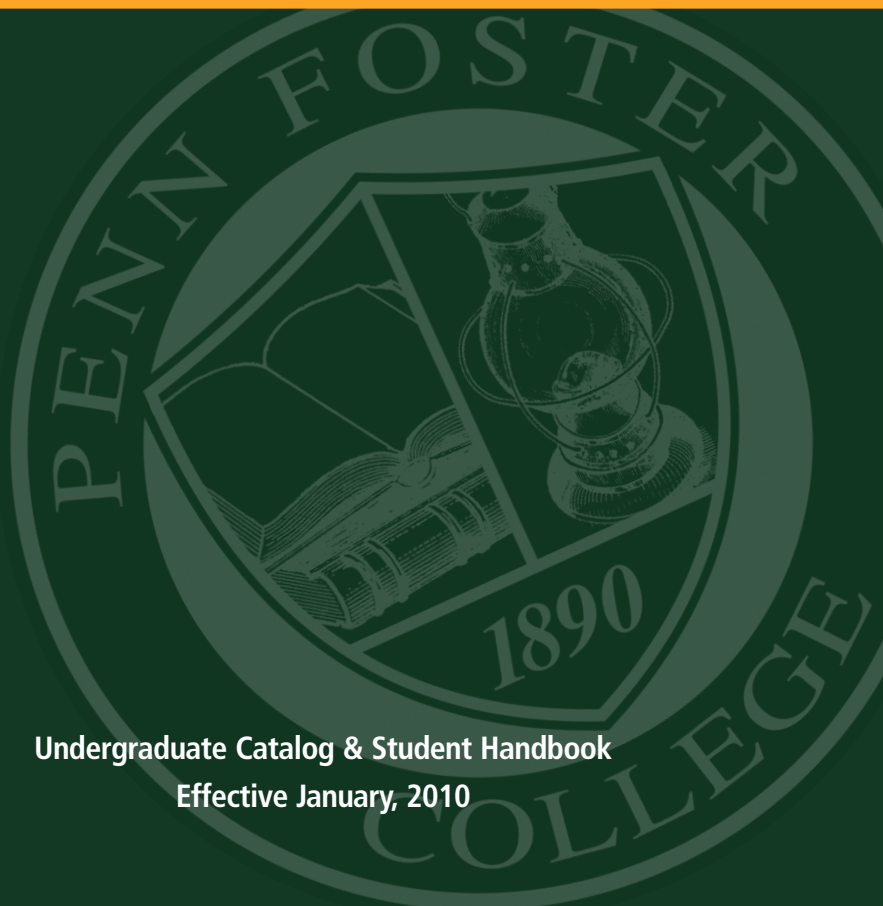




# PENN FOSTER COLLEGE



**Undergraduate Catalog & Student Handbook**  
Effective January, 2010

# A MESSAGE FROM THE PRESIDENT

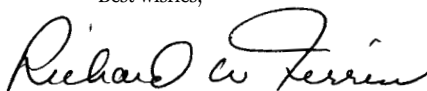
Dear Penn Foster Student,

Welcome to Penn Foster College. Your decision to enroll with us marks an important step on your path to success. You have chosen an institution that has been helping independent learners succeed since 1890, and you can be assured that we will help you, too.

This Catalog and Student Handbook contains information that you will need to know, from a statement of our mission and the outcomes you can expect from your Penn Foster education, to a description of policies and procedures that will guide your study, to learning support services available to you, and to an explanation of our accredited degree programs and courses. Please spend some time in reading this document, and be sure to keep it handy as a reference tool throughout your program.

If you have any questions or concerns, please contact us. We are committed to your success.

Best wishes,

A handwritten signature in black ink that reads "Richard W. Ferrin". The signature is written in a cursive style with a large, prominent initial "R".

Dr. Richard W. Ferrin  
President

# WELCOME TO PENN FOSTER COLLEGE

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Penn Foster College is located at 14300 N. Northsight Blvd. in Scottsdale, Arizona, and is authorized by the Arizona State Board for Private Postsecondary Education to award the Associate of Science and Bachelor of Science Degrees. Students may contact the college in Arizona at 480-947-6644.

Penn Foster College has contracted with the Student Service Center at 925 Oak Street in Scranton, Pennsylvania, to offer certain student services. You will be directed throughout your handbook regarding when to use the services of the Student Service Center.

## History

Penn Foster College is a leader in guided independent study. This method of instruction was pioneered by newspaper editor, Thomas Foster, founder of the International Correspondence Schools, to help coal miners educate themselves. Since its founding in 1890 in Shenandoah, Pennsylvania, the institution has developed into a worldwide education system. The institution has been offering degree programs since 1975 and has enrolled over 100,000 students in degree programs in Business, Veterinary Technology, Allied Health, Information Technology, and Engineering Technology.

# TABLE OF CONTENTS

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Mission Statement .....	5
Institutional Goals .....	6
Accreditation and Licensure .....	7
College Credit Recommendations .....	7
Admissions .....	8
Tuition and Fees .....	12
Academic Integrity .....	13
Academic Policies .....	15
Graduation Requirements .....	19
Student Services .....	21
Curriculum .....	25
Course Descriptions .....	45
Administration and Faculty .....	76

# MISSION STATEMENT

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## Penn Foster College

### Institutional Description

Penn Foster College provides programs and services that are designed to meet the lifelong learning needs of the adult learner. Programs of study, which are offered via distance learning, lead to undergraduate degrees in the areas of business, technology, health, education, and social services.

### Mission

The mission of Penn Foster College is to provide general, technical, and professional undergraduate education that is accessible and affordable and that will prepare its graduates to advance or change their careers, develop marketable skills, and gain an appetite for lifelong learning.

The school regularly assesses fulfillment of its mission and achievement of institutional effectiveness through ongoing studies of student learning, measurement of student satisfaction, and evaluation of the career outcomes of graduates.

# PENN FOSTER COLLEGE INSTITUTIONAL GOALS

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- Provide educational programs that enable self-motivated, independent learners to acquire core competencies in their chosen technical and professional fields.
- Employ contemporary learning strategies based on academic standards of good practice in distance education.
- Develop and maintain systems that optimize student opportunities for broadly participative, interactive learning.
- Establish and communicate high standards of academic performance for students and the Institution.
- Assess student learning and institutional effectiveness systematically in order to improve student performance.
- Provide an extensive suite of student support services based on student needs and interests.
- Conduct fiscally responsible planning that balances the Institution's commitment to academic excellence with its concern for profitable financial performance.

## STUDENT CORE COMPETENCIES

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Students who complete any Penn Foster College degree program will be able to demonstrate to employers and others the following six core competencies:

- Effective written and interpersonal communication skills
- A high level of inquiry, analytical, and problem-solving skills
- Effective quantitative skills
- Computer and information literacy
- An understanding of the liberal arts, natural sciences, and social sciences
- Job-specific technical and professional skills

# ACCREDITATION AND LICENSURE

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Penn Foster College is licensed by the Arizona State Board for Private Postsecondary Education and is authorized to award Associate of Science and Bachelor of Science Degrees. Penn Foster College has met the high standards of integrity and performance set by the Accrediting Commission of the Distance Education and Training Council (DETC) and is a fully accredited member. The DETC is a voluntary association of accredited home study schools, which was founded in 1926 to promote sound educational standards and ethical business practices within the home study field. The DETC is located at 1601 18th Street N.W., Suite 2, Washington, D.C. 20009, phone: 202-234-5100.

The Independent Accrediting Commission of the Distance Education and Training Council is listed by the Department of Education as a “nationally recognized accrediting agency.” The Accrediting Commission is also recognized by the Council for Higher Education Accreditation (CHEA).

Penn Foster College Associate Degree programs are affiliated with DANTEs, which qualifies U.S. military personnel for tuition reimbursement.

Many Penn Foster College Associate Degree programs are approved for U.S. Armed Forces veterans training benefits. Reservists may also qualify for veterans training benefits. Check your local or regional VA office for eligibility requirements.

# COLLEGE CREDIT RECOMMENDATIONS

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The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for 182 Penn Foster College courses. The American Council on Education, the major coordinating body for all the nation’s higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives.

ACE CREDIT connects workplace learning with colleges and universities by helping adults gain access to academic credit at colleges and universities for formal courses and examinations taken in the workplace or other settings outside traditional higher education.

For more than 30 years, colleges and universities have trusted ACE CREDIT to provide reliable course equivalency information to facilitate their decisions to award academic credit. For more information, visit the ACE CREDIT website at [www.acenet.edu](http://www.acenet.edu).\*

*\* Credits earned in Penn Foster College programs may transfer to some, but not all, learning institutions. Students planning to continue their education with another school after earning a degree from Penn Foster College should check with that school regarding credit transfer policies.*

# ADMISSIONS

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Penn Foster College enrolls all students without regard to race, religion, gender, age, color, national origin, or physical disability. All Penn Foster College students must have access to an IBM® compatible PC with Internet access. To qualify for admission to Penn Foster College, an applicant must do the following:

## **Associate Degree Programs**

1. Request program information and an enrollment agreement for admission to the college.
2. Complete the enrollment agreement for admission. The agreement outlines the obligations of the college and the student. The required down payment must be submitted with the enrollment agreement.
3. Submit proof of high school graduation or GED Equivalency Certificate. All students are required to have a High School Diploma or GED to enroll in an Associate Degree Program.
4. Once the college has received and reviewed the agreement, the applicant will receive prompt notification of the acceptance or rejection of the application.
5. Students enroll in each semester separately. Certain programs require students to complete a prerequisite semester of general education credits before full acceptance to the program of study is granted.
6. If previous coursework was completed at an accredited institution, official transcripts may be submitted for evaluation. Up to 75% of the total credits may be awarded in transfer. If transfer credit is awarded, an evaluation will be sent to the student.
7. All students must complete the Basic Skills Assessment as a first step in the program. Once the assessment is completed, a student's program of study is established and the first course in the curriculum is sent to the student.
8. As lessons are completed, additional courses are sent to the student in the order shown in the curriculum outline, unless transfer credit is awarded.

## **Bachelor's Degree Programs**

1. Request program information and an enrollment agreement for admission to the college.
2. Complete the enrollment agreement for admission. The agreement outlines the obligations of the college and the student. The required down payment must be submitted with the enrollment agreement.

3. Submit proof of high school graduation or GED Equivalency Certificate. All students are required to have a High School Diploma or GED to enroll in a Bachelor's Degree Program.
4. Once the college has received and reviewed the application materials, the applicant will receive prompt notification of the acceptance or rejection of the application.
5. Students are admitted to the complete program, but enrollments are processed one semester at a time. The first enrollment agreement outlines the requirements for the complete degree program, but obligates the student financially for only one semester at a time.
6. If previous coursework was completed at an accredited institution, official transcripts may be evaluated for transfer credit. Once all official transcripts have been received and reviewed, an evaluation form will be sent to the student showing all transfer credits awarded. A maximum of 75% of the total program credits may be accepted in transfer.
7. Students will be sent the first required course and subsequent courses, based on their transfer credit evaluation and the curricular requirements.

### Application for subsequent semesters:

1. At the end of each semester, students complete a proctored exam, and final grades for each course are determined. If all courses are passed, and the appropriate Quality Point Average has been achieved, the student is eligible for re-enrollment. The following QPA requirements apply to re-admission:

The end of semester one ..... 1.6 cumulative QPA

The end of semester two ..... 1.8 cumulative QPA

The end of semester three ..... 2.0 cumulative QPA

Students in the Bachelor's Degree program must maintain a cumulative 1.6 QPA for semesters 1 to the end of semester 5 in order to continue to next semester.

The end of semester six ..... 1.8 cumulative QPA

The end of semester seven ..... 2.0 cumulative QPA

2. If all requirements are met, students will receive a new enrollment application for the appropriate semester.
3. A \$29 down payment is required to re-enroll in a subsequent semester of an AS degree program, and \$49 for all semesters of the BS degree programs. The student must also be current in payments.
4. Students submit the application and the college sends out the next course in the curriculum.

### **If English is not your native language.**

All applicants whose native language is not English, or who have not earned a degree or diploma from an accredited institution where English is the principal language of instruction, must receive a TOEFL score of 500 on the paper-based test (TOEFL) 61 on the IBT or its equivalent. For more information, please refer to [www.toefl.org](http://www.toefl.org).

## Advanced Standing

Advanced standing may, on approval by faculty, be granted to those applicants who have completed comparable work with a “C” grade or higher, from accredited institutions, as evidenced by an official college transcript or evidence of College-Level Examination Program (CLEP) certification.

Only official transcripts will be accepted. Transcripts should be submitted as soon as students enroll. Any course that has already shipped to a student will not qualify for evaluation.

In addition, Penn Foster College considers the guidelines of the College Credit Recommendation Service (CREDIT) of the American Council on Education (ACE). ACE provides guidelines for nontraditional education experiences, such as military service.

Advanced standing credit may be granted for certain prior Penn Foster College coursework.

Certain current certifications such as either Child Development Associate (CDA) credential and MOUS certification can also be considered for transfer credit.

All applicants accepted with advanced standing must complete a minimum of 25% of the total credit hours with Penn Foster College to be eligible for the Associate and Bachelor’s Degrees.

## For Transfer Credit

Submit official transcripts of courses completed at other schools. If courses are accepted in transfer, monetary adjustments will be made.

## Assessing Prior Learning

(Evaluation available only for Technology Resident Lab programs.)

1. Contact Student Services for an information package.
2. Submit actual completed work projects which show competence in the area of training.
3. Submit evidence of job experience or other experience that shows mastery of the concerned subject matter. (Contact an instructor for details on procedures for life/work experience evaluation.)
4. Satisfactorily complete tests which measure competence in the areas in question. These may include CLEP tests or other specially designated examinations.
5. Return the Processing Form with the portfolio of work completed.
6. All materials must be submitted prior to completion of Semester 3.
7. A \$100 fee is charged for this evaluation.

## Student Orientation

All new students enrolled at Penn Foster College must complete an orientation course at the beginning of their program. This course introduces students to the particular field of study and orients them to the process of distance learning and how it is conducted with Penn Foster College. Students may not receive transfer credit for this course as it contains material specific to the school that students are required to know.

# TUITION AND FEES

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All students are charged an admissions fee of \$75 and a one-time registration fee of \$200. Current tuition fees for each program at the time of enrollment are stated on the enrollment agreement. The agreement lists the registration fee and the tuition for each semester. Students, however, are only contractually liable for one semester at a time. Students sign a new enrollment agreement for each semester. Tuition and fees are fixed for the semester at the time of enrollment. They are, however, subject to change on subsequent semesters with notification to students at the time of re-enrollment.

The tuition for a program includes all instruction, student services, and one complete set of textbooks and study guides required to complete the program. Students retain all materials after completion of the semester. Tuition for degree students is \$65 per credit for Semester One and \$90 per credit for subsequent semesters.

The following additional non-refundable fees are charged if applicable:

Assessment of Prior Learning (Engineering Technology Programs only) .....	\$100
Federal Express Fee for Proctored Exam.....	\$ 15
Change of Program Fee .....	\$ 50
Change of Elective Fee .....	\$ 20
Extension Fee .....	\$ 75
Shipping and Handling (per semester) .....	\$50
Additional Transcript.....	\$10
Reinstatement Fee .....	\$ 25
Rush Shipment Fee (per shipment).....	\$ 10

## Financial Aid

Penn Foster College offers interest-free monthly payment plans. However, the school does not participate in federal financial aid.

## Cancellation Policy

Students can request cancellation in writing. Tuition refunds will be based on the date of cancellation and the amount of semester assignments completed, as follows:

1. Cancellation within seven days after midnight of the day of signing the Student Enrollment Agreement (the “Cancellation Period”): all monies paid to Penn Foster College will be refunded.
2. After the Cancellation Period but before submitting any semester assignments to Penn Foster College for correction: the admissions fee and a registration fee of 20% of the total program tuition or \$200, whichever is less, will be charged.
3. After the Cancellation Period and after submitting at least one semester assignment to Penn Foster College for correction: financial obligation will be the admissions fee, a registration fee, and part of the semester tuition as follows: a) Up to and including completion of the first 10% of the semester assignments — 10% of the tuition. b) Beyond 10% and up to and including 25% of the semester assignments — 25% of the tuition. c) Beyond 25% and up to and including 50% of the semester assignments — 50% of the tuition. d) Beyond 50% of the semester assignments — full tuition cost of the semester.

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## ACADEMIC INTEGRITY

### Student Code of Conduct

Penn Foster has adopted a Student Code of Conduct to protect the rights of students, faculty, staff and Penn Foster itself. This code ensures that student and faculty/staff interactions are characterized by mutual respect and civility.

All Penn Foster students are required to abide by all standards and policies established by the school in their academic work and their personal conduct.

#### **Students shall:**

1. Treat fellow students, faculty and staff with courtesy, respect, and dignity and behave in a manner that reflects the integrity of the school.
2. Comply with directions of Penn Foster officials acting in the performance of their duties.
3. Accept responsibility for the consequences of their actions.
4. Abide by all published policies including but not limited to those that appear in Penn Foster catalogs, student handbooks, study materials, and enrollment agreements.

5. Never misrepresent the school or its staff in any online social communities.
6. Observe all rules on submitting work and taking examinations and will never turn in work that is not their own, or present another person's ideas as their own.
7. Never ask for, receive, or give unauthorized help on graded assignments, quizzes, or examinations.

The Student Code of Conduct, as well as the preceding guidelines, applies to all Penn Foster students. An official of Penn Foster may, at his/her discretion, take disciplinary action up to and including dismissal from the school for failure to comply with any aspect of the Student Code of Conduct.

## Cheating

Cheating can be defined as any inappropriate collaborative activity in which the work submitted to the school does not represent the work of the enrolled student. This would include submission of someone else's work, submission of answers obtained through inappropriate measures, or providing answers to another student. If cheating is suspected, the student will be notified and required to respond in writing to the charges made. The response will go before the Academic Standards Committee for a decision on the student's enrollment. Disciplinary action can be applied up to and including termination of the student's enrollment.

Any inappropriate behavior on the part of a student or proctor in the final exam process will result in an invalid exam, which must be repeated as a make-up test.

## Plagiarism

Plagiarism is another form of unethical behavior. Plagiarism is dishonestly using another person's ideas or finished work as your own without giving credit for the source. It includes copying or paraphrasing something and using it as if you had done the work yourself. Any act of plagiarism will not be tolerated from students at Penn Foster. Students who submit plagiarized work will be disciplined. Possible measures may include expulsion. The best way to avoid plagiarism is to do your own work.

## Online Behavior

Penn Foster College expects students to behave properly and use good judgment when communicating online with the school. Illegal or improper use of the Web within the school's environment will not be permitted and may result in disciplinary action.

## Disciplinary Action

Any inappropriate behavior can result in several forms of disciplinary action. This would include anything from awarding a “0” grade on an exam to termination. Faculty members will report inappropriate behavior by students; this will be forwarded to the Academic Standards Committee for action and a final decision.

# ACADEMIC POLICIES

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## Expectation

Penn Foster College uses a number-letter system of grading, with number grades being assigned to examinations and letter grades to completed courses. The letter grade for each course is found by counting the average of the lesson examination grades as two-thirds of the course grade and the proctored examination grade as one-third. Letter grades are converted to quality points for the purpose of computing the Quality Point Average (QPA) for each semester and the cumulative Quality Point Average for more than one semester. Quality points range from 4.0 for an “A” grade to 0.0 for an “F” grade.

Students who fail a subject must repeat the subject. Students cannot enroll in the next semester until the failed grade is repeated. Students must also meet end-of-semester QPA requirements (refer to admission policies). Students who earn a “D” grade may repeat the subject to improve their QPA. Student must pay to repeat a subject.

Replacement subjects for some courses are available through Penn Foster College. You will be notified of course availability and the cost to repeat the subject if applicable. If a student completes a replacement subject, credit is granted only for the second course, if passed. Additionally, only the second course counts in the QPA.

Lesson Grade (Percentage)	Letter Equivalent	Rating	Quality Point Average
92-100	A	Excellent	4.0
81-91	B	Good	3.0
75-80	C	Average	2.0
70-74	D	Passing	1.0
Below 70	F	Failing	0.0

Students may also receive an incomplete (“I”) for a course. This means all requirements have not been met.

A passing grade (“P”) is awarded for certain courses and/or projects. A “P” is required to complete a semester, but does not carry a grade or Quality Point equivalency.

## Exam Submissions

Students can submit exams online at the school’s website, <http://Login.PennFosterCollege.edu>, by selecting the “Take an Exam” option. Special instructions are available for any essay exams that must be submitted. Students who don’t have online access can take exams via Tel-Test or Exam Express.

With Tel-Test, students take exams with a touch-tone phone and get the results within minutes. Students can also submit exams by mail using Exam Express.

Full details on Tel-Test, Exam Express, and online testing are included in the Test Materials Envelope in the first shipment.

## Proctored Final Examinations

The degree candidate completing all lessons for a given semester with an acceptable academic performance will be eligible to take the required proctored final examination.

There will be timed, proctored final examinations at the end of each semester. Proctor's names will be submitted by the student and approved by Penn Foster College.\* Each comprehensive examination will test the student on courses completed in the semester covered.

To be eligible to continue as a degree candidate, the student must complete the proctored examination according to the required procedures and must earn a passing grade ("D" or higher) on all courses in the semester. In addition, students must maintain an acceptable Quality Point Average (QPA) in order to be re-enrolled in the next semester. Please refer to page 9 for the required cumulative QPA at the end of each semester. Students who do not achieve the required QPA may be discontinued from the program.

Students who do not pass their proctored exams may be required to take a makeup exam.

Procedure: When students approach the completion of studies in a semester, the College will notify them of all proctored exam procedures.

The proctored exam process is closely monitored. All procedures must be strictly adhered to. Any instances of inappropriate action on the part of the student or proctor could result in an invalid exam. If an exam is considered invalid, the student will be required to take an alternate exam. The highest grade awarded on that exam would be 70%.

Students will be mailed only the grade results of the exam. Proctored exams are never returned to the student. If a student wishes to discuss results, he/she may contact the instructor, who will discuss the exam in detail.

*\*The proctor is someone you know in your own area who holds at least an Associate Degree and is not related to you.*

## Exam Results

Students are strongly encouraged to take exams online. The ease of use and instant feedback of online exams will enhance your educational experience. Students using Tel-Test or Exam Express can view exam evaluation online or request printed exam evaluations from Penn Foster College. Whether online or printed, evaluations will indicate which answers (if any) were incorrect and provide page numbers on

which the correct answers can be found. If there are any problems or questions with the exam evaluation, the student should contact Penn Foster College immediately.

Students are given two chances to pass each exam. If the score on the first attempt is below passing, they may review the material again and use the exam evaluation to help find the correct answers. They then submit the ENTIRE exam again, online, or via Tel-Test or Exam Express. (Note: Make-up exams are graded on a pass/fail basis, and the highest grade will be 70%.) Retests must be taken on all failed exams.

Each program may contain one or more practical exercises, projects or externships that must be successfully completed in order to meet the requirements for graduation. Some of these may be graded on a pass/fail basis.

## Online Discussions

Certain programs require online discussions with faculty members and other students. Such discussions are linked with specific courses and must be completed at the time the student is taking the course. Students who do not participate in these required online discussions will not be allowed to continue with their programs.

## Dean's List

Students who complete at least nine credits and achieve a 3.4 or higher average in a given semester are included on the Dean's List. Students who provide written permission may appear on our published Dean's List.

## Academic Probation/Cancellation

Students who continually score below the passing average on exams may be placed on academic probation for a period of time during which grades will be closely monitored. Continued academic failure may result in the student's record being submitted to the Academic Review Board for review. The Academic Review Board members will consider the academic progress of the student and, with the approval of the Chief Academic Officer, determine if cancellation is required. If cancelled, the student will be notified in the mail, and appropriate financial cancellation terms will be applied.

## Standards of Progress

Students are expected to successfully complete each semester before enrolling in the subsequent semester. Students must complete each semester with the required Quality Point Average (QPA) as noted under the section Application for Subsequent Semester. Students must repeat any failed subject. Students may improve their QPA by repeating a "D" grade. If a subject is repeated, only the second grade is counted in the QPA calculation. The first grade does, however, remain on the transcript. Students are given one year to complete each semester. Students may progress more quickly through the semester, but are contractually required to complete it within one year. Students may request an extension for a fee, but the entire Associate Degree program must be completed within six years, and the entire Bachelor Degree program must be completed in 8 years. Students who do not complete a degree program within the required time limit, must be re-enrolled and evaluated against the current program

for transfer credit. Students who do not demonstrate satisfactory progress may be academically cancelled from the program, or denied admission to the subsequent semester.

## Veterans Benefits — Standards of Progress

Penn Foster College students receiving monthly reimbursement from the Veterans Administration must meet minimum standards of progress. The minimum standard for these students involves the completion of sufficient lessons each month to complete the entire semester in 12 months. The number of lessons for the semester is specified on the Enrollment Form for each degree program. Students in danger of not achieving standards of progress will be mailed notices by the college. Failure to achieve monthly standards will be reported to the Veterans Administration by the college's Certifying Official.

## Student Grievances

### **Student Grievance Policy:**

Most student complaints can be handled at first point of contact with the school. Student complaints are addressed using the policies and provisions of the enrollment agreement, student handbook, and academic requirements of the school. Students who have a complaint should contact their instructor regarding academic issues or a student service supervisor regarding servicing issues. The instructor or student service supervisor will provide a verbal or written response depending on the student's preferred choice of communication. If the student believes that the complaint has not been properly handled at that point, the student should use the following procedure to register a grievance.

### **Steps in Grievance Procedure:**

1. The student should contact the Department Chairperson for academic issues or Student Services Manager either by phone or in writing expressing his/her concern within 30 days of receiving a response to the original complaint. The Department Chairperson or Student Services Manager will respond either by phone or in writing within two weeks of receiving the complaint.
2. If the student feels that the issue is still unresolved, he/she has 30 days to express continued concerns either by phone or in writing to the Chief Academic Officer or Senior Student Services Manager. A response will be sent to the student within two weeks.
3. If the student still believes the grievance is unresolved, he/she may complete the school's grievance form within 30 days from receiving the response from the Chief Academic Officer or Senior Student Services Manager. This form can be obtained by contacting student services. The form can be emailed, faxed, or mailed to the student.
4. All grievance forms will be returned to the Chief Academic Officer, who will turn them over to the Dispute Resolution Committee. The Dispute Resolution Committee will meet and render a decision within two weeks of receipt of the grievance form. The decision of the Committee will be final and will be sent to the student in writing.

5. All grievance forms and final decision notifications will be filed in the office of the Chief Academic Officer.
6. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007; phone #: 602-542-5709; website address: <http://azppse.state.az.us>

## Grade Appeal

Students who wish to dispute a grade or an answer to a question should contact their instructor. Only an instructor has the authority to change a grade. If the student is not happy with the grade appeal results, he/she should follow the "Student Grievance" procedure listed in this catalog.

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# GRADUATION REQUIREMENTS

## Associate Degree Requirements

Students who complete the final proctored exam for the fourth semester will be eligible for graduation. To be awarded a degree, a candidate must:

1. Earn the total number of credits required for the degree program.
2. Pass all courses.
3. Complete a minimum of 25% of the total credit hours through Penn Foster College.
4. Achieve a cumulative Quality Point Average (QPA) of 2.0 or higher in all studies. A candidate may score below a 2.0 QPA in the first or second semester and still continue as a degree candidate, provided that the QPA by the conclusion of the given semester is not below the following: semester one, 1.6; semester two, 1.8; semester three, 2.0.
5. Complete all courses required for the four semesters within six (6) years of the date of matriculation.
6. Meet all financial obligations.

## Bachelor's Degree Requirements

To be awarded a Bachelor of Science Degree, a candidate must:

1. Complete the required number of credits in the program.  
(Minimum of 120 credits)
2. Pass all courses.
3. Complete a minimum of 25% of the total credits through Penn Foster College.
4. Achieve a cumulative QPA of 2.0, or higher.
5. Complete all courses required within eight (8) years of enrollment.
6. Meet all financial obligations.

## Extensions

In most programs, students are given 12 months to complete each semester. Students may request two paid six-month extensions per semester as long as the entire program is completed within six(6) years for the Associate Degree or eight(8) years for the Bachelor's Degree. Students who do not complete the program within the required time limit would need to re-enroll in the program that is current at that time. Previous work would be evaluated against the current curriculum to determine which courses could be transferred into the new enrollment.

## Graduation Honors

Students who achieve a minimum 3.4 or higher cumulative grade point average upon completion of the program will receive their degrees with the following honors designation:

3.4 Cum Laude

3.6 Magna Cum Laude

3.8 Summa Cum Laude

## Honor Society

Students who complete at least 30 credits with Penn Foster College and achieve a minimum 3.4 or higher cumulative grade point average upon graduation will be eligible to join the Delta Epsilon Tau Honor Society. Students who choose to pay a fee can become members of an Alpha Epsilon Chapter of the DET Honor Society.

Students entering with advanced standing must complete at least 50% of the total credit hours of work in the Associate Degree program and 25% of the work in the Bachelor's Degree program with Penn Foster College to be eligible for honors.

# STUDENT SERVICES

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## How the Program Works

Students receive the following information to begin studying with Penn Foster College:

- **ID Card** — The Student ID Card is part of the shipping label on the first work box. Individual student numbers are on the ID card, and must be available when contacting the college.
- **Student Handbook** — Special information on the Penn Foster College experience. (Available online)
- **Program Outline** — The Program Outline lists all courses in the program and is available online at the student's home page.
- **First Set of Lesson Materials** — The first lesson should be read thoroughly. The self-tests in each lesson help students prepare for the “open-book” exams. Questions about the lessons can be answered by going to the “Frequently Asked Questions ” (FAQ) section of the website.

In addition to the print materials received, students can access PDF versions of most study guides online.

The first exam is at the end of the lesson booklet. Students should follow the instructions for submitting the exam online at our website, or with either Tel-Test or Exam Express.

- **Test Materials Envelope** — Test forms and details on submitting exams, along with envelopes for exam submission and payments. (A coupon payment booklet will be mailed separately.)

If students have additional questions about getting started, they should go to **<http://login.PennFosterCollege.edu>** or call the Student Service Center at **1-888-427-1000**. Students may also fax request to **480-947-2680**.

## Additional Materials

As lessons are completed, the next course will be shipped. At the end of the semester, a cumulative final exam will be sent for each subject in that semester. Details on this process will be mailed midway through the first semester. After passing all courses in the first semester, students will receive materials for re-enrollment into the next semester.

## Contacting the School

Courses at Penn Foster College are designed to ensure success. Students who have questions or problems with any course are encouraged to visit the website at **<http://login.pennfostercollege.edu>**.

The Penn Foster College website features information on the school and details on every program offered, as well as links to other educational resources. From the website, students can view their records, take exams, and email instructors. Visit the site at [www.pennfostercollege.edu](http://www.pennfostercollege.edu).

Students who need to call the college or speak with an instructor can call 1-888-427-0600. Instructors are on duty to answer questions from 6 a.m. to 5 p.m., Mountain Time (8 a.m. to 7 p.m., Eastern Time), Monday through Friday. After that time, and on weekends and holidays, students may leave a message; calls will be returned the next business day. Callers must have their student numbers available.

## Online Library

Students at Penn Foster College will have access to an online library for use during their studies with the school. Students can use this library to do the required research in the courses they complete or can use it for general reference and links to valuable resources. The library contains helpful research assistance, articles, databases, books, Web links, and email access to a librarian. Students can access the library from their home page.

## Librarian

A librarian is available to answer questions on general research-related topics via email and assist students in research activities during their studies with Penn Foster College.

## Payments

Payments can be made by visiting our website, by phone, or by mail. If mailing payment, please include the appropriate coupon from the payment book to:

**Student Service Center**  
**925 Oak Street**  
**Scranton, PA 18515-0001**

Student numbers must be included on all payment materials. Accounts are updated in approximately one week.

## Family Educational Rights and Privacy Act (FERPA)

Penn Foster College respects the right to privacy for all of its students. To that end, the school maintains a privacy policy that complies with the Family Educational Rights and Privacy Act (FERPA). No information regarding an individual student record is released to anyone other than the student until a signed release form from

that student has been received. Signed release forms are transferred to a laser optical scanner for permanent storage and reference. Release forms can be obtained from the Student Service Center.

## Basic Skills Assessment

All degree applicants will be required to complete a basic skills assessment in reading and math to determine the level of readiness for beginning their selected program. Students who demonstrate the need for additional instruction in math or reading will receive developmental course materials to help prepare for the rigor of the program. Students who successfully complete either the assessment or the developmental courses will matriculate and begin the first semester. Students who do not successfully complete the developmental courses will be counseled regarding their enrollment and may not be allowed to continue. Developmental courses will appear on the student transcript but will not carry any credit value and will not enter into a student's GPA.

## Failed Subject Replacements

Students who fail a course on the first attempt may be able to repeat the subject if a replacement course is available. You will be notified of the availability of a replacement subject, if needed, at the time of your final grade calculation.

## Accommodating Students with Disabilities

Penn Foster College believes in opportunity for everyone. Therefore, the school strives to meet the needs of all students by providing instructional support and student services which will enable them to reach their maximum potential.

The school does not discriminate on the basis of race, color, gender, religion, national origin, age, or physical disability. The school will offer a reasonable accommodation for any qualified student with known disabilities provided the accommodation does not pose an undue hardship on the school or does not force the school to fundamentally alter the educational course, compromise its academic standards, or place the disabled individual in a better than equal position with nondisabled students.

Students who need special accommodations should write a letter to the Chief Academic Officer indicating the nature of the special needs. The student must also provide documented evidence of the disability.

## Military Benefits

Penn Foster College participates in the DANTES programs for the U.S. Military. Tuition benefits are available under this program to qualified service personnel. Students are encouraged to contact their Education Service Officers for details on these reimbursement policies.

## Change of Address

The easiest way to change your address is to log on to <http://Login.PennFosterCollege.edu>. Click “Update My Profile” (at the bottom of your “Personal Homepage”). Make the necessary changes and submit.

## Transcripts

Along with their degrees, students will receive a copy of their Official Transcripts. Additional copies are available at a cost of \$10 each. Contact the Student Service Center to submit requests. To send the transcript to another address (i.e., an employer or school), students must have the address handy when they call. Permanent records of student transcripts are maintained for 50 years after graduation. (Students must be current in their payments to receive this service.) On the Web, you can use the “Contact Us — Student Services” feature to submit your request. Be sure to include the name and address of the employer or school you want the transcript sent to. You can also make your fee payment on line by going to “Make Other Payments.”

## Career Assistance

The Career Center, which is located in the library, offers many resources to help with career planning and job search efforts. In addition to the resources for researching companies and businesses, there are guides for career planning, instructions for writing a winning resume, tips and advice to succeed at a job interview and how to follow-up after the interview, and information on negotiating and understanding compensation levels and offers. There are many job listings categorized by subject also shown in the Career Center. Graduates can also take advantage of our Alumni Services online.

## Transfer of Credits

Students planning to continue their education with another school after earning a degree from Penn Foster College should check with that school regarding credit transfer policies. Credits earned at Penn Foster College may transfer to some, but not all, learning institutions. Many of the degree courses have been reviewed by the ACE College Credit Recommendation Service and are listed in the *National Guide to Educational Credit for Training Programs*. Many colleges use the recommendations made by ACE to determine credit transfer values.

## School Calendar

Penn Foster College operates 12 months of the year. The school is closed for 10 holidays during the year. The holidays usually include New Year’s Day, Martin Luther King Jr.’s Birthday, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The other days may vary. The school’s phones will have a “closed” message on these holidays.

# CURRICULUM

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## **GENERAL EDUCATION PHILOSOPHY**

Penn Foster College seeks to provide the students it serves with a core general education component, which is essential as a basis for lifelong learning inside and outside the workplace.

Students should receive a well-rounded education with an appropriate balance between specific skills in their major areas and those skills gained through general education courses that are part of the curriculum. Those courses that are directly related to a specific major are an important part of building a foundation for a successful career. However, these skills are not enough to ensure that students will be successful. Students also need to develop skills that enable them to develop creative solutions, to effectively communicate with others, and to work as a team with fellow employees. Students can also benefit from greater understanding of the world through the appreciation of history, the arts, and the various cultures of the world.

General education courses provide students with quantitative and critical thinking skills, communication skills, and an understanding of society and culture. These are vital skills that enable students to be a more vital and productive part of society. Penn Foster College is committed to ensuring the success of all students by forming the core of the programs around various general education courses. Students who complete programs that include a solid general education component are better prepared for success in the future.

The following General Education courses are offered either as required subjects in the program or as electives. The curriculum outlines that follow will show the requirements for each program.

## GENERAL EDUCATION COURSES

<b>Social Science</b>	<b>Credits</b>
Adolescence and Adulthood	3
Essentials of Psychology	3
Foundations of Political Science	3
Readings in World Civilization	3
Economics 1 (non-business major)	3
Economics 2 (non-business major)	3
Introduction to Sociology	3
Organizational Behavior	3
Sociology of Diversity	3
<b>Arts &amp; Humanities</b>	
Art Appreciation	3
Music Appreciation	3
Interpersonal Communication	1
Introduction to Literature	3
<b>Communication</b>	
Computer Literacy	3
Introduction to Computers	3
Computer Applications	3
<b>Natural Science</b>	
Introduction to Biology	3
Nutrition	3
Physics	3
Technical Science	2
Physical Science	3
Earth Science	3
<b>Quantitative Skills</b>	
Business Statistics	3
Research and Statistics	3
Technical Math 1	2
Technical Math 2	2
Analytical Geometry and Calculus	4
Applied Mathematics	3
College Algebra	3
Pre-Calculus	3
<b>English</b>	
English Composition	3
Business and Technical Writing	3
Speech	3
Advanced Composition	3
Applied Research Skills	2
Information Literacy	1

## BUSINESS DEPARTMENT

The Business Department of Penn Foster College offers men and women a variety of career choices: Hospitality Management, Criminal Justice, Early Childhood Education, Health Information Technology, Paralegal Studies, Accounting, Business Management, or Business Management with options in Management, Human Resources, Finance, or Marketing. Associate of Science and Bachelor of Science degrees provide the student with the full business background needed in today's complex business environment.

## ACCOUNTING ASSOCIATE OF SCIENCE

The objectives of the Penn Foster College Accounting Program are to provide the student with an in-depth study of accounting supplemented by a broad acquaintance with related subjects necessary in business and industry. Training in basic computer operations and applications is also included. The student will develop skills in accounting, management, and using a personal computer. A graduate will have the necessary academic background for employment in one of the many careers of the accounting profession.

<b>Semester 1</b>	<b>Credits</b>
Basic Skills	0
BUS 100: Business Orientation	1
ENG 103: Information Literacy	1
BUS 101: Introduction to Business	3
MAT 106: Mathematics for Business and Finance	3
ACC 111: Financial Accounting	3
Arts & Humanities Elective	3
(choose one)	
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
<b>Total</b>	<b>14</b>
Proctored Final Examination	

<b>Semester 2</b>	<b>Credits</b>
CSC 104: Computer Applications	3
ACC 112: Managerial Accounting	3
ENG 100: English Composition	3
BUS 110: Principles of Management	3
HUM 106: Interpersonal Communications	1
BUS 121: Economics 1	3
<b>Total</b>	<b>16</b>

Proctored Final Examination

<b>Semester 3</b>	<b>Credits</b>
ACC 201: Intermediate Accounting 1	3
FIN 101: Financial Management	3
ENG 121: Business and Technical Writing	3
MAT 120: College Algebra	3
ACC 202: Intermediate Accounting 2	3
Science Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
SCI 110: Earth Science	
<b>Total</b>	<b>18</b>

Proctored Final Examination

<b>Semester 4</b>	<b>Credits</b>
ACC210: Cost Accounting	3
MAT 210: Business Statistics	3
BUS 213: Business Law 1	3
ACC 211: Computer Applications in Accounting	3
Business Elective (choose one)	3
BUS 214: Business Law 2	
BUS 122: Economics 2	
Social Science Elective (choose one)	3
SSC 130: Essentials of Psychology	
SSC 105: Readings in World Civilization	
SSC 150: Foundations of Political Science	
<b>Total</b>	<b>18</b>

**Total Credits 66**

Penn Foster College reserves the right to change program content and materials when it becomes necessary.

## BUSINESS MANAGEMENT ASSOCIATE OF SCIENCE

The Business Management Program has been structured to provide a thorough background in the functional areas of business management, finance/accounting administration, and marketing and operation at the associate degree level. Training in basic computer operations and applications is also included. The program prepares men and women for a management career in

business or industry. Typical areas in which a graduate will have the necessary academic background to enter are merchandising, sales management, store management, financial analysis, credit and collection management, operations management, executive administration, and customer service management.

<b>Semester 1</b>	<b>Credits</b>
Basic Skills	0
BUS 100: Business Orientation	1
ENG 103: Information Literacy	1
BUS 101: Introduction to Business	3
BUS 110: Principles of Management	3
Social Science Elective (choose one)	3
SSC 130: Essentials of Psychology	
SSC 105: Readings in World Civilization	
SSC 150: Foundations of Political Science	
MAT 106: Math for Business and Finance	3
<b>Total</b>	<b>14</b>

Proctored Final Examination

<b>Semester 2</b>	<b>Credits</b>
CSC 104: Computer Applications	3
ENG 100: English Composition	3
ACC 111: Financial Accounting	3
HUM 106: Interpersonal Communications	1
MKT 301: Marketing	3
Arts & Humanities Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
<b>Total</b>	<b>16</b>

Proctored Final Examination

<b>Semester 3</b>	<b>Credits</b>
BUS 121: Economics 1	3
ACC 112: Managerial Accounting	3
MAT 120: College Algebra	3
ENG 121: Business and Technical Writing	3
HRM 201: Human Resources Management	3
Science Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
SCI 110: Earth Science	
<b>Total</b>	<b>18</b>

Proctored Final Examination

<b>Semester 4</b>	<b>Credits</b>
FIN 101: Financial Management	3
BUS 213: Business Law 1	3
BUS 340: Organizational Behavior	3
MAT 210: Business Statistics	3
Business Elective (choose one)	3
MKT 340: Retail Management	
MKT 320: Consumer Behavior	
BUS 214: Business Law 2	
BUS 122: Economics 2	
<b>Total</b>	<b>15</b>
Proctored Final Examination	
<b>Total Credits</b>	<b>63</b>
Penn Foster College reserves the right to change program content and materials when it becomes necessary.	

## BUSINESS MANAGEMENT BACHELOR OF SCIENCE

The objective of the BS in Business Management is to prepare students for professional opportunities in management by providing a through background in the functional areas of modern business: human resources, finance/accounting, administration, marketing, and operations. Students will obtain skills they can apply immediately in the business workplace and the professional practices and benefits of general education required for life-long personal growth in today's global economy. This program also provides a foundation for graduate studies.

Students are prepared for a wide variety of entry-level management positions in the for-profit and not-for-profit sector of the economy including various supervisory, analyst, operations, administrative, and service functions.

<b>Semester 1</b>	<b>Credits</b>
Basic Skills	0
BUS 100: Business Orientation	1
ENG 103: Information Literacy	1
BUS 101: Introduction to Business	3
SSC 105: Readings in World Civilization	3
HUM 104: Music Appreciation	3
MAT 106: Math for Business and Finance	3
<b>Total</b>	<b>14</b>
Proctored Final Examination	

<b>Semester 2</b>	<b>Credits</b>
CSC 104: Computer Applications	3
ENG 100: English Composition	3
MAT 120: College Algebra	3
ACC 111: Financial Accounting	3
SCI 140: Nutrition	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	

<b>Semester 3</b>	<b>Credits</b>
BUS 110: Principles of Management	3
ENG 121: Business and Technical Writing	3
ACC 112: Managerial Accounting	3
ENG 200: Speech	3
BUS 121: Economics 1 (Macroeconomics)	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	

<b>Semester 4</b>	<b>Credits</b>
HUM 102: Art Appreciation	3
MAT 210: Business Statistics	3
CSC 221: Advanced PC Applications	3
BUS 122: Economics 2 (Microeconomics)	3
Elective (See Table)	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	

<b>Semester 5</b>	<b>Credits</b>
SSC 130: Essentials of Psychology	3
MKT 301: Marketing	3
ENG 300: Advanced Composition	3
HRM 201: Human Resources Management	3
Elective (See Table)	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	

<b>Semester 6</b>	<b>Credits</b>
BUS 315: Legal Environment of Business	3
FIN 310: Corporate Finance	3
SCI 120: Introduction to Biology	3
Business Elective (See Table)	3
BUS 340: Organizational Behavior	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	

<b>Semester 7</b>	<b>Credits</b>
BUS 415: Business Research Methods	3
BUS 400: Business Ethics	3
Elective (See Table)	3
Business Elective (See Table)	3
BUS 430: International Business	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	

<b>Semester 8</b>	<b>Credits</b>
BUS 425: Strategic Business Management	3
Elective (See Table)	3
Business Elective (See Table)	3
Business Elective (See Table)	3
BUS 450: Senior Capstone: Business	4
<b>Total</b>	<b>16</b>
Proctored Final Examination	
<b>Total Credits</b>	<b>120</b>
Penn Foster College reserves the right to change program content and materials when it becomes necessary.	

## ELECTIVES

<b>Course Number/Title</b>	<b>Prerequisites</b>
ACC 201: Intermediate Accounting 1	ACC112
ACC 202: Intermediate Accounting 2	ACC201
ACC 210: Cost Accounting	ACC112
ACC 211: Computer Applications in Accounting	ACC112
HRM 210: Compensation Management	HRM201
FIN 101: Financial Management	
FIN 210: Personal Financial Management	
CSC 218: Visual Basic	CSC104
INT 205: Introduction to the Internet	CSC104
COM 110: Public Relations 1	ENG300
COM 115: Public Relations 2	COM110

## BUSINESS ELECTIVES

<b>Course Number/Title</b>	<b>Prerequisites</b>
MKT 320: Consumer Behavior	MKT301
HRM 350: Labor Relations	HRM201
FIN 305: Securities and Investments	
MKT 310: Advertising Principles	MKT301
MKT 340: Retail Management	MKT301
HRM 320: Employee Benefits	HRM201, HRM210
HRM 355: Training Concepts	BUS110, HRM201
BUS 330: Risk Management	BUS110

## CRIMINAL JUSTICE ASSOCIATE OF SCIENCE

The Criminal Justice Program prepares students with an in-depth study of topics necessary for a career in criminal justice such as criminology, criminal law, police studies, private security, organized and white-collar crime, criminalistics, community corrections, security management, and crisis intervention. The program prepares students to obtain entry-level positions in security, prison, or police work.

<b>Semester 1</b>	<b>Credits</b>
Basic Skills	0
CJS 100: Criminal Justice Orientation	1
ENG 103: Information Literacy	1
CJS 101: Introduction to Criminal Justice	3
ENG 100: English Composition	3
CSC 104: Computer Applications	3
CJS 123: Courts	3
SSC 130: Essentials of Psychology	3
<b>Total</b>	<b>17</b>
Proctored Final Examination	

<b>Semester 2</b>	<b>Credits</b>
CJS 308: Criminology	3
SSC 105: Readings in World Civilization	3
CJS 120: Police Studies	3
CJS 238: Criminal Law	3
CJS 105: Ethics in Criminal Justice	3
Core Criminal Justice Elective (choose one)	3
CJS 130: Police: Police Management	
CJS 135: Security: Introduction to Private Security	
<b>Total</b>	<b>18</b>
Proctored Final Examination	

<b>Semester 3</b>	<b>Credits</b>
CJS 203: Criminal Procedures	3
Free Criminal Justice Elective (choose one)	3
(The students will choose from the Free Criminal Justice Electives listed at the end.)	
Core Criminal Justice Elective (choose one)	3
CJS 220: Police: Organized Crime	
CJS 225: Security: White Collar Crime	
CJS 230: Criminalistics	3
Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
MAT 102: Mathematical Applications	3
<b>Total</b>	<b>18</b>
Proctored Final Examination	

<b>Semester 4</b>	<b>Credits</b>
CJS 235: Multicultural Law Enforcement	3
Core Criminal Justice Electives (choose one)	3
CJS 210: Police Crime Scene Investigation Basics	
CJS 245: Security: Security/Loss Prevention	
Free Criminal Justice Elective (choose one)	3
Core Criminal Justice Electives (choose one)	3
CJS 350: Police: Community Corrections	
CJS 255: Security: Computer-Based Crime	
Free Criminal Justice Elective (choose one)	3
Core Criminal Justice Electives (choose one)	3
CJS 260: Police: Crisis Intervention	
CJS 265: Security: Security Management	
<b>Total</b>	<b>18</b>
Proctored Final Examination	
<b>Total Credits</b>	<b>71</b>

<b>Free Criminal Justice Electives</b>	<b>Credits</b>
CJS 205: Juveniles and the Legal Process	3
CJS 307: Victimology	3
CJS 209: Substance Abuse and Treatment in Criminal Justice	3
CJS 211: Correctional Institutions	3
CJS 213: Women and Criminal Justice	3
CJS 215: Terrorism	3
CJS 217: International Relations	3
PLS 220: Westlaw Legal Research	3
Penn Foster College reserves the right to change program content and materials when it becomes necessary.	

## **CRIMINAL JUSTICE BACHELOR OF SCIENCE**

The objective of the BS in Criminal Justice degree program is to prepare students for professional opportunities in the criminal justice field by instilling within the student, the knowledge and skills required to understand, appreciate, and function within the diverse area of laws, ethics and subjects that comprise the criminal justice system. The academic methodology will utilize a multi-dimensional approach, thereby exposing the student to local, state, and federal processes and institutions. The program will prepare the student for a wide array of entry-level positions in criminal justice, as well as provide a foundation for graduate studies.

Students obtaining their BS degree in Criminal Justice will have the academic and practical skill set needed to pursue a career in the criminal justice field. The most common career paths include law enforcement, investigative, and security positions, in both the public and private sectors, on local, state, and federal levels; administrative positions within the courts; and probation, parole, corrections, and forensic science careers.

<b>Semester 1</b>	<b>Credits</b>
Basic Skills	0
CJS 100: Criminal Justice Orientation	1
ENG 103: Information Literacy	1
CJS 101: Introduction to Criminal Justice	3
SSC 130: Essentials of Psychology	3
SSC 125: Introduction to Sociology	3
CJS 123: Courts	3
<b>Total</b>	<b>14</b>
Proctored Final Examination	

<b>Semester 2</b>	<b>Credits</b>
CSC 104: Computer Applications	3
ENG 100: English Composition	3
CJS 105: Ethics in Criminal Justice	3
CJS 120: Police Studies	3
SCI 140: Nutrition	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	

<b>Semester 3</b>	<b>Credits</b>
PLS 202: Legal Research and Writing	4
CJS 130: Police Management	3
HUM 102: Art Appreciation	3
MAT 120: College Algebra	3
CJS 238: Criminal Law	3
<b>Total</b>	<b>16</b>
Proctored Final Examination	

<b>Semester 4</b>	<b>Credits</b>
CJS 203: Criminal Procedures	3
ENG 200: Speech	3
SSC 260: Adolescence and Adulthood	3
CJS 307: Victimology	3
Science Elective (choose 1)	3
SCI 120: Introduction to Biology	
SCI 110: Earth Science	
<b>Total</b>	<b>15</b>
Proctored Final Examination	

<b>Semester 5</b>	<b>Credits</b>
CJS 211: Correctional Institutions	3
ENG 300: Advanced Composition	3
CJS 205: Juveniles and the Legal Process	3
SSC 265: Introduction to Public Policy	3
CJS 308: Criminology	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	

<b>Semester 6</b>	<b>Credits</b>
CJS 350: Community Corrections	3
MAT 210: Business Statistics	3
SSC 310: Sociology of Diversity	3
Elective (See Table)	3
HUM 104: Music Appreciation	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	

<b>Semester 7</b>	<b>Credits</b>
BUS 340: Organizational Behavior	3
CJS 400: Administration of Justice	3
CJS 415: Evidence	3
Elective (See Table)	3
Elective (See Table)	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	

<b>Semester 8</b>	<b>Credits</b>
BUS 350: Supervision and Leadership	3
MAT 415: Research and Statistics	3
Elective (See Table)	3
Elective (See Table)	3
CJS 450: Senior Capstone: Criminal Justice	4
<b>Total</b>	<b>16</b>
Proctored Final Examination	
<b>Total Credits</b>	<b>121</b>

## ELECTIVES

<b>Course Number/Title</b>	<b>Prerequisites</b>
CJS 209: Substance Abuse and Treatment in Criminal Justice	
CJS 217: International Relations	CJS235
CJS 220: Organized Crime	CJS101
CJS 225: White Collar Crime	CJS123, CJS238
CJS 215: Terrorism	CJS120, CJS308
CJS 213: Women and Criminal Justice	
CJS 210: Crime Scene Investigation	
CJS 255: Computer-Based Crime	CJS101
CJS 260: Crisis Intervention	CJS120
CJS 235: Multicultural Law Enforcement	CJS120
ECE 210: The Child, Family, and Community	
PLS 213: Family Law	
BUS 315: Legal Environment of Business	
Penn Foster College reserves the right to change program content and materials when it becomes necessary.	

## EARLY CHILDHOOD EDUCATION ASSOCIATE OF SCIENCE

The program in Early Childhood Education intends to provide those enrolled with a comprehensive study of the way young children (from birth through preschool age) develop and learn. Our students learn how to guide this development and learning in children from diverse backgrounds and with various needs. Students receive the necessary instruction regarding the appropriate attitudes, environment, and specific content teaching strategies for language, literacy, mathematics, science, and the arts. In addition to developing skills to work with children, students will learn how to cooperate with parents and encourage their participation in the early education of their children.

Graduates will have the necessary academic background for employment

as teacher assistants, associate teachers, or as teachers in a developmentally appropriate educational program that serves children from birth to preschool age. Since requirements for employment in this field vary by state, students should check with their applicable licensing body for specific requirements.

A Field Experience is required in the fourth semester. Students are expected to complete a minimum of 300 hours in a licensed early childhood center that has a developmentally appropriate program that includes infants, toddlers, and preschoolers.

<b>Semester 1</b>	<b>Credits</b>
Basic Skills	0
ECE 100: Orientation to Early Childhood Education	1
ENG 103: Information Literacy	1
SSC 130: Essentials of Psychology	3
ECE 111: Fundamentals of Early Childhood Education	3
ECE 130: Health, Safety, and Nutrition for the Young Child	3
Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
<b>Total</b>	<b>14</b>
Proctored Final Examination	

<b>Semester 2</b>	<b>Credits</b>
ECE 220: Child Growth and Development	3
ECE 215: Curriculum for Early Childhood Education	3
ECE Elective (choose one)	3
ECE 216: Language and Literacy Development in Young Children	
ECE 217: Developing Math and Science Skills in Young Children	
ECE 213: Art, Music and Movement	
ENG 100: English Composition	3
CSC 104: Computer Applications	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	

<b>Semester 3</b>	<b>Credits</b>
ECE 212: Guidance in Early Childhood Education	3
ECE 223: Working with Preschoolers	3
ECE 120: Infant and Toddler Care	3
Science Elective(choose one)	3
SCI 120: Introduction to Biology	
SCI 110: Earth Science	
HUM 106: Interpersonal Communication	1
ECE 203: Working with Children with Special Needs	3
<b>Total</b>	<b>16</b>
Proctored Final Examination	

<b>Semester 4</b>	<b>Credits</b>
ECE 230: Field Experience	6
ECE 107: Play in the Lives of Young Children	3
MAT 102: Mathematical Applications	3
ECE 210: Child, Family, and Community	3
Elective(choose one)	3
ECE 160: Cultural Diversity in the Early Childhood Program	
ECE 221: Administration of an Early Childhood Education Center	

**Total** **18**

Proctored Final Examination

**Total Credits** **63**

Penn Foster College reserves the right to change program content and materials when it becomes necessary.

## FASHION MERCHANDISING ASSOCIATE OF SCIENCE

The Fashion Merchandising associate degree program provides a thorough background in the functional areas of retail management, marketing, buying, fashion promotion, product development, textiles, and merchandising at the associate degree level. The program prepares men and women for a fashion merchandising career. Typical areas in which a graduate will have the necessary academic background to enter the field are merchandising, sales management, marketing, e-commerce, and retailing.

Students in this program must pass the general education prerequisite credits with a cumulative QPA of 1.6 in order to be admitted to the full program.

<b>Semester 1</b>	<b>Credits</b>
ENG 103: Information Literacy	1
CSC 104: Computer Applications	3
Science Elective (choose one)	3
SCI 110: Earth Science	
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
SSC 130: Essentials of Psychology	3
Humanities Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 100: English Composition	3
<b>Total</b>	<b>16</b>

<b>Semester 2</b>	<b>Credits</b>
FSH 101: Introduction to the Fashion Industry	3
GRD 105: Color Theory	3
FSH 110: History of Fashion	3
BUS 121: Economics 1	3
MAT 120: College Algebra	3

**Total** **15**

<b>Semester 3</b>	<b>Credits</b>
ACC 113: Basic Accounting	3
FSH 120: Introduction to Textiles	3
MKT 301: Marketing	3
ENG 121: Business and Technical Writing	3
MKT 320: Consumer Behavior	3
MAT 215: Merchandising Math	3

**Total** **18**

<b>Semester 4</b>	<b>Credits</b>
BUS 310: Merchandising Planning and Buying	3
INT 114: Internet Marketing and E-commerce	3
MKT 340: Retail Management	3
FSH 205: Fashion Promotion	3
FSH 220: Product Development	3

**Total** **15**

**Total Credits** **64**

Penn Foster College reserves the right to change program content and materials when it becomes necessary.

## FINANCE ASSOCIATE OF SCIENCE

The objective of the Finance Program is to provide a basic knowledge of finance. In addition, instruction is provided in accounting procedures and basic business principles. The student will not only have a basic knowledge of finance and business but will also develop judgment and reasoning abilities.

<b>Semester 1</b>	<b>Credits</b>
Basic Skills	0
BUS 100: Business Orientation	1
ENG 103: Information Literacy	1
BUS 101: Introduction to Business	3
MAT 106: Math for Business and Finance	3
ACC 111: Financial Accounting	3
Arts & Humanities Elective(choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	

**Total** **14**

Proctored Final Examination





































































































