



PENN FOSTER COLLEGE

Undergraduate Catalog & Student Handbook
Effective February 2012

A MESSAGE FROM THE PRESIDENT

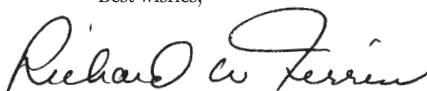
Dear Penn Foster Student,

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

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.

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MISSION STATEMENT

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 certificates and 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

- 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

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

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 and Undergraduate Certificates. 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 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

The American Council on Education’s College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for many 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.*

** 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

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:

Certificate 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 official 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 Certificate 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 the entire program at one time.
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.

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 official 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. Some programs require students to complete 15 credits in general education prior to enrolling in the full program. Refer to specific information in each program.
5. Once the college has received and reviewed the agreement, the applicant will receive prompt notification of the acceptance or rejection of the application.
6. 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.
7. 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.
8. 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.
9. 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 official 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 \$39 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), or a 61 on the Internet-Based test (iBT). For more information refer to www.TOEFL.org. Other acceptable test results include a 6.0 on the International English Language Test (IELTS) (see www.IELTS.org), or a 44 on the Pearson Test of English Academic Score Report (PTE Academic) (www.personpte.com), or the equivalent.

Advanced Standing

Advanced standing may, on approval by the Registrar, Transcript Evaluator, or 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, Bachelor’s Degree, or Certificate program.

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

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 Fire Science Associate Degree students is \$65 per credit for all semesters. Tuition for all other Associate Degree students is \$70 per credit for Semester One and \$90 per credit for subsequent semesters. Tuition for Bachelor Degree students is \$90 per credit for all semesters. Tuition for Undergraduate Certificate programs is \$70 per credit.

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)	\$ 65-70*
Transcript	\$ 10
Reinstatement Fee.....	\$ 25
Rush Shipment Fee (per shipment).....	\$ 10

* Varies by program. There is no shipping and handling fee for students in the Fire Science Program.

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. If you cancel within seven (7) days after midnight of the day you sign the Enrollment Form, you will receive a refund of all monies paid to Penn Foster. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund;
2. If you cancel after seven (7) days, but before submitting a completed assignment, you will receive a refund of all monies paid less a non-refundable registration fee of 20% of your program tuition or \$200.00, whichever is less, and if applicable, the non-refundable admissions and shipping and handling fees;
3. If you cancel after completing at least one assignment but less than 50% of the semester assignments, in addition to retaining the non-refundable registration fee and if applicable the non-refundable admissions and shipping and handling fees, your tuition obligation is as follows:
 - a). Up to and including 10% of the semester, Penn Foster will retain 10% of the refundable tuition;
 - b). If you cancel after 10% and up to and including 25% of the semester, Penn Foster will retain 25% of the refundable tuition;
 - c). If you cancel after 25% and up to and including 50% of the semester, Penn Foster will retain 50% of the refundable tuition.

If you cancel after completing 50% of the semester, Penn Foster shall be entitled to the total semester tuition and applicable fees. No refunds will be issued after 12 months.

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

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 final exam/project 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. Students 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 testing are provided with your materials.

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 on selected subjects.

There will be timed, proctored final examinations at the end of each semester or Certificate program. Proctor's names will be submitted by the student and approved by Penn Foster College.* Each comprehensive examination will test the student on selected 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 10 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 or Certificate program, 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.

Most essay exams will also be submitted online. Results of these exams will be available on the student's *My Courses* page.

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. (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. Makeups on proctored exams are only required if the course grade is failing.

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/Webinars

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.

Students in certain programs may also be required to attend scheduled online classes in order to pass the course.

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. The Dean's List does not apply to the Certificate programs.

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. Time frames may vary for international students due to shipping times. Students may request an extension for a fee, but the entire Associate Degree program must be completed within six years, and the entire Bachelor’s Degree program must be completed in eight 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.

Standards of Progress for Veterinary Technician Program

In addition to the Standards of Progress stated above, students who are in the Veterinary Technician program cannot be enrolled in the program for over 4 years at the time of beginning their first practicum. Veterinary Technician students who have exceeded the four-year time limit at the time of the first practicum will be required to re-enroll in the program. Upon enrollment in the new program, students will also be required to bring all participation grades to a current level.

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.

GRADUATION REQUIREMENTS

Undergraduate Certificate Requirements

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

1. Earn the total number of credits required for the Certificate 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.
5. Complete all courses required for the Certificate within the required contractual time frame.
6. Meet all financial obligations.

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. Students in Certificate programs may also request an extension beyond their contract time for a fee.

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.

The Honor Society does not apply to Undergraduate Certificate Programs.

STUDENT SERVICES

How the Program Works

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

- **ID Card** — The Student ID Card is included with your welcome letter in the mail.
- **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 either at the end of the lesson booklet or available online. Students should follow the instructions for submitting the exam online at our website, or with either Tel-Test or Exam Express. Some exams are available only online.

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 available. At the end of the semester, a cumulative final exam will be sent for selected subjects 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.

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 and certificate 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

Students may request copies of their transcripts at a cost of \$10 each. Contact the Student Service Center to submit requests. Students must meet the financial requirements established by Penn Foster College in order to receive a transcript. 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 will only receive a transcript when they have paid for the courses they completed. Students will also only receive ACE approvals for courses they have paid for) 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 online 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

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

Social Science	Credits
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

Arts & Humanities

Art Appreciation	3
Music Appreciation	3
Interpersonal Communication	1
Introduction to Literature	3

Communication

Computer Literacy	3
Introduction to Computers	3
Computer Applications	3

Natural Science

Introduction to Biology	3
Nutrition	3
Physical Science	3
Earth Science	3

Quantitative Skills

Business Statistics	3
Research and Statistics	3
College Algebra	3
Pre-Calculus	3

English

English Composition	3
Business and Technical Writing	3
Speech	3
Advanced Composition	3
Applied Research Skills	2
Information Literacy	1

GENERAL STUDIES UNDERGRADUATE CERTIFICATE

This program is appropriate for adults looking to earn credits in general education subjects. Credits earned in this certificate may be used to meet general education requirements in Penn Foster degree programs. Students wishing to transfer credits earned in this certificate to other colleges should check with the college to determine if the credits will be accepted in transfer.

Credits

Basic Skills	0
CSC 104: Computer Applications	3
Science Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI110: Earth Science	
SCI140: Nutrition	
Social Science Elective (choose one)	3
SSC 105 Readings in World Civilizations	
SSC 125: Introduction to Sociology	
SSC 130: Essentials of Psychology	
SSC 150: Foundations of Political Science	
Arts and Humanities Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
ENG 100: English Composition	3
Total	15
Proctored Final Examination	

BUSINESS DEPARTMENT

The Business Department of Penn Foster College offers men and women a variety of career choices: Criminal Justice, Early Childhood Education, Health Information Technology, Paralegal Studies, Accounting, Business 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 UNDERGRADUATE CERTIFICATE

This program is appropriate for adults looking to learn new job skills, refresh or refine existing accounting knowledge used in a current position, or improve the performance of a small business by better understanding the essentials of accounting and finance. In addition, all of the course credits earned with this program are transferable to an Associate of Science Degree in Accounting.

	Credits
Basic Skills	0
BUS 100: Business Orientation	1
BUS 101: Introduction to Business	3
MAT 106: Mathematics for Business and Finance	3
ACC 111: Financial Accounting	3
ACC 112: Managerial Accounting	3
FIN 101: Financial Management	3
ACC 201: Intermediate Accounting 1	3
ACC 202: Intermediate Accounting 2	3
ACC 210: Cost Accounting	3
ACC 211: Computer Applications in Accounting	3
BUS 213: Business Law 1	3
Total	31
Proctored Final Examination	

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.

Semester 1	Credits
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 (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	

Total **14**
Proctored Final Examination

Semester 2	Credits
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
Total	16
Proctored Final Examination	

Semester 3	Credits
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	

Total **18**
Proctored Final Examination

Semester 4	Credits
ACC 210: 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	

Total **18**
Total Credits **66**

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

BUSINESS MANAGEMENT UNDERGRADUATE CERTIFICATE

This program is appropriate for adults seeking to learn new job skills, refresh or refine existing business management knowledge used in a current position, or improve the performance of a small business by better understanding the essentials of business and finance. In addition, all of the course credits earned with this program are transferable to an Associate of Science Degree in Business Management.

	Credits
Basic Skills	0
BUS 100: Business Orientation	1
BUS 101: Introduction to Business	3
BUS 110: Principles of Management	3
MAT 106: Mathematics for Business and Finance	3
CSC 104: Computer Applications	3
ACC 111: Financial Accounting	3
BUS 121: Economics 1	3
ACC 112: Managerial Accounting	3
HRM 201: Human Resources Management	3
ENG 121: Business and Technical Writing	3
BUS 213: Business Law 1	3
Total	31
Proctored Final Examination	

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.

Semester 1	Credits
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
Total	14
Proctored Final Examination	

Semester 2	Credits
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	
Total	16
Proctored Final Examination	

Semester 3	Credits
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	
Total	18
Proctored Final Examination	

Semester 4	Credits
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	
Total	15
Proctored Final Examination	

Total Credits	63
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 thorough 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 lifelong 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.

Semester 1	Credits
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
Total	14
Proctored Final Examination	
Semester 2	Credits
CSC 104: Computer Applications	3
ENG 100: English Composition	3
MAT 120: College Algebra	3
ACC 111: Financial Accounting	3
SCI 140: Nutrition	3
Total	15
Proctored Final Examination	
Semester 3	Credits
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
Total	15
Proctored Final Examination	

Semester 4	Credits
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
Total	15
Proctored Final Examination	

Semester 5	Credits
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
Total	15
Proctored Final Examination	

Semester 6	Credits
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
Total	15
Proctored Final Examination	

Semester 7	Credits
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
Total	15
Proctored Final Examination	

Semester 8	Credits
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
Total	16
Proctored Final Examination	

Total Credits 120

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

ELECTIVES

Course Number/Title	Prerequisites
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

Course Number/Title	Prerequisites
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.

Semester 1	Credits
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
Total	17

Semester 2	Credits
Proctored Final Examination	
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	
Total	18

Semester 3	Credits
Proctored Final Examination	
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
Total	18

Semester 4	Credits
Proctored Final Examination	
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	
Total	18
Proctored Final Examination	
Total Credits	71

Free Criminal Justice Electives	Credits
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

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.

Semester 1	Credits
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
Total	14

Proctored Final Examination

Semester 2	Credits
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
Total	15

Proctored Final Examination

Semester 3	Credits
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
Total	16

Proctored Final Examination

Semester 4	Credits
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	
Total	15

Proctored Final Examination

Semester 5	Credits
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
Total	15

Proctored Final Examination

Semester 6	Credits
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
Total	15

Proctored Final Examination

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

Semester 8		Credits
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
Total		16
Proctored Final Examination		
Total Credits		121

ELECTIVES

Course Number/Title	Prerequisites
CJS 209: Substance Abuse and Treatment in Criminal Justice	
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.

Field work is required in each semester and in semester 4 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.

Semester 1	Credits
Basic Skills	0
ECE 100: Orientation to Early Childhood Education	1
ENG 103: Information Literacy	1
ECE 130: Health, Safety, and Nutrition for the Young Child	3
Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
SSC 130: Essentials of Psychology	3
ECE 011BA: ECE Site Selection 1	0
ECE 111: Fundamentals of Early Childhood Education	3
Total	14
Proctored Final Examination	

Semester 2	Credits
ECE 012BA: ECE Site Selection 2	0
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
Total	15
Proctored Final Examination	

Semester 3	Credits
ECE 013BA: ECE Site Selection 3	0
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 107BA: Play in the Lives of Young Children	3
ECE 203BA: Working with Children with Special Needs	3
Total	16
Proctored Final Examination	

Semester 4	Credits
ECE 014BA: ECE Site Selection 4	0
ECE 212BB: Guidance in Early Childhood Education	3
MAT 106BB: Math for Business and Finance	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	
ECE 240BA: Assessment in Early Childhood Education	
ECE 230: Field Experience	6
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.

Semester 1	Credits
Basic Skills	0
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
Total	16

Semester 2	Credits
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

Semester 3	Credits
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

Semester 4	Credits
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.

Semester 1	Credits
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

Semester 2	Credits
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

Total 16
Proctored Final Examination

Semester 3	Credits
ACC 201: Intermediate Accounting 1	3
FIN 101: Financial Management	3
ENG 121: Business and Technical Writing	3
MAT 120: College Algebra	3
FIN 210: Personal Financial Management	3
Science Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
SCI 110: Earth Science	

Total 18
Proctored Final Examination

Semester 4	Credits
MAT 210: Business Statistics	3
FIN 305: Securities and Investments	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	

Total 18
Proctored Final Examination

Total Credits 66
Penn Foster College reserves the right to change program content and materials when it becomes necessary.

FIRE SCIENCE ASSOCIATE OF SCIENCE

The Penn Foster AS degree program in Fire Science prepares students for a range of employment opportunities and careers in a Fire Science/Emergency services environment.

Offered only to members of the International Association of Fire Fighters (IAFF), this course of study enables students to prepare and qualify for more advanced positions within their organizations. The program also provides a breadth of theory and knowledge in core subjects, electives, and general-education studies that prepare students for future careers after retirement.

Students must be active members of the IAFF.

Semester 1	Credits
Basic Skills	0
MET 100: Orientation to Engineering Technology	1
MAT 100: Foundation Skills in Math	3
ENG 101: Foundation Skills in Writing	3
CSC 108: Essential Computer Skills	3
Social Science Elective (choose one)	3
SSC 130: Essentials of Psychology	
SSC 310: Sociology of Diversity	
SCI 167: Physical Science	

Total 16

Semester 2	Credits
FST 105: Principles of Emergency Services	3
FST 110: Fire Behavior and Combustion	3
English Elective (choose one)	3
ENG 100: English Composition	
ENG 200: Speech	
FST 160: Introduction to Fire Emergency Services Administration	3
SSC 200: History of Labor in the United States	3

Total 15

Semester 3	Credits
FST 130: Building Construction for Fire Protection	3
FST 140: Fire Prevention	3
Humanities Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
FST 255: Fire Protection Systems	3
FST 260: Principles of Fire and Emergency Services Safety and Survival	3

Total 15

Semester 4	Credits
FST 210: Emergency Services Strategy and Tactics	3
Core Elective (choose four)	12
FST 290: Fire Science Internship	
FST 265: Hazardous Materials Chemistry	
FST 240: Fire Investigation 1	
FST 235: Fire Protection Hydraulics and Water Supply	
FST 280: Legal Aspects of Emergency Services	
Total	15
Total Credits	61

HEALTH CARE MANAGEMENT ASSOCIATE OF SCIENCE

Upon completion of the program in Health Care Management, students will be prepared for positions in the medical records departments of hospitals, ambulatory and long-term care facilities, psychiatric facilities, insurance companies, and state and federal agencies. In these venues, students will be prepared to analyze health data for completeness, accuracy, and quality. They will code health data and deal with medical and legal issues regarding health records and quality improvement. A practicum is required in the fourth semester. Students are expected to complete a minimum of 200 hours proctored experience in varied health-care settings.

Semester 1	Credits
Basic Skills	0
HIT 100: Introduction to Allied Health	1
ENG 103: Information Literacy	1
HIT 105: Law and Ethics in Medicine	3
ENG 100: English Composition	3
MAT 106: Math for Business and Finance	3
HIT 107: Medical Terminology	3
CSC 104: Computer Applications	3
Total	17
Proctored Final Examination	

Semester 2	Credits
ALH 215: HIPAA Compliance	3
ALH 225: Health Care Management	3
SCI 135: Anatomy and Physiology 1	3
SCI 136: Anatomy and Physiology 2	3
ACC 113: Basic Accounting	3
Total	15
Proctored Final Examination	

Semester 3	Credits
HRM 201: Human Resources Management	3
HIT 201: Quality Management/Performance Improvement	2
SSC 130: Essentials of Psychology	3
HIT 130: Electronic Medical Records	3
HIT 203: Medical Coding 1	3
HIT 115: Reimbursement Methodologies	3
Total	17
Proctored Final Examination	

Semester 4	Credits
BUS 350: Supervision and Leadership	3
HIT 209: Department Management	2
HIT 210: Health-Care Statistics	3
General Education Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
ALH280: Practicum in Health Information Technology	4
Total	15
Proctored Final Examination	
Total Credits	64

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

HUMAN RESOURCES UNDERGRADUATE CERTIFICATE

This program is comprised of courses designed to provide participants with comprehensive exposure to the skills necessary for advancement in the human resources job market. Students will learn how to professionally hire, train, retain, and manage the type of employee talent that will help their businesses succeed. In addition to a foundation in HR practice, students also complete courses in compensation management, training, benefits, and labor relations. All of the course credits earned with this program are transferable to an Associate of Science Degree in Human Resources Management.

	Credits
Basic Skills	0
BUS 100: Business Orientation	1
BUS 110: Principles of Management	3
HRM 201: Human Resources Management	3
ENG 121: Business and Technical Writing	3
HRM 210: Compensation Management	3
HRM 355: Training Concepts	3
HRM 320: Employee Benefits	3
HRM 350: Labor Relations	3
Total	22
Proctored Final Examination	

HUMAN RESOURCES MANAGEMENT ASSOCIATE OF SCIENCE

The Human Resources Management Program prepares students to perform administrative duties related to human resources management, including data entry, preparation of employee handbooks, and research. Graduates will also be able to classify jobs, interview job applicants, assist in the orientation, train new employees, and administer employee benefits.

Semester 1	Credits
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
HRM 201: Human Resources Management	3
General Education Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
MAT 106: Math for Business and Finance	3
Total	17
Proctored Final Examination	
Semester 2	Credits
ENG 100: English Composition	3
ACC 111: Financial Accounting	3
ACC 112: Managerial Accounting	3
BUS 213: Business Law 1	3
BUS 214: Business Law 2	3
HRM 355: Training Concepts	3
Total	18
Proctored Examination	
Semester 3	Credits
HRM 210: Compensation Management	3
CSC 104: Computer Applications	3
ENG 121: Business and Technical Writing	3
HRM 320: Employee Benefits	3
BUS 121: Economics 1	3
HUM 106: Interpersonal Communication	1
Total	16
Proctored Examination	
Semester 4	Credits
ENG 124: Applied Research Skills	2
MAT 210: Business Statistics	3
MAT 260: Survey of Mathematics	3
SSC 130: Essentials of Psychology	3
HRM 350: Labor Relations	3
General Education Electives (choose one)	3
SCI 140: Nutrition	
SCI 120: Introduction to Biology	
ENG 115: Introduction to Literature	
SSC 105: Readings in World Civilization	
SSC 150: Foundations of Political Science	
Total	17
Proctored Examination	
Total Credits	68

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

MARKETING ASSOCIATE OF SCIENCE

The Marketing Program provides instruction related to basic marketing skills. The principles and applications of business subjects are provided to the student at the associate degree level. This program includes information on retailing, advertising, business law, finance, business management, and marketing research. A graduate will have the background for an entry-level position in marketing, pricing, advertising, sales, customer or dealer relations, marketing management, or marketing research.

Semester 1	Credits
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

Total **14**

Proctored Final Examination

Semester 2	Credits
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	

Total **16**

Proctored Final Examination

Semester 3	Credits
BUS 121: Economics 1	3
ACC 112: Managerial Accounting	3
MAT 120: College Algebra	3
ENG 121: Business and Technical Writing	3
MKT 310: Advertising Principles	3
Science Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
SCI 110: Earth Science	

Total **18**

Proctored Final Examination

Semester 4	Credits
MAT 210: Business Statistics	3
BUS 213: Business Law 1	3
MKT 320: Consumer Behavior	3
MAT 260: Marketing Research	3
Business Elective (choose one)	3
MKT 340: Retail Management	
BUS 122: Economics 2	
BUS 214: Business Law 2	

Total **15**

Proctored Final Examination

Total Credits **63**

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

MEDICAL ASSISTANT ASSOCIATE OF SCIENCE

The Medical Assistant Associate Degree Program will fill the needs of students who are seeking to become Medical Assistants. Under the guidance of a physician/practitioner, medical assistants prep examination rooms, take vital signs, assist in minor surgical procedures, give injections, perform venipuncture, assist in laboratory operations, and administer electrocardiograms. Medical Assistants also perform administrative duties, including patient communications, maintaining patient records, billing, scheduling appointments, ordering supplies, and processing insurance claims.

Students must show proof of active health-care provider CPR prior to beginning the fourth semester. In the fourth semester, students will be required to take a Clinical Procedures Lab course. Students can complete this through videotaped exercises or by attending another college. All costs associated with the Clinical Procedures Lab course are the responsibility of the students. These costs are not included in the tuition.

Students in the Medical Assistant Degree Program must successfully complete the first pre-requisite semester of general education courses before officially entering the core program of studies. Students who do not pass all first semester courses with a 1.6 QPA, will not be allowed to continue in the program of studies.

Students in this program must participate in weekly online classes and discussion board activity.

Students will also be required to complete a medical externship in the fourth semester. When students complete all the academic courses and the clinical procedures lab, they will intern in a health-care setting, either a family practice or a clinic. Students will use knowledge and skills derived from the Medical Assistant Program to demonstrate competencies in the areas of clinical, administrative, and general medical assisting. The externship will require 200 hours of practice. Students must locate a site for this externship with guidelines provided by the college. Students will be required to obtain professional liability insurance, health insurance, and complete a health verification form prior to the start of their externship. All costs associated with this externship are the responsibility of the student.

	Credits
Penn Foster Undergraduate Certificate: General Studies or	
15 Credits Equivalent Transfer of General Education	15
Total	15
Semester 1	Credits
HIT 100: Introduction to Allied Health 45 Lecture hours	1
ENG103: Information Literacy 45 Lecture hours	1
HIT 105: Law and Ethics in Medicine 135 Lecture hours	3
HIT 107: Medical Terminology 135 Lecture hours	3
SSC 135: Anatomy and Physiology 1 135 Lecture hours	3
SCI 136: Anatomy and Psychology 2 135 Lecture hours	3
MAT 106: Mathematics for Business and Finance 135 Lecture hours	3
Total	17
Proctored Final Examination	
Semester 2	Credits
HIT 115: Reimbursement Methodologies 45 Lecture hours	1
ALH 201: Pharmacology 135 Lecture hours	3
ENG 121: Business and Technical Writing 135 Lecture hours	3
HIT 203: Medical Coding 1 135 Lecture hours	3
HIT 207: Medical Transcription 1 135 Lecture hours	3
Core Elective (Choose one)	3
HIT 109: Confidentiality of Health Information 135 Lecture hours	
HIT 204: Medical Coding 2 135 Lecture hours	
ALH 215: HIPAA Compliance 135 Lecture hours	
HIT 208: Medical Transcription 2 135 Lecture hours	
NTR 203: Sports Nutrition 135 Lecture hours	
Total	16
Proctored Final Examination	

Semester 3	Credits
SCI 140: Nutrition 135 Lecture hours	3
HUM 106: Interpersonal Communication 45 Lecture hours	1
HIT 130: Electronic Medical Records 135 Lecture hours	3
ALH 210: Clinical Procedures Theory 135 Lecture hours	3
MAS 205: Clinical Procedures Lab 45 Lab hours	1
MAS 220: Externship 200 Externship hours	4
Total	15
Proctored Final Examination	
Total Credits	63

PARALEGAL STUDIES ASSOCIATE OF SCIENCE

In the Paralegal Studies Program, the goal is to provide students with instruction in the subjects that would be most helpful to them as members of a legal team. Beyond that, the program also provides for general education in areas related to contemporary culture and issues relevant to the business community. Students receive training in office technology, communication, legal writing and research, and legal specialties. Graduates will have the necessary academic background to sit for the National Association of Legal Assistants certification examination, and to obtain an entry-level position as a paralegal with a law firm, corporate legal department, or government office.

Semester 1	Credits
Basic Skills	0
PLS 101: Introduction to Paralegal Studies	1
ENG 103: Information Literacy	1
PLS 105: Legal Terminology	2
ENG 100: English Composition	3
PLS 110: Ethics	2
PLS 113: Law and the Legal System	2
CSC 104: Computer Applications	3
Total	14
Proctored Final Examination	

Semester 2	Credits
HUM 106: Interpersonal Communication	1
PLS 114: Investigations and Interviews	2
PLS 121: Torts	3
BUS 213: Business Law 1	3
BUS 214: Business Law 2	3
MAT 106: Mathematics for Business and Finance	3
Total	15
Proctored Final Examination	

Semester 3	Credits
BUS 121: Economics 1	3
PLS 202: Legal Research and Writing	4
General Education Elective (choose one)	3
SSC 130: Essentials of Psychology	
SSC 150: Foundations of Political Science	
PLS205: Civil Litigation	3
General Education Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
Total	16
Proctored Final Examination	

Semester 4	Credits
PLS 211: Criminal Litigation	3
ENG 121: Business and Technical Writing	3
PLS 213: Family Law	3
PLS 215: Real Estate Law	3
PLS 217: Wills and Estates	3
General Education Elective (choose one)	3
SCI 140: Nutrition	
SCI 120: Intro to Biology	
Total	18
Total Credits	63

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

RETAIL MANAGEMENT ASSOCIATE OF SCIENCE

The Retail Management Program provides a thorough background in the functional areas of retail management, finance/accounting, marketing, buying, and merchandising at the associate degree level. The program prepares men and women for a retail management career. Typical areas in which a graduate will have the necessary academic background to enter the field are merchandising, sales management, store management, marketing, e-commerce, and supply chain management.

Semester 1	Credits
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
MAT 106: Mathematics for Business and Finance	3
General Education Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
Total	14
Semester 2	Credits
MKT 301: Marketing	3
CSC 104: Computer Applications	3
ENG 100: English Composition	3
SSC 130: Essentials of Psychology	3
BUS 121: Economics 1	3
INT 114: Internet Marketing and E-Commerce	3
Total	18
Semester 3	Credits
MAT 120: College Algebra	3
ENG 121: Business and Technical Writing	3
ACC 111: Financial Accounting	3
MKT 320: Consumer Behavior	3
MAT 210: Business Statistics	3
Total	15
Semester 4	Credits
MKT 340: Retail Management	3
BUS 310: Merchandising Planning and Buying	3
MKT 260: Marketing Research	3
General Education Elective (choose one)	3
SCI 140: Nutrition	
SCI 110: Earth Science	
SCI 120: Intro to Biology	
BUS 220: Supply Chain Management	3
Total	15
Total Credits	62

ASSOCIATE OF SCIENCE DEGREE PROGRAMS

TECHNOLOGY DEPARTMENT

The Technology Department of Penn Foster College offers men and women a variety of career choices: Engineering Technology, Construction Technology, Industrial Electronics and Electrical Maintenance Technology, PC Maintenance Technology, Graphic Design, and Computer Information Systems. These degree programs

provide the student with the full technical background needed to qualify for careers with today's complex technological equipment.

Resident Lab

Students in the Engineering Technology, Industrial Electronics and Electrical Maintenance Technology, and Construction Technology Programs will be required to complete a three-credit resident lab course in the fourth semester. Pennsylvania State University in Harrisburg offers a course annually in the spring that meets the requirements for this lab. All registrations are handled by Penn State University. Students who want to register for this course will be notified regarding arrangements at the appropriate time. Students may also receive transfer credit for this course from another institution, providing the coursework matches the criteria set by Penn Foster College. Students may qualify to receive credit for this lab by submitting a life/work experience portfolio showing that the student has acquired similar skills to those emphasized in the laboratory training.

FOUNDATION SKILLS FOR TECHNOLOGY UNDERGRADUATE CERTIFICATE PROGRAM

This program provides students with a focused collection of courses designed to promote success in future college-level studies in technology-related fields. This program contains courses in math, writing/basic English, science, computer technology, and visual communications. This variety of subjects will create a solid academic foundation for students planning to earn an AS degree in engineering or other technology-based curriculum.

This program meets the prerequisite general-education component of all Penn Foster AS programs in technology.

	Credits
Basic Skills	0
MET 100: Orientation to Engineering Technology	1
MAT 100: Foundation Skills in Math	3
ENG 101: Foundation Skills in Writing	3
CSC 108: Essential Computer Skills	3
EST 100: Introduction to Technical Drawings	3
SCI 167: Physical Science	3
Total	16

ENGINEERING TECHNOLOGY ASSOCIATE OF SCIENCE

The Engineering Technology Associate Degree Program enables students to prepare and qualify for positions as an Engineering Technician in areas such as manufacturing plants, laboratories, construction companies, government agencies, engineering firms, and building contractors.

	Credits
Basic Skills	0
MET 100: Orientation to Engineering Technology	1
MAT 100: Foundation Skills in Math	3
ENG 101: Foundation Skills in Writing	3
CSC 108: Essential Computer Skills	3
EST 100: Introduction to Technical Drawings	3
SCI 167: Physical Science	3
Total	16

	Credits
Proctored Final Examination	
Semester 2	
EST 110: Manufacturing Materials and Processes	3
MAT 120: College Algebra	3
ENG 100: English Composition	3
MAT 202: Drafting with AutoCAD®	3
EET 115: Electrical-Electronics Theory	3
Total	15
Proctored Final Examination	

	Credits
Semester 3	
MET 170: Engineering Mechanics	3
MET 221: Quality Control Systems	3
Social Science Elective (choose one)	3
BUS 121: Economics 1	
SSC 125: Introduction to Sociology	
SSC 280: Industrial Psychology	
MAT 222: Precalculus	3
EST 200: Fluid Power	3
Total	15
Proctored Final Examination	

	Credits
Semester 4	
MET 240: Electro/Mechanical Control Technology	3
EET 210: AutoCAD® Applications – Engineering Technology	3
Arts and Humanities Elective (choose one)	3
ENG 115: Introduction to Literature	
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
Technical Electives (choose two)	6
IET 232: Programmable Logic Controllers	
IET 237: Materials Management and Inventory Control	
IET 243: Industrial Safety	
MET 231: Mechanical Design 1	
MET 232: Mechanical Design 2	
MET 241: Tool Design 1	
MET 242: Tool Design 2	
MET 248: Industrial Plastics	
MET 249: Resident Laboratory Training	3
Total	18

Proctored Final Examination	
Total Credits	64
Penn Foster College reserves the right to change program content and materials when it becomes necessary.	

COMPUTER INFORMATION SYSTEMS ASSOCIATE OF SCIENCE

The Computer Information Systems program will prepare students to obtain careers as entry-level application computer programmers, systems analysts, database administrators, and support specialists. Students will learn to use word processing, spreadsheet, database, and presentation software, HTML coding, programming in Java,™ systems analysis and design, programming with Visual Basic,® Internet server environments, Internet networking, and database technology.

Semester 1	Credits
Basic Skills	0
INT 101: Computer Technology Orientation	1
ENG 103: Information Literacy	1
MAT 120: College Algebra	3
CSC 104: Computer Applications	3
Social Science Elective (choose one)	3
SSC 105: Readings in World Civilization	
SSC 130: Essentials of Psychology	
SSC 150: Foundations of Political Science	
CSC 105: Introduction to Programming	3
INT 114: Internet Marketing and E-Commerce	3
Total	17
Semester 2	Credits
CSC 221: Advanced PC Applications	3
ENG 100: English Composition	3
INT 120: HTML Coding	3
Science Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
SCI 167: Physical Science	
SCI 110: Earth Science	
INT 125: Internet Server Environments	3
Total	15
Semester 3	Credits
General Education Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
MAT 222: Pre-calculus	3
INT 128: Network Protocols and Internetworking	3
CSC 218: Visual Basic®	3
INT 225: Introduction to Database Technology	3
Total	15
Semester 4	Credits
INT 215: Programming in Java™	3
CIS 235: Structured Systems Analysis	3
CIS 240: Systems Design	3
Core Elective	3
Core Elective	3
Total	15
Total Credits	62

CONSTRUCTION TECHNOLOGY ASSOCIATE OF SCIENCE

The Construction Technology Program enables students to prepare and qualify for more advanced positions in residential and light commercial construction, applying the learned principles of building technologies. The program provides a breadth of theory and knowledge in core subjects, electives, and general-education studies that provide the technical and managerial expertise that will allow for future advancement.

Semester 1	Credits
MET 100: Orientation to Engineering Technology	1
MAT 100: Foundation Skills in Math	3
ENG 101: Foundation Skills in Writing	3
CSC 108: Essential Computer Skills	3
EST 100: Introduction to Technical Drawings	3
SCI 167: Physical Science	3
Total	16

Proctored Final Examination

Semester 2	Credits
BCT 110: Introduction to Construction Technology	3
MET 202: Drafting with AutoCAD®	3
Arts and Humanities Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
ENG 100: English Composition	3
MAT 120: College Algebra	3
Total	15

Proctored Final Examination

Semester 3	Credits
BCT 125: Construction Materials and Methods	3
BCT 160: Architectural Drawing	3
Social Science Elective (choose one)	3
SSC 280: Industrial Psychology	
BUS 121: Economics I	
SSC 125: Introduction to Sociology	
MAT 222: Precalculus	3
BCT 210: Statics/Strengths of Construction Materials	3
Total	15

Proctored Final Examination

Semester 4 **Credits**

BCT 249: Basic Surveying and Measurement	3
EST 215: AutoCAD Applications — Construction	3
ENG 121: Business and Technical Writing	3
Technical Elective (choose two)	6
BCT 220: Building Systems	
BCT 250: Codes and Specifications	
BCT 280: Architectural Design	
BCT 260: Construction Estimating	
BCT 275: Construction Planning and Control	
BCT 255: Green Building Practices	
BCT 290: Resident Lab	3

Total **18**

Proctored Final Examination

Total Credits **64****GRAPHIC DESIGN
UNDERGRADUATE CERTIFICATE**

This program will teach students the essential knowledge and skills needed to use commercial software packages for graphic design in print and web-based applications. Students will learn the basics of graphic design theory and how to apply that theory using industry accepted software packages. The program also includes complimentary courses in typography and corporate and personal portfolio development. All of the course credits earned with this program are transferable to the Associate of Science Degree in Graphic Design.

	Credits	0
Basic Skills		
GRD 101: Graphic Design Orientation	1	
GRD 105: Color Theory	3	
GRD 110: Introduction to Graphic Design	3	
GRD 115: Graphic Design and Production (Illustrator®)	3	
GRD 130: Photo Image Editing 1	3	
GRD 135: Photo Image Editing 2	3	
GRD 201: Typography	3	
GRD 205: Electronic Publishing	3	
GRD 212: Corporate Design	3	
GRD 220: Web Graphic Arts Design	3	
GRD 225: Portfolio Development	3	
Total	31	

Proctored Final Examination

**GRAPHIC DESIGN
ASSOCIATE OF SCIENCE**

Graphic Design will prepare students for careers in the graphics industry as designers, commercial artists, and computer graphic designers. Such positions combine the skills of graphic art, graphic design, Web graphic arts design, and desktop publishing. Students will receive the training and the portfolio necessary to interview for entry-level positions in advertising agencies, design studios, publishing houses, and corporate communications departments.

Semester 1 **Credits**

Basic Skills	0
GRD 101: Graphic Design Orientation	3
GRD 105: Color Theory	3
GRD 110: Introduction to Graphic Design	3
CSC 101: Computer Literacy	3
GRD 115: Graphic Design and Production (Illustrator®)	3
ENG 100: English Composition	3
Total	16

Proctored Final Examination

Semester 2 **Credits**

HUM 102: Art Appreciation	3
ENG 103: Information Literacy	1
GRD 130: Photo Image Editing 1	3
GRD 135: Photo Image Editing 2	3
ENG 121: Business and Technical Writing	3
MAT 102: Mathematical Applications	3
Total	16

Proctored Final Examination

Semester 3 **Credits**

GRD 201: Typography	3
SSC 130: Essentials of Psychology	3
GRD 205: Electronic Publishing	3
GRD 208: Electronic Publishing Projects	3
GRD 212: Corporate Design	3
Total	15

Proctored Final Examination

Semester 4	Credits
INT 120: HTML Coding	3
GRD 220: Web Graphic Arts Design	3
INT 205: Introduction to Internet Multimedia	3
INT 238: Streaming Technology, Multimedia Development, and Animation	3
GRD 225: Portfolio Development	3
Total	15
Proctored Final Examination	
Total Credits	62

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

INDUSTRIAL ELECTRONICS AND ELECTRICAL MAINTENANCE TECHNOLOGY ASSOCIATE OF SCIENCE

The Industrial Electronics and Electrical Maintenance Technology Associate Degree Program enables students to prepare and qualify for positions where they will be able to help design, troubleshoot, and maintain electrical and electronic equipment.

Semester 1	Credits
Basic Skills	0
MET 100: Orientation to Engineering Technology	1
MAT 100: Foundation Skills in Math	3
ENG 101: Foundation Skills in Writing	3
CSC 108: Essential Computer Skills	3
EST 100: Introduction to Technical Drawings	3
SCI 167: Physical Science	3
Total	16
Proctored Final Examination	
Semester 2	Credits
EET 101: Fundamentals of Electricity	3
MET 202: Drafting with AutoCAD®	3
EET 103: Fundamentals of Electronics	3
MAT 220: College Algebra	3
ENG 100: English Composition	3
Total	15
Proctored Final Examination	

Semester 3	Credits
EET 105: Electrical/Electronic Measurements and Instruments	3
EET 182: Electronic Circuits	3
Social Science Elective (choose one)	3
SSC 125: Introduction to Sociology	
SSC 280: Industrial Psychology	
BUS 121: Economics 1	
MAT 222: Precalculus	3
EET 210: Electric Motors and Control	3
Total	15
Proctored Final Examination	

Semester 4	Credits
EET 215: Electronic Process Controls	3
EST 220: AutoCAD® Applications — Electrical Electronics	3
Arts and Humanities Elective (choose one)	3
ENG 115: Introduction to Literature	
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
Technical Electives (choose two)	6
EET 214: Interpreting the National Electric Code®	
EET 218: Basic Industrial Computer Systems	
EET 216: Electrical Installations	
EET 221: Pulse Circuits	
EET 235: Digital Electronics	
IET 232: Programmable Logic Controllers	
EET 249: Resident Laboratory Training (Electrical)	3
Total	18
Proctored Final Examination	
Total Credits	64

PC MAINTENANCE TECHNOLOGY ASSOCIATE OF SCIENCE

The PC Maintenance Technology Program prepares students to use common business software, such as MS office; adapt to changing personal computer software and hardware environments; install, configure, and troubleshoot personal computers and peripheral equipment; and work in personal computer technical areas as multi-user systems.

Semester 1 **Credits**

Basic Skills	0
PCM 101: Orientation to PC Maintenance Technology	1
SSC 130: Essentials of Psychology	3
PCM 103: Introduction to PC Repair	2
ENG 103: Information Literacy	1
PCM 105: PC Hardware 1	3
ENG 100: English Composition	3
CSC 107: Introduction to Microsoft Windows®	3
Total	16

Proctored Final Examination

Semester 2 **Credits**

MAT 106: Mathematics for Business and Finance	3
PCM 106: PC Hardware 2	3
PCM 107: PC Operating Systems	3
HUM 106: Interpersonal Communication	1
CSC 104: Computer Applications	3
SCI 167: Physical Science	3
Total	16

Proctored Final Examination

Semester 3 **Credits**

INT 128: Network Protocols and Internetworking	3
INT 125: Internet Server Environments	3
ENG 121: Business and Technical Writing	3
INT 130: Internet Security	3
INT 120: HTML Coding	3
Total	15

Proctored Final Examination

Semester 4 **Credits**

INT 215: Programming in Java™	3
INT 220: Programming in CGI/Perl	3
ENG 124: Applied Research Skills	2
General Education Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music	
INT 225: Introduction to Database Technology	3
INT 242: Advanced Database Technology	3
Total	17

Total Credits **64**

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

**VETERINARY TECHNICIAN
ASSOCIATE OF SCIENCE**

The Veterinary Technician Program provides the necessary education and training to meet the demand for trained veterinary technicians to manage a veterinary practice, operate and maintain a veterinary pharmacy, provide postoperative nursing care and therapeutic support, assist a veterinarian in surgical procedures, administer anesthesia and monitor anesthetized animals, perform laboratory analysis, and properly handle and restrain laboratory animals. Licensure requirements vary from state to state. Students should contact the Board of Veterinary Medicine in their state to determine requirements for practice in this field.

Physical Requirements

Working as a veterinary technician is physically demanding. Veterinary technicians must be able to walk and stand for long periods of time. The ability to reach, bend, climb, and crouch is needed to perform job responsibilities. Other requirements include the ability to lift and carry 50 pounds without assistance, to see, speak (in English), and to hear sufficiently to communicate observations about animals, and to possess arm and hand steadiness — as well as finger dexterity — to operate equipment and work with animals.

The students learn animal anatomy and physiology, office management, computer skills, diagnostic imaging, pharmacology, clinical pathology, animal care and management, surgical procedures, anesthesiology, animal parasitology, animal diseases, laboratory animal science, and animal

nutrition. The students are also provided with a review course for the veterinary technician examination.

Students gain valuable job experience by completing two required practicums in small and large animal nursing under the supervision of a veterinarian or credentialed veterinary technician at an approved veterinary clinic.

Qualified hospital personnel, termed *clinical site supervisors*, oversee completion of the required skills. As students perform each task, the supervisor will initial each listed task to indicate its completion with the required level of proficiency. The submission of documentation may include photographs, digital video, and other evidence that the skills were completed.

Students complete Clinical Practicum 1 after the second semester and Clinical Practicum 2 after the fourth semester. Each practicum encompasses a minimum of 225 hours of clinical experience. Students are expected to complete the practicum in approximately nine weeks. Students must locate sites for the practicums with guidelines provided by the college. Students will be required to obtain health insurance prior to starting the practicums and may be required to obtain professional liability insurance. All costs associated with the practicums are the responsibility of the student. Students receive more detailed instructions about the practicums in Semesters 2 and 4.

Students must participate in online discussions with faculty at specific times during the program. These required discussions are faculty led and provide students with valuable interaction with other students.

Semester 1	Credits
Basic Skills	0
VET 101: Orientation to Veterinary Technology	1
VET 102: Introduction to Veterinary Technology	2
ENG 103: Information Literacy	1
SCI 120: Introduction to Biology	3
VET 113: Animal Anatomy and Physiology 1	4
MAT 102: Mathematical Applications	3
CSC 104: Computer Applications	3
Total	17

Proctored Final Examination

Semester 2	Credits
MAT 140: Medical Mathematics	3
VET 105: Veterinary Office Management	2
ENG 100: English Composition	3
VET 114: Animal Anatomy and Physiology 2	4
VET 120: Diagnostic Imaging	3
VET 123: Veterinary Pharmacology	3
Proctored Final Examination	
VET 130: Practicum 1	4
Total	22

Semester 3	Credits
VET 201: Clinical Pathology 1	3
VET 221: Animal Parasitology	3
VET 223: Animal Diseases, Pathology, and Immunology	3
SSC 130: Essentials of Psychology	3
VET 211: Surgical Procedures	3
VET 213: Anesthesiology	3
Total	18

Proctored Final Examination

Semester 4	Credits
VET 200: Animal Care and Management	3
ENG 121: Business and Technical Writing	3
VET 202: Clinical Pathology 2	3
VET 225: Animal Nutrition, Reproduction, Genetics, and Aging	3
VET 227: Laboratory Animal Science	3
VET 229: Veterinary Technician Examination Review	1
Proctored Final Examination	
VET 230: Practicum 2	4
Total	20
Total Credits	77

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

COURSE DESCRIPTIONS

ACCOUNTING

ACC111 Financial Accounting (3 credits)

This course will provide students with a basic understanding of the principles of Financial Accounting. Topics covered include analyzing transactions; completing the accounting cycle; merchandising businesses; inventories, assets, and liabilities; and corporations, stocks, bonds, and cash flow. **PREREQ: None**

ACC112 Managerial Accounting (3 credits)

Introduction to managerial accounting; analysis: C-V-P and management; budgeting and performance evaluation; decentralized operations; differential analysis and product pricing; and capital investment analysis, and cost activities.

PREREQ: Financial Accounting

ACC113 Basic Accounting (3 credits)

This course meets the needs of students who need to understand accounting language but aren't planning on becoming accountants; students will learn what accounting information is, what it means, and how it's used; covers financial statements, return on investment, bookkeeping process, cost accounting, and report systems.

ACC201 Intermediate Accounting 1 (3 credits)

This course will provide students with the knowledge to apply accounting theory, concepts, and procedures to financial problems. Topics covered include: computing earnings per share; lease transactions; income tax accounting; cash flow information; pension and benefit information; financial statement analysis.

PREREQ: Managerial Accounting

ACC202 Intermediate Accounting 2 (3 credits)

This course will provide students with an expansion on materials presented in Intermediate Accounting 1. Topics examined and discussed include: inventories; investments; intangible assets; current, contingent, and estimated liabilities; premium and discount on long-term debt; stockholder's equity.

PREREQ: Intermediate Accounting 1

ACC210 Cost Accounting (3 credits)

Students will be able to use cost data in budgeting and capital planning for various types of manufacturing operations and use a personal computer to perform various accounting functions. Topics covered include timekeeping and payroll procedures; setting overhead rates; accounting for spoiled and defective goods; development of cost analysis; process cost accounting; job-order cost accounting.

PREREQ: Managerial Accounting

ACC211 Computer Applications in Accounting (3 credits)

Builds on concepts learned in Financial and Managerial Accounting and covers typical accounting software tools such as Microsoft Excel,[®] QuickBooks, and Peachtree Accounting. Combines real-world accounting systems and examples with computer-based solutions. The course is a blend of problem solving, reading, case studies, and computer applications to problems encountered in today's accounting environment. **PREREQ: Computer Applications, Financial Accounting, Managerial Accounting**

ALLIED HEALTH

ALH201 Pharmacology (3 credits) 135 Lecture hours

Introduces the students to the essentials of drugs and pharmaceuticals. The course covers drug classifications, dosage calculations, mechanisms of action, therapeutic effects, and adverse reactions of drugs commonly used in medical offices. **PREREQ: None**

ALH210 Clinical Procedures Theory (3 credits)

135 Lecture hours

The role of pathogenic organisms in disease; how to control and prevent infection; assessing patients; the three components of patient examination; assessing vital signs; diagnostic tests; treatment procedures, major drug and medication categories. **PREREQ: Anatomy and Physiology 1 and 2; Pharmacology**

ALH215 HIPAA Compliance (3 credits) 135 Lecture hours

The HIPAA Compliance course gives health-care professionals and those involved with privacy and security a better understanding of the Health Insurance Portability and Accountability Act as well as the implications of HIPAA legislation on health-care organizations. Students will learn the purpose and key features of HIPAA along with those affected by HIPAA as well as the impact of the privacy rules on the health-care industry. Students will also learn the implementation of dates for compliance and penalties for noncompliance to HIPAA regulations.

ALH225 Health Care Management (3 credits)

The Health Care Management course begins with an overview of management, focusing on the supervisor's role and continuing with decision making, planning, and organizing. Additional topics include human resources management, labor relations, budgeting, and leadership.

ALH280 Practicum in Health Care Management (4 credits)

A comprehensive overview designed to prepare the Health Care Management student to perform functions and demonstrate competencies related to health care management services in a variety of settings. Students will be tested on health care management knowledge, perform project and research work, practice skills, and gain workplace experience in a variety of settings under the supervision of an externship site supervisor.

BUSINESS

BUS100 Business Orientation (1 credit)

Introduction to distance learning; study skills and techniques; reading textbooks and study guides; reviewing for examinations. Four basic life goals; individual life goals and steps needed to fulfill them; similarities between personal financial goals and business goals; determining personal financial goals; setting up a budget; researching, planning, starting up, and maintaining a business.

PREREQ: None

BUS101 Introduction to Business (3 credits)

This course provides an understanding of the various facets of business and the challenges businesses face in a global environment such as competition and economics. Accounting, technology and information systems, marketing and management are examined through the phases of starting and growing a business. Management of financial and human resources along with the ethical and social responsibilities of business are examined.

PREREQ: None

BUS105 Customer Service (1 credit)

Customer service is presented as an integral part of any career; in terms of understanding what customer service encompasses and why it is essential, recognizing, understanding and meeting customer needs, and communicating with customers, including verbal and nonverbal messages, active listening skills, dealing with hostility and necessary skills in various mediums such as Internet and telephone. **PREREQ: None**

BUS110 Principles of Management (3 credits)

This course will familiarize you with both the business environment and the manager's role within it. You'll learn about decision making, planning, organizing, leading, and controlling, as well as developing an ethical perspective.

PREREQ: None

BUS121 Economics 1 (3 credits)

This course will provide an overview of macroeconomics and the modern market economy. Law of supply and demand, cost of living, monetary systems, international factors, and short run economic fluctuations will be examined and discussed. **PREREQ: None**

BUS122 Economics 2 (3 credits)

This course will provide an overview of microeconomics and the modern market economy. Supply and demand; the role of government; public sector; tax system design; firm behavior; organization of industry; and labor markets will be examined and discussed. **PREREQ:**

Economics 1

BUS213 Business Law 1 (3 credits)

This course is an introduction to the legal environment of business. Topics covered include American court practice and procedure; torts; employment law; international law; environmental law; contract law. **PREREQ: None**

BUS214 Business Law 2 (3 credits)

This course is a continuation of Business Law 1 and examines specific legal topics. Negotiable instruments; consumer law; commercial paper; property for both personal and real property; agency law; business organizations; and limited liability companies are examined and discussed. **PREREQ: Business Law 1**

BUS220 Supply Chain Management (3 credits)

This course teaches the planning and the control of materials that move into, through, and out of stores. It covers transportation planning, inventory control, warehouse management, development of customer service standards, as well as the design and operation of supply and distribution systems. Discusses how the Internet and information systems support the previous activities. **PREREQ: Principles of Management; Economics 1**

BUS310 Merchandising Planning and Buying (3 credits)

Methods, practices, and operations conducted to promote and sustain certain categories of commercial activity; principles and procedures used in planning, selecting, pricing, and selling goods in retail stores; domestic and foreign market purchasing; assessing product needs. Students will learn merchandising systems, assortment plans, and inventory control methods. **PREREQ: Introduction to Business; Mathematics for Business and Finance**

BUS315 Legal Environment of Business (3 credits)

The nature and sources of law, the U.S. court systems, litigation and alternative methods of dispute resolution, constitutional and administrative law; tort law and product liability; contract law; agency law; business organizations; business ethics and social responsibility; and property rights for both personal and real property. **PREREQ: None**

BUS330 Risk Management (3 credits)

This course provides students with a framework for managing the effects of risk and a basic understanding of risk management and insurance. Topics include an introduction to the objective of risk management; general theory of insurance markets; personal insurance issues; employee-employer risk; business risk management; and contracts for risk management. **PREREQ: MAT210 Business Statistics**

BUS340 Organizational Behavior (3 credits)

Management approaches; human decision-making; conflict management; communication in groups; power and influence; organizational environment, structure and design; fundamental forces of change. **PREREQ: Principles of Management or similar management course**

BUS350 Supervision and Leadership (3 Credits)

Students will learn supervisory leadership perspectives and practices as well as the knowledge and skills needed to apply them in contemporary organizations. The course provides perspective on the challenges of guiding and leading a workforce in today's complex society. **PREREQ: Essentials of Psychology; Introduction to Sociology**

BUS400 Business Ethics (3 credits)

Covers theories of morality and ethics related to business enterprise in a capitalist system. Includes extensive reliance on examples, case studies, and selected readings. **PREREQ: Business Law 1**

BUS415 Business Research Methods (3 credits)

This course is an overview of concepts on business research methods covering variables, types of variables, literature review, conceptual framework, research questions, hypothesis, research design: elements of research design, concepts of measurement; reliability and validity in measurement; survey research methods review; secondary data sources; questionnaire design; qualitative techniques; sampling technique, data collecting, data coding, and data analysis. **PREREQ: College Algebra; Business Statistics; Advanced Composition; Advanced PC Applications**

BUS425 Strategic Business Management (3 credits)

This course establishes the foundation necessary to understand strategic business management in today's economy. Students will integrate knowledge from this course with skills acquired in previous courses to make sound management decisions. **PREREQ: Principles of Management; Corporate Finance; Marketing; Business Law**

BUS430 International Business (3 credits)

This course is an introduction to the opportunities and risk of doing business outside the U.S. Students will learn about country-market differences, trade and investment patterns, the international-financial environment; issues in business-government relations and strategies for international business are also covered.

PREREQ: Introduction to Business; Principles of Management; Marketing; Corporate Finance

BUS450 Senior Capstone: Business (4 credits)

Students use real fact patterns, real data and the expertise they acquired from courses completed throughout their business curriculum to complete two business case projects. Students will estimate the market size and market share required to break even, and in a separate case they will execute the quantitative analysis of financial data. This course also includes a lab experience designed to expose students to real-world business activities in their community. **PREREQ:** Business Statistics; College Algebra; Computer Applications; Managerial Accounting; Business Research Methods

CIVIL ENGINEERING

CET111 Basic Surveying 1 (3 credits)

Tapes and accessories; electronic measurements; use of transit and theodolite; adjustment of instruments; angle measurements; trigonometric leveling; error of closure; computation of area by latitudes and departures or planimeter. **PREREQ:** Technical Mathematics 1 & 2

CET112 Basic Surveying 2 (3 credits)

Tangents and horizontal curves; grades and vertical curves; transition curves; field layout of simple, compound, and spiral curves; elevations on vertical curves.

PREREQ: Basic Surveying 1

CET115 Land Surveying (3 credits)

Determination of true meridian; latitudes and longitudes; subdivision of townships and sections; legal descriptions. **PREREQ:** Basic Surveying 2

CET120 Concrete (2 credits)

Production of concrete; design of concrete mixes; test for concrete; field methods in concrete construction. **PREREQ:** Technical Mathematics 1 and 2

CET123 Topographic Drawing and Surveying (5 credits)

Use of drafting instruments; plotting traverses; plotting cross sections and profiles; city and village maps; plane-table surveying; topographic maps; methods of control. **PREREQ:** Basic Surveying 1

CET127 Earthwork (1 credit)

Surveys for determining grade; cross-sectioning; formation of embankments; shrinkage and swell; moving cut to fill mass diagrams. **PREREQ:** Basic Surveying 2

CET223 Geodetic Surveying (3 credits)

Monuments and markers; triangulation surveys; methods of projection; subdivision of city blocks into lots. **PREREQ:** Topographic Drawing and Surveying; Land Surveying

CET236 Structural Steel Design (3 credits)

Allowable unit stresses; design of connections; composite design of steel and concrete; design of column base plates. **PREREQ:** Mechanics of Materials

CET239 Reinforced Concrete Design (2 credits)

Investigation and design of rectangular beams; T-beams; double-reinforced beams, and continuous beams; design of processed concrete beams. **PREREQ:** Mechanics of Materials

CET241 Highway Construction and Design 1 (3 credits)

Soil studies; subgrades and drainage; location surveys; volume and speed studies; signs. **PREREQ:** Topographic Drawing and

Surveying

CET242 Highway Construction and Design 2 (2 credits)

Stabilized soil-bound surfaces; design of concrete pavements; design of pipe culverts.

PREREQ: Basic Surveying 2; Concrete

CET249 Resident Laboratory Training (Civil) (3 credits)

Students will be required to complete a series of comprehensive, practical experiments using various measuring instruments. Experiments are designed to provide familiarization with instrumentation, equipment, preparation of data, and laboratory reporting techniques. Students may earn credit for this by completing the course at an approved school or by submitting a life/work experience portfolio demonstrating completion of similar skills to those emphasized in the laboratory training. **PREREQ:** Semester 3

COMMUNICATION

COM110 Public Relations 1 (3 credits)

Public Relations 1 begins by introducing students to the role of public relations writers, including their ethical and legal responsibilities. Some of the general topics covered include persuasion, research skills, the public relations planning process, writing clearly and simply, and using proper grammar, spelling, and punctuation. Specifically, the course covers writing styles and processes for emails, memos, letters, reports, proposals, news releases, broadcasts, ad copy, material for the Internet, speeches, newsletters, brochures, magazines, and annual reports. The course concludes with an examination of how to communicate information during a crisis. **PREREQ:**

Advanced Composition

COM115 Public Relations 2 (3 credits)

Public Relations 2 begins with an overview of public relations, including such topics as ethics, professionalism, public relations departments and firms, research techniques, planning and evaluating a public relations program, and the communication process. The course also includes the preparation and handling of news releases, media alerts, and pitch letters. Finally, the course covers topics that affect a public relations employee: conflict management, public opinion, new technologies in public relations, corporate public relations, public relations and the government, global public relations, and public relations for nonprofit organizations.

PREREQ: Public Relations 1

COMPUTER INFORMATION SYSTEMS

CIS235 Structured Systems Analysis (3 credits)

The system development cycle; information gathering and reporting activities on the analysis phase; interaction of various participants in the systems process. **PREREQ:** Introduction to Computers; Business Computer Systems and Applications or equivalent

CIS240 Systems Design (3 credits)

Role of the systems analyst in developing business applications; hierarchy charts; IPO; decision tables; structured English.

PREREQ: Structured Systems Analysis.

COMPUTER SCIENCE

CSC101 Computer Literacy (3 credits)

Hardware and software; computer networks; information systems; personal computer systems; legal and ethical dilemmas. **PREREQ:** None

CSC103 Introduction to Computers (3 credits)

Hardware and software; computer networks; information systems; personal computer systems; legal and ethical dilemmas. Software applications include creating a resume, spreadsheet, and slide presentation. **PREREQ: None**

CSC104 Computer Applications (3 credits)

135 Lecture hours

Computer and Internet Basics; computer hardware and software; digital electronics and file management; introduction to Windows®; PC applications in word processing, spreadsheets, and presentation software. **PREREQ: None**

CSC105 Introduction to Programming (3 credits)

Examines the basic logic common to all programming languages; shows students how to create their own programs not based on any particular programming language; concentrates on the basic guidelines and best practices for developing good programming skills. **PREREQ: Introduction to Computers or equivalent**

CSC107 Introduction to Microsoft® Windows® (3 credits)

This course gives the student a complete overview of the Windows® XP operating system, including an introduction, hands on applications, managing and supporting tips, and more advanced techniques.

PREREQ: Computer Literacy

CSC108 Essential Computer Skills (3 Credits)

Computer and Internet basics; computer hardware and software; digital electronics and file management; introduction to Windows; PC applications in word processing; online library resources, search techniques and search engines.

PREREQ: None

CSC110 The Microcomputer and its Application (3 credits)

The course gives the student an understanding of the fundamentals of PC applications software. Students gain proficiency in word processing, spreadsheets, and presentation software applications.

PREREQ: None

CSC111 PC Applications (3 credits)

The course gives the student an understanding of the fundamentals of PC applications software. Students gain proficiency in word processing, spreadsheets, and presentation software applications.

PREREQ: None

CSC215 Programming in Java

Learn object-oriented techniques early; create short code examples built from the bottom up; utilize good programming practices; build visually interesting GUI and Web-based applications; explore input and repetition structures; learn Swing components; discover looping structure and the concept of inheritance; use arrays and exception handling; work with the Java platform.

PREREQ: None

CSC218 Visual Basic® (3 credits)

Introduction to Visual Basic® and managing controls; dialog boxes and controls; nature of Visual Basic® programs; Visual Basic® forms, files, and output; graphics, multimedia, and form templates; ActiveX and ADO controls; Internet access, Help files, and distributing programs; multidimensional arrays and the Windows® API. **PREREQ: PC Applications or equivalent**

CSC221 Advanced PC Applications (3 credits)

Database applications; integrating word processing, spreadsheet, and presentation software applications. **PREREQ: PC Applications or equivalent**

CSC246 Visual C#® (3 credits)

Building C# applications; input devices and using timers; dialog boxes and menus; adding graphics and ActiveX controls to applications; document interfacing; toolbars, status bars, and working with files; ADO applications, classes, modules, DLLs, and multitasking; ActiveX controls and Internet applications. **PREREQ: Visual Basic® or equivalent**

CSC 275 Computer Forensics (3 credits)

This course teaches how to conduct a high-tech investigation, from acquiring digital evidence to reporting the findings. Coverage includes how to set up a forensics lab, how to acquire the necessary tools, and how to conduct an investigation and subsequent digital analysis. Featured in the textbook are free downloads of several forensics software programs for students to become familiar with the tools of the trade. **PREREQ: Visual Basic® or equivalent**

CONSTRUCTION TECHNOLOGY

BCT110 Introduction to Construction Technology (3 credits)

This course introduces management and building practices used throughout the construction industry. Site planning and excavating processes are described, followed by construction methods that apply to foundations, steel and wood wood frames, concrete, and masonry. Students obtain an overview of the challenges often faced by construction managers including scheduling, cost-control, contracting process, safety, and productivity improvement. **PREREQ: None**

BCT125 Construction Materials and Methods (3 credits)

Students will gain a comparative knowledge of material properties and applications in construction. The course provides an overview of materials used in construction; the fundamental principles of structural, physical and long-term performance; material and product manufacturing techniques and common construction methods. **PREREQ: None**

BCT160 Architectural Drawing (3 credits)

An introduction to the basic drafting skills required for the development of a set of architectural drawings. Students learn line technique, lettering, dimensioning and symbols and how these concepts apply to drawings for construction. The course also covers site plans, foundations, walls, wall sections, floors, roof design, stairs, elevations, sections, and construction details. **PREREQ: Drafting with AutoCAD®**

BCT210 Statics/Strengths of Construction Materials (3 credits)

Students learn the basic principles of vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation as they apply to construction materials. Lessons cover the support characteristics of trusses, frames, beams, columns, connections, and combined stresses. Students learn to analyze the integrity of simple structures. **PREREQ: Technology Orientation**

EST215 AutoCAD® Applications – Construction (3 credits)

Students are presented with a broad introduction into 2-dimensional and 3-dimensional Computer-Aided Design (CAD) focused on construction-specific applications. Students will use AutoCAD® in hands-on exercises, assignments and projects. **PREREQ: Drafting with AutoCAD®**

BCT220 Building Systems (3 credits)

This course provides students with technical information related to the mechanical and electrical systems used in various types of buildings. Topics covered include design, installation, and operation of building systems including HVAC, plumbing, fire-protection, electric, lighting, and communication systems. **PREREQ:** None

BCT240 Basic Surveying and Measurement (3 credits)

This course instructs students on the principles of elementary surveying including leveling, angle measurement, bearings and azimuths, traversing, topographic mapping, and areas and volumes. Students learn traditional and GNSS (Global Navigational Satellite System) surveying methods.

PREREQ: College Algebra

BCT250 Codes and Specifications (3 credits)

Students learn the essentials of construction specifications and how they relate to national, state, and local building codes. The course also provides in-depth coverage of job safety and OSHA regulations as they apply to the modern construction environment. **PREREQ:** None

BCT255 Green Building Practices (3 credits)

Students learn building techniques and practices aimed at reducing the consumption of traditional fossil fuels and energy sources. The course includes focused units on improved insulation practices and materials, alternative energy adaptations for residential and small commercial buildings and efficiency adaptations to traditional HVAC systems.

PREREQ: None

BCT260 Construction Estimating (3 credits)

This course covers unit-price cost estimating - quantity takeoff, labor, material, mechanical and electrical systems; equipment unit pricing and computer-aided estimation applications. Students will also examine bidding strategies, worker and equipment productivity, and value engineering.

PREREQ: None

BCT275 Construction Planning and Control (3 credits)

In this course, students learn to review and analyze requirements and preparation of construction planning and scheduling. The course covers scheduling techniques, resource and equipment allocation, time-cost relationships, as well as monitoring and controlling the work progress. Students learn PC applications for scheduling and planning.

PREREQ: None

BCT280 Architectural Design (3 credits)

Students are introduced to the basic fundamentals of architectural design. Concepts include proportion, relationship of masses, figure, ground, shades, color and symmetry with emphasis on the physical properties of architectural design. Students will also learn the basic relationships of spaces and specific program requirements governing the creation of these spaces.

PREREQ: Drafting with AutoCAD®

CRIMINAL JUSTICE**CJS100 Criminal Justice Orientation (1 credit)**

Discusses the strategies for completing the criminal justice studies program as an independent learner as well as the role of criminal justice in society. **PREREQ:** None

CJS101 Introduction to Criminal Justice (3 credits)

Examines the purpose and functions of the criminal justice system with attention paid to the police, courts, and corrections on the local, state, and federal levels; explains the limitations of a system initially designed to respond to the needs of Colonial America; the course focuses on one's involvement in the criminal justice system, as citizens and as actors, and how that involvement affects the system. **PREREQ: None**

CJS105 Ethics in Criminal Justice (3 credits)

Begins the study of ethics from the larger issues of what constitutes morality and moral behavior; looks at how ethics develop; discusses the issues of ethics and specific aspects of criminal justice, including justice, law enforcement, courts, punishment and corrections, and management; reviews the consideration of professionalism and of ethics for everyone in society. **PREREQ: Introduction to Criminal Justice**

CJS120 Police Studies (3 credits)

Looks at the role of policing in America; discusses the existence of a police subculture, the role of management and the nature of patrolling; considers different strategies for investigating and solving problems; includes a discussion about ethics, civil liability, and possible directions for policing in the future. **PREREQ: Introduction to Criminal Justice; Criminology**

CJS123 Courts (3 credits)

Looks at the relationship among the three main actors — the judiciary, the defense and the prosecution — involved in a prosecution; starting from an overview of the basic structures of courts, the course will then look to the successive steps involved in prosecutions; covers plea bargains, trials, juries, sentencing, and appeals.

PREREQ: Introduction to Criminal Justice

CJS238 Criminal Law (3 credits)

Reviews the history of criminal law, from its start in the common law (and the principles of applying case law) to its contemporary forms of statutory and regulatory law; looks at crimes and their underlying elements, thereby teaching what a prosecutor needs to show, beyond a reasonable doubt, to secure a conviction; considers the traditional form of criminal law as well as strict liability and victimless crimes; discusses range of criminal offenses, such as inchoate and property-based crimes, to crimes of violence and administrative crimes, and of the excuses, justifications, and defenses to prosecution of such activities. **PREREQ: Introduction to Criminal Justice; Courts**

CJS130 Police Management (3 credits)

Considers the development of the police subculture and how that has shaped different strategies for police management; proceeds to examine those basic organizational concepts unique to policing; looks at the different responsibilities and how to satisfy those responsibilities within the context of policing; studies the image that collective bargaining has on management of police. **PREREQ: Introduction to Criminal Justice; Ethics in Criminal Justice; Police Studies**

CJS135 Introduction to Private Security (3 credits)

Examines the history and development of private security; reviews the state of private security today, including, but not limited to, liability and the relationship between public and private security; focuses on issues regarding prevention and loss control; looks at investigation and prosecution; discusses trends in security, including the contemporary development of security systems and approaches toward security in light of recent events. **PREREQ: Introduction to Criminal Justice**

CJS203 Criminal Procedures (3 credits)

Examines issues involved in the search and arrest of individuals as well as issues dealing with self-incrimination and access to counsel through the lens of the Bill of Rights protections that focus on prosecution; presents the rationale underlying decisions like the Miranda warning and the Terry stop and frisk.

PREREQ: Introduction to Criminal Justice; Police Studies; Courts; Criminal Law

CJS205 Juveniles and the Legal Process (3 credits)

Considers the difference in mission and goals between juvenile and nonjuvenile courts; focuses on how this court's different mission reflects society's views towards the care and management of juveniles; looks at situations where juveniles can and do face the possibility of prosecution in traditional courts and looks at the roles that different actors can play in processing juveniles; it then considers how many of the new issues a society faces first come to the attention of society through juvenile court proceedings. **PREREQ: Introduction to Criminal Justice; Courts; Criminal Law**

CJS209 Substance Abuse and Treatment in Criminal Justice (3 credits)

Examines the impact that substance abuse has on society's interest in criminal justice; explores the history and the ranges and types of substance abuse; looks at the theoretical approaches taken with treatment as well as the policy concerns involved; includes an examination on the impact that substance abuse has upon a person, physically, psychologically and in society; covers the War on Drugs, from strategies used to measures of effectiveness; explores potential approaches towards substance abuse, such as the impact of decriminalization; examines legal and illegal drug businesses and their impact on substance abusers. **PREREQ: Introduction to Criminal Justice; Criminal Law**

CJS210 Crime Scene Investigation Basics (3 credits)

This course uses traditional educational methods and computer simulation to provide an understanding of the scientific theory as well as the actual practices and techniques used to process a crime scene. The student will learn how crime scene professionals protect themselves and the evidence at a crime scene and the different roles law enforcement professionals execute at the scene of a crime. The course also describes the many types of evidence and how evidence is collected and secured before it is processed by a crime lab.

PREREQ: None

CJS211 Correctional Institutions (3 credits)

Focuses on what the public generally believes is the most common punishment: incarceration in a correctional institution; presents the early attempts at rehabilitating offenders in secure, custodial facilities; focuses on the different types of correctional facilities that have developed, with an eye towards how issues of safety can literally shape the facility; considers issues relating to the management and operation of such facilities; explains the Supreme Court's philosophy towards "prisoner's rights" in the context of issues, such as access to counsel; looks to how treatment strategies differ based upon the nature and needs of certain groups.

PREREQ: Introduction to Criminal Justice; Courts; Criminal Law

CJS213 Women and Criminal Justice (3 credits)

Examines the role and conduct of women in criminal justice, as professionals, offenders, and victims; looks at the historical and theoretical basis for the treatment women receive; considers the evolving view of criminal justice towards women, in terms of processing, treatment and responding towards women.

PREREQ: Introduction to Criminal Justice

CJS215 Terrorism (3 credits)

Discusses the most pressing topic for law enforcement: terrorism; reviews some of the theories advanced to account for acts of terror; considers history and how some groups have used acts of terror to accomplish their goals; looks at foreign and domestic acts of terror and the political agendas of those engaged in such acts; and looks to pressing issues, such as the forms that acts of terror can take.

PREREQ: Police Studies

CJS220 Organized Crime (3 credits)

Course opens with a consideration of how organized crime has developed and the structure of organized crime; looks at the different types of criminal activity typical to organized crime; reviews international organized crime as the principles underlying organized crime would naturally lead to expansion; course closes with a consideration of the tools and means available to law enforcement to battle organized crime; each chapter includes Internet connections, which are URLs where students can go to find more information on the subject matter covered in the chapter. **PREREQ: None**

CJS225 White Collar Crime (3 credits)

Presents the distinctions between crimes of violence and property-based crimes; specifies what constitutes white collar crime, explores how criminal activity often causes more damage to society than do crimes of violence; looks at the laws involved in prosecuting such crimes as well as considers how to detect and to gather evidence of such crimes; also looks at corporate crime and political crime.

PREREQ: Courts; Criminal Law

CJS230 Criminalistics (3 credits)

Focuses on forensic science and its application during investigations; looks at the range of types of evidence present and considers the methods for analyzing that evidence; covers the gamut of physical evidence as well as nonphysical evidence, such as evidence on the Internet.

PREREQ: Criminology

CJS235 Multicultural Law Enforcement (3 credits)

Provides a comprehensive review of the impact that race, gender, and ethnicity have on criminal justice; includes research on police practices, sentencing, and corrections, with attention paid to racial profiling and how certain ethnic groups receive disparate treatment; discusses how discrimination affects criminal justice.

PREREQ: Police Studies

CJS245 Security and Loss Prevention (3 credits)

Begins with a review of issues involving private security systems and then looks at zones of protection, that theoretical area between private and public security issues; discusses issues involving risk management and loss control, considers principles of crime prevention involving a threat environment; considers issues relating to legal aspects of private security.

PREREQ: Introduction to Private Security

CJS255 Computer-Based Crime (3 credits)

Begins with a review of issues involving information, security, and the privacy of information; and proceeds to examine a broadening range of additional criminal threats, based upon actual cases; includes a consideration of cybercrime, systems abuse, and the hacker culture; looks to issues of prevention and information security, with an emphasis on the need to take immediate steps against this likely criminal activity. **PREREQ: Security and Loss Prevention**

CJS260 Crisis Intervention (3 credits)

Presents the latest research, theories, and techniques of what to do in a crisis, along with case material based on real crisis situations; presents the skills and strategies needed to take crisis intervention theory and technique out of the classroom and onto the street; details a six-step model to give practitioners a systematic way of dealing with people in crisis (Defining the Problem, Ensuring Client Safety, Providing Support, Examining Alternatives, Making Plans, and Obtaining Commitment); throughout the textbook, the model is applied to many different crisis situations, such as suicide, domestic violence, sexual assault, addiction, post-traumatic stress disorder, and school violence. **PREREQ: Police Studies**

CJS265 Security Management (3 credits)

Examines the range of issues involved in security management, across disciplines and around the world; includes a consideration of industrial security in light of business concerns; examines the context for security and legal aspects of security management and prevention; presents specific security applications and the investigational intelligence gathering used to assess security systems.

PREREQ: Introduction to Private Security; Security and Loss Prevention

CJS308 Criminology (3 credits)

Begins with an overview of the law, public policy, research, and theories for the causes of crime; examines theories such as biological, psychological, and sociological in light of their components, causes and impacts on the administration of justice; each chapter ends with a section entitled *Thinking Like a Criminologist*, which sets up a situation related to the chapter topic.

PREREQ: Introduction to Criminal Justice

CJS307 Victimology (3 credits)

Looks to how criminal justice has responded to the heightened interest of society paying more attention to the victims of crime in the last few decades; presents the laws designed to support victims, including but not limited to programs and services; examines the growing Victim Rights Movement; explores a range of kinds of victimization, its origins, and will consider what segments of society have been most vulnerable to certain crimes. **PREREQ: Introduction to Criminal Justice; Ethics in Criminal Justice; Criminal Law**

CJS350 Community Corrections (3 credits)

Looks at the role that community corrections plays in the criminal justice process; deals largely with corrections outside of prison and includes issues involving diversion and pretrial release; teaches the evolution of the field, the range and type of different community correction options, and future trends for the field.

PREREQ: Police Studies

CJS400 Administration of Justice (3 Credits)

This course will focus on the most common agencies involved in running the criminal justice system on both the state and federal level. The organization of each agency will be examined with a detailed review of its function, administrative procedures, personnel, planning, budgeting, and record keeping. **PREREQ: Criminology; Introduction to Public Policy; Criminal Law**

CJS415 Evidence (3 credits)

This course examines the fundamental rules of evidence from inception, preservation, and admission at trial. All types of evidence will be studied including the historical development of the hearsay and exclusionary rules together with their permitted exceptions.

PREREQ: Criminal Law; Criminology

CJS450 Senior Capstone: Criminal Justice (4 Credits)

In order to provide the students with an understanding of the practical application of the criminal justice system in their respective jurisdictions, they will undertake a comprehensive research project. The research project will be based on a topic assigned by the instructor and allow the students to conduct detailed research and writing in a relevant area of the law of their jurisdictions. The research project will be reviewed and supervised from inception through final submission. **PREREQ: Advanced Composition; Criminology; Research and Statistics; Legal Research and Writing**

EARLY CHILDHOOD EDUCATION

ECE100 Orientation to Early Childhood Education (1 credit)

A snapshot of contemporary child day care and the need for professionals, as well as strategies for completing the Early Childhood Education Program as an independent learner. **PREREQ: None**

ECE107 Play in the Lives of Young Children (3 credits)

A study of play that provides current perspectives on culture and gender differences in play through a blend of research, theory, and practical applications. Topics include brain research and information on how and why play is important for children. The course attempts to illustrate the need to understand play and children with disabilities, integrate play into classroom curricula, and be aware of special places for play. **PREREQ: Fundamentals of Early Childhood Education**

ECE111 Fundamentals of Early Childhood Education (3 credits)

A survey course which discusses the similarities and differences in young children, the components of quality early childhood education programs, and the role of the professional early childhood educator. **PREREQ: None**

ECE120 Infant and Toddler Care (3 credits)

This course focuses on how to create a safe, healthy learning environment that helps infants and toddlers increase their physical, intellectual, and social qualities. **PREREQ: Fundamentals of Early Childhood Education**

ECE130 Health, Safety, and Nutrition for the Young Child (3 credits)

Information on the importance of health, safety, and nutrition as crucial factors in the development of young children. Provides strategies for the monitoring of standards in the care environment and development of good habits in young children. **PREREQ: None**

ECE160 Cultural Diversity in the Early Childhood Program (3 credits)

A summary of the ways in which cultural differences influence the way children act, communicate, and learn. The major focus is on the areas of language and communication, social skills, school readiness, and emergent literacy. **PREREQ: Fundamentals of Early Childhood Education, Curriculum for Early Childhood Education**

ECE203 Working with Children with Special Needs (3 credits)

This course is designed to give the student a broad overview of special education, including research and laws that authorize and fund early education and preschool special education programs. Content also includes the design of buildings, rooms, and outdoor facilities to accommodate children with special needs, as well as the use of technology to enhance the special education environment.

PREREQ: Child Growth and Development

ECE210 The Child, Family, and Community (3 credits)

This course serves as a guide for students of early childhood education of the body of current research on interactions between families, schools, and communities.

PREREQ: None

ECE212 Guidance in Early Childhood Education (3 credits)

Developmentally appropriate guidance strategies that help young children to become responsible, respectful, and productive members of the community. The course stresses the need to respect the unique qualities that individual children and their families bring to the early childhood setting. **PREREQ: Fundamentals of Early Childhood Education, Curriculum for Early Childhood Education**

ECE213 Art, Music, and Movement (3 credits)

The role of art, music, and movement in a young child's education. It explains how art and movement education address the physical, social/emotional, and cognitive development of young children. Students will recognize ways to develop creativity and promote self-expression among young children by enhancing the entire curriculum with experiences in visual, auditory, and kinesthetic creativity. **PREREQ: Fundamentals of Early Childhood Education, Curriculum for Early Childhood Education**

ECE215 Curriculum for Early Childhood Education (3 credits)

Defines and explores the fundamental components of the early childhood curriculum, including creativity, sensory experience, curiosity, exploration and discovery, growth in literacy, and concepts of mathematics and science, and social science. **PREREQ: Fundamentals of Early Childhood Education**

ECE216 Language and Literacy Development in Young Children (3 credits)

Provides information and strategies to help educators promote successful development in the four areas which young children will use for the rest of their lives: listening, speaking, reading, and writing. This includes children with special needs and those from diverse backgrounds. Means of assessment are also discussed. **PREREQ: Fundamentals of Early Childhood Education and Curriculum for Early Childhood Education**

ECE217 Developing Math and Science Skills in Young Children (3 credits)

This course emphasizes the integration of mathematics and science with the other content areas for young children from preschool through the primary grades. It follows the guidelines of the National Association for the Education of Young Children. Developmentally appropriate assessment is explained. **PREREQ: Fundamentals of Early Childhood Education and Curriculum for Early Childhood Education**

ECE220 Child Growth and Development (3 credits)

This course presents a variety of theoretical viewpoints to provide students with a well-balanced view of a child's developmental process. Current studies and research provide students with an understanding of the principal topics of child psychology as well as recent trends in socially relevant problem areas. **PREREQ: None**

ECE221 Administration of an Early Childhood Education Center (3 credits)

A comprehensive view of the procedures involved in establishing and administering a child care education program. Topics include staffing, budgeting, equipment acquisition, parent involvement, and day-to-day administration.

ECE223 Working with Preschoolers (3 credits)

This course shows how the learning environment can facilitate the teaching of preschool children. The use of learning centers is emphasized. **PREREQ:**

Fundamentals of Early Childhood Education and Curriculum for Early Childhood Education

ECE230 Field Experience (6 credits)

During the fourth semester students will spend 300 hours in an approved early childhood center that includes infants, toddlers, and preschoolers in order to observe and participate in the direct application of theory. Students will have specific assignments during this time. They will have a maximum of six months to complete the field experience. **PREREQ: Students must be enrolled in Semester Four of the Early Childhood Education Program**

ELECTRICITY AND ELECTRONICS

EET101 Fundamentals of Electricity (3 credits)

DC principles; nature of electricity; electric cells and batteries; electrical language and hardware; DC generators; AC principles and components; alternating current; AC currents; types of electric circuits.

PREREQ: None

EET103 Fundamentals of Electronics (3 credits)

Electronic components; semiconductor switching devices; switching and connection devices; basic electronic circuits; amplifiers; oscillators; modulation and detection circuits; logic circuits; pulse digital circuits.

PREREQ: Fundamentals of Electricity

EET105 Electrical/Electronic Measurements and Instruments (3 credits)

Transformer fundamentals; checking simple circuits; troubleshooting with basic meters; how a voltmeter works; how an ammeter works; AC measuring instruments; multi-purpose test instruments; oscilloscopes; component testers; digital test equipment. **PREREQ:**

Fundamentals of Electricity; Fundamentals of Electronics

EET115 Electrical-Electronics Theory (3 credits)

This course provides a foundation in electrical and electronics terminology, theory, and concepts essential for students in a wide range of technology programs. Students learn the basic principles of electricity and the fundamental applications of Ohm's law to circuit analysis, as well as magnetism and electromagnetism, and alternating current theory and circuit applications. The student also learns theory and applications of most basic components, devices, and machines including capacitors, inductors, batteries, DC and AC motors, conductors, insulators and basic rectification devices.

PREREQ: None

EET160 Introduction to Microprocessor (2 credits)

Introduction to computers; introduction to microprocessor applications; microprocessor basics. **PREREQ: None**

EET182 Electronic Circuits (3 credits)

Electronic systems; electronic devices and applications; audio and r-f circuits; oscillators; feedback; electronic power supply systems; industrial receivers, transmitters and video systems; servo and control systems; pulse and logic circuits; troubleshooting electronic equipment and systems; logical troubleshooting methods; measuring techniques; interpreting data and results. **PREREQ: Fundamentals of Electronics**

EET210 Electric Motors and Controls (3 credits)

Principles of generator and motor operation; principles of induction motors and synchronous motors; performance and speed control; principles of motor control systems; solid-state drive systems; SCRs as AC to DC converters; installation and maintenance of drive systems. **PREREQ: Fundamentals of Electricity; Fundamentals of Electronics**

EET212 Electrical Equipment (3 credits)

Sizing and selecting conductors, raceways, devices, and controls incorporated in electrical systems; identifying key characteristics of electrical equipment including circuit protection, outlet, control devices; creating ladder logic relay diagrams. **PREREQ: None**

EET214 Interpreting the National Electric Code® (3 credits)

Locating the applicable code section to identify specific electrical installation requirements; interpreting and applying code specifications during the electrical-system design process; evaluating sample installations to ensure code compliance. **PREREQ: None**

EET215 Electronic Process Control (3 credits)

Students will learn the basics of electronic control technology, the fundamentals of motor-control theory, process control and instrumentation, and applications of sensors, programmable controls, and motion controls.

PREREQ: Fundamentals of Electricity, Fundamentals of Electronics

EET216 Electrical Installations (3 credits)

How electricity is generated and distributed; interpreting blueprints that represent various types of electrical systems; evaluating industrial electrical system requirements; specifying the correct equipment and conductor type and capacity for electrical systems; the role of each major component in a utility's electrical distribution system; the basic design characteristics of underground distribution systems.

PREREQ: Fundamentals of Electricity

EET218 Basic Industrial Computer Systems (3 credits)

Programmable controllers found in motor-control and other industrial systems; hexadecimal and binary number systems; basic commands for PLCs; the role of computers in telecommunications systems; an introduction to common computer network installations, their key components and the role they play.

PREREQ: Fundamentals of Electronics

EET221 Pulse Circuits (3 credits)

Pulse Circuits; pulse techniques; pulse generators; timing and synchronization; troubleshooting pulse circuits.

PREREQ: Fundamentals of Electronics

EET222 Logic Circuits (3 credits)

Logic devices and diagrams; logic families; troubleshooting logic circuits.

PREREQ: Fundamentals of Electronics

EET225 AutoCAD® Applications – Electrical Electronics (3 credits)

Students are presented with a broad introduction into 2-dimensional and 3-dimensional Computer-Aided Design (CAD) focused on electrical/electronics - specific applications. Students will use AutoCad® in hands-on exercises, assignments, and projects.

PREREQ: Drafting with AutoCAD®

EET233 Telecommunications 1 (3 credits)
History and impact of telecommunications technology; transmission and reception of amplitude modulated signals; frequency modulation technology; single-sideband technology; telephone technology; network systems; digital communications coding and transmission. **PREREQ: Fundamentals of Electronics**

EET234 Telecommunications 2 (3 credits)
Design of transmission lines; wave propagation; antennas; radar systems; microwave communications systems; laser communications; fiber optic technology. **PREREQ: Fundamentals of Electronics**

EET235 Digital Electronics (3 credits)
Digital Electronics provides in-depth coverage of number and logic systems, the essentials of Boolean algebra including OR gate applications, adders and collections gates, flip-flops and shift registers, counting and timing circuits, including D/A and A/D conversions and the application of these concepts to modern circuit designs. **PREREQ: Fundamentals of Electricity, Fundamentals of Electronics**

EET236 Power Plant Operations (3 credits)
Primary operating systems of coal or natural gas fired steam power plant; fundamental science behind power generation; fuel flow paths; water treatment systems; steam flow paths; boiler, station electrical power, and other auxiliary equipment. **PREREQ: Fundamentals of Electronics**

EET249 Resident Laboratory Training (Electrical) (3 credits)
This two-week session includes the use of various measuring instruments for performing a series of comprehensive experiments. The experiments are designed to provide familiarization with instrumentation, equipment, preparation of data, and laboratory reporting techniques. **PREREQ: Semester 3**

EET250 Resident Laboratory Training (Electronic) (3 credits)
This two-week session includes the use of various measuring instruments for performing a series of comprehensive experiments. The experiments are designed to provide familiarization with instrumentation, equipment, preparation of data, and laboratory reporting techniques. **PREREQ: Semester 3**

ENGINEERING SCIENCE TECHNOLOGY

EST100 Introduction to Technical Drawings (3 Credits)
This course provides students with an overview of visual communication skills necessary to successfully complete the wide range of courses in technology programs that require learning to read and interpret technical drawings. Students learn print reading, interpretation of symbols and abbreviations, dimensioning, tolerancing, and the application of these skills to actual print reading. The course also contains an overview of computer-aided drawing and its role in modern technology.

EST110 Manufacturing Materials and Practices (3 credits)
This course covers a comprehensive collection of manufacturing and materials processing techniques. Students learn the historical perspectives and basic science of manufacturing and its related materials, specific manufacturing methods as they are applied to specific materials, and the theory of the automation of today's manufacturing environment, productivity and quality improvement systems. **PREREQ: None**

EST200 Fluid Power (3 credits)

This course is a comprehensive overview of hydraulics and pneumatics, including the basic scientific principles and concepts necessary for understanding the operation and applications of hydraulic and pneumatic components and systems. Students learn power system controls, system schematics, and essential troubleshooting practices. **PREREQ: None**

EST210 AutoCAD® Applications – Engineering Technology (3 credits)

Principles of generator and motor operation; principles of induction motors and synchronous motors; performance and speed control; principles of motor control systems; solid-state drive systems; SCRs as AC to DC converters; installation and maintenance of drive systems.

PREREQ: None

ENGLISH

ENG100 English Composition (3 credits) **135 Lecture hours**

This course teaches the skills and techniques of effectively developing, drafting, and revising college-level essays toward a specific purpose and audience: active reading, prewriting strategies, sentence and paragraph structure, thesis statements, varied patterns of development (e.g., illustration, comparison/contrast, classification), critical reading toward revision of structure and organization, editing for the standard written conventions, use and documentation of outside sources. Students submit three essays (process analysis, causal analysis, argumentation) and a course journal.

PREREQ: None

ENG101 Foundation Skills in Writing (3 Credits)

This course provides an overview of writing styles for technology applications. Students review basic grammar, including parts of speech, active and passive voices, complete sentences vs. sentence fragments, parallel construction, the use of action verbs, and paragraph construction. The course also includes practical information on writing reports, technical memos, and emails; organizing material; conducting research; documenting sources; outlining; providing illustrations; and writing proposals, descriptions, instructions, articles, and manuals. **PREREQ: None**

ENG103 Information Literacy (1 credit) **45 Lecture hours**

Teaches students to become effective in finding and utilizing information at libraries and other information centers, and through electronic resources available in libraries and on the World Wide Web.

PREREQ: None

ENG115 Introduction to Literature (3 credits) **135 Lecture hours**

Reading and analysis of the main genres of literature; poetry, fiction, and drama; themes and forms of literature.

PREREQ: None

ENG121 Business and Technical Writing (3 credits) **135 Lecture hours**

Writing styles; ABC method of organizing material; grammar (parts of speech, active and passive voice, complete sentences vs. sentence fragments; parallel construction); using action verbs; constructing paragraphs; writing memos, business letters, and emails; organizing material; conducting research; documenting sources; outlining; providing illustrations; writing reports, proposals, descriptions, instructions, articles, and manuals.

PREREQ: None

ENG122 Technical Writing (3 credits)

Specialized training is offered in writing of proposals, reports, instructions, letters, abstracts, resumes, and more. **PREREQ: None**

ENG124 Applied Research Skills (2 credits)

Directed research on topics related to employment searches. Access to the Internet is required. **PREREQ: None**

ENG200 Speech (3 Credits)

Introduces students to the process of speechmaking; describes the difference between informative and persuasive speeches; walks students through the process of developing a speech, including organization and outlining; explains the importance and content of the introduction and conclusion of a speech; provides tips on rehearsing and delivering a speech; requires students to develop, rehearse, and videotape speeches to be submitted for grading. **PREREQ: None**

ENG300 Advanced Composition (3 Credits)

Course begins with an introduction on how to plan a paper with sources, find sources, take notes, and write a paper; students are guided through the processes as they write a literary analysis, an extended definition, an analysis of a short story, an argumentation essay, and a final paper.

PREREQ: English Composition

FASHION

FSH101 Introduction to the Fashion Industry (3 credits)

Traces the development of fashion and the fashion industry; shows how consumer demand affects fashion marketing; explains fashion change and consumer acceptance; covers market research and analysis; traces the development, production, and marketing of raw materials; covers international fashion centers as well as retailing, merchandising, and marketing.

PREREQ: None

FSH110 History of Fashion (3 credits)

With this course, you'll gain an understanding of the history of costume in the West. Beginning with ancient times, you'll study the dress of each era in the context of the historical events, societal values, and technology that influenced clothing and its production. You'll also learn how the organization and function of the fashion industry changed as it became more complex. **PREREQ: None**

FSH120 Introduction to Textiles (3 credits)

Introduces students to textiles in a non-technical way; covers laws and regulations of the textile industry; identifies yarns, fabric formation, coloration, and finishes; examines the properties of fibers. **PREREQ: Introduction to the Fashion Industry; Color Theory**

FSH205 Fashion Promotion (3 credits)

Students will learn the process of promotion, as well as the tools available for creating successful campaigns; emphasis is on the changing nature of promotion in a global marketplace; promotion strategies and techniques, personal and non-personal; covers the role and organizational structure of promotion and advertising and the creative elements involved. **PREREQ:**

Introduction to the Fashion Industry; Marketing

FSH220 Product Development (3 credits)

This course takes the students through the preproduction processes of apparel product development. Students will learn how to coordinate planning, forecasting, fabricating, developing silhouettes and specifications, pricing, and sourcing. Also covers the evolving partnerships among textile suppliers, product developers, manufacturers, and retailers. **PREREQ:**

Introduction to the Fashion Industry

FINANCE

FIN101 Financial Management (3 credits)

This course will introduce students to the world of finance, including financial concepts, instruments, and financial decision making. Topics covered include financial assets; investing in long-term assets; capital structure and dividend policy; financial planning and working capital management. **PREREQ: None**

FIN210 Personal Financial Management (3 credits)

Fundamental concepts and importance of personal financial management; management and financing of fundamental assets. **PREREQ: None**

FIN305 Securities and Investments (3 credits)

Making investment decisions; securities and markets; technical analysis; portfolio selection. **PREREQ: None**

FIN310 Corporate Finance (3 Credits)

This course covers cash flow valuation; capital budgeting; risk and return; cost of capital and financial policy and options. **PREREQ: Math for Business and Finance**

FIRE SCIENCE

FST105 Principles of Emergency Services (3 Credits)

This course provides an overview to fire protection and emergency services, career opportunities in fire protection and related fields, culture and history of emergency services, fire loss analysis, organization and function of public and private fire protection services, fire departments as part of local government, laws and regulations affecting the fire service, fire service nomenclature, specific fire protection functions, basic fire chemistry and physics, introduction to fire protection systems, introduction to fire strategy and tactics, and life safety initiatives. **PREREQ: None**

FST110 Fire Behavior and Combustion (3 Credits)

This course explores the theories and fundamentals of how and why fires start, spread, and are controlled. **PREREQ: None**

FST130 Building Construction for Fire Prevention (3 Credits)

This course provides the components of building construction related to fire fighter and life safety. The elements of construction and design of structures are shown to be key factors for inspecting buildings, preplanning fire operations, and operating at emergencies. **PREREQ: FST105 Principles of Emergency Services**

FST140 Fire Prevention (3 Credits)

This course provides fundamental information relating to the field of fire prevention. Topics include the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use and application of codes and standards, plans review, fire inspections, fire and life safety education, and fire investigation. **PREREQ: None**

FST160 Introduction to Fire Emergency Services Administration (3 Credits)

This course introduces students to the organization and management of a fire and emergency services department and the relationship of government agencies to the fire service. The material emphasizes fire and emergency service and ethics from the perspective of the company officer. **PREREQ: FST105 Principles of Emergency Services**

FST210 Emergency Services Strategy and Tactics (3 Credits)

This course provides the principles of fire ground control through the utilization of personnel, equipment, and extinguishing agents. **PREREQ: FST105 Principles of Emergency Services**

FST260 Principles of Fire Emergency Services Safety and Survival (3 Credits)

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services.

PREREQ: None

FST280 Legal Aspects of Emergency Services (3 Credits)

This course addresses the federal, state, and local laws that regulate emergency services. It also includes a review of national standards, regulations, and consensus standards. **PREREQ: None**

FST255 Fire Protection Systems (3 Credits)

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers.

PREREQ: None

FST290 Fire Science Internship (3 Credits)

This course provides students the opportunity to demonstrate core competencies outside the traditional class structure. Students are able to experience and evaluate many areas of fire science and emergency services, providing an opportunity to expand their understanding of the practices of these unique services through a hands-on work experience executed in the work environment.

PREREQ: FST105 Principles of Emergency Services

FST265 Hazardous Materials Chemistry (3 Credits)

This course covers basic chemistry relating to the categories of hazardous materials including recognition, identification, reactivity, and health hazards encountered by emergency services. **PREREQ: None**

FST240 Fire Investigation 1 (3 Credits)

This course is intended to provide students with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes. **PREREQ: FST105, FST130, FST110**

FST235 Fire Protection Hydraulics and Water Supply (3 Credits)

This course provides a foundation of theoretical information to help students understand the principles of the use of water in fire protection. Students apply hydraulic principles to analyze and to solve water supply problems. **PREREQ: MAT100**

GRAPHIC DESIGN

GRD101 Graphic Design Orientation (1 credit)

The Graphic Design Orientation course discusses the computer as an artistic medium and the tools of computer art, as well as the strategies for completing the graphic design technology course as an independent learner. **PREREQ: None**

GRD105 Color Theory (3 credits)

Color Theory covers the analysis of the dynamic interaction of color and its implications for designers and artists. This course also covers the physics of color, colored light, colored pigments, and the color wheel. Students are introduced to basic color principles, industry terminology, Johannes Itten's color theory and applications, with an emphasis on manipulating color. **PREREQ: Graphic Design Orientation**

GRD110 Introduction to Graphic Design (3 credits)

Introduction to Graphic Design covers the basic principles, elements, and mediums of design through the concept, skills, and tools involved in developing a design piece through the applications of these concepts to visual and communication processes. This course also covers industry terminology, file types, balance, contrast, direction, economy, emphasis, proportion, rhythm, and unity as it relates to graphic design creations.

PREREQ: Graphic Design Orientation

GRD115 Graphic Design and Production (Illustrator®) (3 credits)

This course places emphasis on the conceptualization of computer illustration techniques using Illustrator® and its implementation in page layout. **PREREQ: Graphic Design Orientation; Color Theory; Introduction to Graphic Design**

GRD130 Photo Image Editing 1 (Photoshop®) (3 credits)

Photo Image Editing 1 begins coverage of Adobe® Photoshop® in regard to the production of print and Web-based graphics. The students learn how to use the Photoshop® software and apply smart design principles to multimedia products such as print brochures, dynamic graphics, animation, Web sites, video, and interactive CD-ROM content. **PREREQ: Graphic Design Orientation; Color Theory; Introduction to Graphic Design**

GRD135 Photo Image Editing 2 (3 credits)

Photo Image Editing 2 focuses on visual communication through diverse theme-based projects where issues of representation and meaning production are emphasized. It also addresses main design notions such as visual organization, information hierarchy, and typography. **PREREQ: Graphic Design Orientation; Introduction to Graphic Design; Photo Image Editing 1**

GRD201 Typography (3 credits)

Typography is an exploration of different components of type, typefaces, and their identification, which are legibility, visual organization, proportion, and weight. When and where, procedures, and methods for use in print and Web-based graphic creations. **PREREQ: Introduction to Graphic Design; Photo Image Editing 2**

GRD205 Electronic Publishing (3 credits)

The Electronic Publishing course focuses on the integration of text and graphics using desktop publishing software. The student develops digital design skills.

PREREQ: Introduction to Graphic Design; Photo Image Editing 2; Typography

GRD208 Electronic Publishing Projects (3 credits)

In this advanced-level desktop publishing course, students will examine the page-design tools in depth, thereby improving their production skills. Students will create content for cross-media publishing as well as create an interactive and dynamic Web page. **PREREQ: Graphic Design and Production; Photo Image Editing 1; Electronic Publishing**

GRD212 Corporate Design (3 credits)

Corporate Design explores the development of corporate communications and identity programs. Topics covered are trademarks, branding, logo design, brochure design, and online presence design. **PREREQ: Introduction to Graphic Design; Color Theory; Photo Image Editing 2; Typography**

GRD220 Web Graphic Arts Design (3 credits)

Web Graphic Arts Design teaches students about creating Web graphics using Photoshop®. Students create graphics for use in Web design and other Web-based projects by completing hands-on and case projects and creating professional-level Web graphics for use in their electronic portfolios in the last semester of this course. **PREREQ: Photo Image Editing 1; HTML Coding**

GRD225 Portfolio Development (3 credits)

Portfolio Development covers the process of developing and maintaining an electronic portfolio. Topics covered are the preparation and organization of graphic creations, such as logos, Web sites, and brochures. This course culminates in the presentation of an electronic portfolio utilizing graphics created throughout this course. **PREREQ: Graphic Design and Production; Photo Image Editing I; Electronic Publishing; HTML Coding; Introduction to Internet Multimedia; Streaming Technology, Multimedia Development, and Animation**

HEALTH INFORMATION TECHNOLOGY

HIT100 Introduction to Allied Health (1 credit) 45 Lecture hours

This course is designed to provide a discussion of strategies for completing the Allied Health programs as an independent learner. In addition, it gives an introduction to health care, the health information management industry, and the role that health information technicians play in that industry. Focus is on the different elements and jobs in the health information management field. The course also provides an overview of the history of medicine and documentation, health-care reimbursement, technology in health care, important professional skills, and professional organizations helpful to health information technicians. **PREREQ: None**

HIT 105 Law and Ethics in Medicine (3 credits) 135 Lecture hours

Legal and ethical issues in the delivery of health care are presented. A grounding in the parts of tort and contract law that affect health-care delivery is set forth along with broad ideas concerning the functioning of the legal system. Special attention is given to confidentiality, privileged communications, informed

consent, the elements of and defenses against malpractice, legal and practical issues commonly encountered by medical assistants, end-of-life and beginning-of-life legal and ethical issues, and the effect of managed care on ethical issues faced by health-care practitioners. **PREREQ: None**

HIT107 Medical Terminology (3 credits) 135 Lecture hours

The development of a vocabulary used in medicine by acquiring skills to pronounce, define, and spell word terms. Students will analyze and interpret medical reports related to specific body systems. **PREREQ: None**

HIT109 Confidentiality of Health Information (3 credits) 135 Lecture hours

Ethical and legal rules concerning the confidentiality of health information is presented with particular emphasis on the Health Insurance Portability and Accountability Act. Background material will include operation of the legal system and principles of legal liability.

PREREQ: Law and Ethics in Medicine

HIT113 Medical Information Management and Office Practice (3 credits) 135 Lecture hours

This course introduces students to the management of information within a health-care setting. The course focuses on preparing, correcting, and filing medical records, as well as communicating with others inside and outside of a medical facility. It also covers health-care delivery systems; information and communication technologies; and data storage, retrieval, and security. **PREREQ: Introduction to Health Information Management, Medical Terminology, Law and Ethics in Medicine, The Confidentiality of Health Information**

HIT115 Reimbursement Methodologies (1 credit)

45 Lecture hours

This course is designed to introduce the health information technology student to major reimbursement systems in the United States. Focus is on prospective payment system, third-party payers, and billing and insurance procedures. The course also covers additional information including prepaid health plans, fee-for-service methodologies, chargemasters, fee schedules, and managed care. **PREREQ: None**

HIT130 Electronic Medical Records (3 credit)

The Electronic Medical Records course provides a basic overview on how to successfully manage electronic medical records (EMRs) in different health care settings. Students will learn EMR concepts, terminology, regulations, and procedures, and receive hands-on training using electronic medical record software.

PREREQ: None

HIT201 Quality (2 credits) Management/Performance Improvement

This course is designed to introduce the health information technology student to principals of clinical quality management and performance improvement in the health-care industry. Focus is on standards and implementation of quality programs and principals and concepts of performance improvement. The course also covers additional areas such as utilization management, risk management, and tools and techniques used in performance improvement and quality management.

PREREQ: Medical Information Management and Office Practice

HIT203 Medical Coding 1 (3 credits) 135 Lecture hours

The basics of coding, exploration of the ICD-9-CM and CPT manuals, examination of specialty areas such as cardiology and obstetrics/gynecology, radiology, pathology, and laboratory work. **PREREQ: Medical Terminology**

HIT204 Medical Coding 2 (3 credits) 135 Lecture hours

The Medical Coding 2 course utilizes the application of the CPT and ICD-9-CM classification systems to code diagnoses and procedures. **PREREQ: Medical Coding 1**

HIT207 Medical Transcription 1 (3 credits)

135 Lecture hours

An introduction to the technical and legal aspects of medical transcription, as well as career opportunities available in the field. The student will begin to transcribe and format various types of medical records.

PREREQ: Medical Terminology, Anatomy and Physiology 1, Anatomy and Physiology 2

HIT208 Medical Transcription 2 (3 credits)

135 Lecture hours

Medical Transcription 2 will direct the student on the use of various types of medical transcription, with an emphasis on increasing speed, accuracy, and formatting of reports. This course bridges the gap between Medical Transcription 1, with easy-to-understand dictation, and the harder-to-understand, difficult dictation of the work environment. Medical Transcription 2 will provide the student with the skills necessary to complete complex reports within the major medical specialties. **PREREQ: Medical Transcription 1**

HIT209 Department Management (2 credits)

Presents the management and supervisory functions and skills of a health information management department. Focus is on fundamentals of management, basic management functions, principals of supervision, and supervision of specific health information management functions. The course also covers organizational structure, human resources management, staff development, and management budgeting and finance functions. **PREREQ: Medical Information Management and Office Practice, Reimbursement Methodologies, Quality Assurance/Performance Improvement, Medical Coding 2, Medical Transcription 2.**

HIT210 Healthcare Statistics (3 credits)

This course is designed to introduce the health information technology student to the calculation, compilation, analysis, and presentation of health-care statistics. Focus is on basic descriptive and inferential statistics and the concepts of data validity and reliability. The course also covers data collection methods, interpretation of data, calculation of statistical formulas, and uniform reporting requirements. **PREREQ: Math for Business and Finance**

HIT290 Practicum in Health Information Technology (4 credits)

A comprehensive overview designed to prepare the Health Information Technology student to perform functions and demonstrate competencies related to health information services in a variety of settings. Students will be tested on health information knowledge, perform project and research work, practice skills, and gain clinical workplace experience in a variety of settings under the supervision of a clinical practice supervisor. **PREREQ: The student must have completed Semesters 1, 2, and 3, and Medical Transcription 2.**

HUMAN RESOURCES MANAGEMENT

HRM201 Human Resources Management (3 credits)

An overview of Human Resources Management (HRM), as it's understood today. This course illustrates the dynamic interaction of the personnel functions with each other and with the objectives of an organization. **PREREQ: Principles of Management**

HRM355 Training Concepts (3 credits)

A synthesis of accepted theory regarding training and the management of the training function in organizations and an examination of successful and unsuccessful training practices. **PREREQ: Principles of Management, Human Resources Management**

HRM210 Compensation Management (3 credits)

The course covers the basic components of a total compensation package (salary, bonus, and benefits), the development, implementation, and maintenance of a program, the impact of internal and external equity, and additional factors which must be considered for the overall success of a program. **PREREQ: Human Resources Management**

HRM320 Employee Benefits (3 credits)

This course will introduce you to the many different elements that comprise employee benefits. The knowledge you gain from this course will not only help you in your career as a benefit specialist, but it will help you to understand the history and many of the governmental issues concerning benefit programs today. Upon completion of Employee Benefits, you'll have gained an understanding of the total employee benefit planning process. **PREREQ: Human Resources Management, Compensation Management**

HRM350 Labor Relations (3 credits)

The study of labor relations examines the interactions between organized labor unions and company management. These interactions between unions and management include rights and responsibilities, negotiations, and collective bargaining. **PREREQ: Human Resources Management**

HUMANITIES

HUM102 Art Appreciation (3 credits)

135 Lecture hours

Artistic media; historical periods and artistic movements; roles of the artist and the viewer; art criticism. **PREREQ: None**

HUM104 Music Appreciation

(3 credits)

135 Lecture hours

Appreciating music; roles of composer and listener; principles of music theory and instrumentation; historical periods; varying styles of music. **PREREQ: None**

HUM106 Interpersonal Communication (1 credit)

45 Lecture hours

Developing more effective personal communication skills to increase chances for professional success; increasing skills levels involving the use and selection of words, gestures, tone of voice, facial expressions, listening skills, as well as overall physical appearance. **PREREQ: None**

INDUSTRIAL ENGINEERING TECHNOLOGY

IET110 Manufacturing Processes (4 credits)

Cutting tools; machine tools; welding techniques; magneforming; testing of materials; nondestructive testing techniques; micrometers; gauges; basic numerical control. **PREREQ: Technical Mathematics 1**

IET121 Engineering Economy (1 credit)

Operating costs; investment methods; interest tables; engineering valuation.

PREREQ: Technical Mathematics 1

IET235 Operational Analysis (2 credits)

Operation analysis procedures; selection of process and tooling; plant layout and material handling. **PREREQ: Technical Mathematics 1**

IET237 Materials Management and Inventory Control (3 credits)

Production scheduling, planning, and MRP; capacity management (CRP); production activity control; demand forecasting; inventory processes; warehousing and materials handling; just-in-time planning; product-quality control; total-quality management (TQM).

IET243 Industrial Safety (3 credits)

Procedures for handling various materials; operating different kinds of machinery; performing job tasks safely; survey of the regulations designed to improve industrial safety. **PREREQ: Technical Mathematics 1**

IET248 CNC Technology (3 credits)

Numerical control basics; how cnc based machine tools operate; basic cnc programming; angular and contour programming; types of cnc equipment; machining centers; future of numerical control.

IET260 Resident Laboratory Training (Industrial) (3 credits)

Students will be required to complete a series of comprehensive practical experiments using various measuring instruments. Experiments are designed to provide familiarization with instrumentation, equipment, preparation of data, and laboratory reporting techniques. Students may earn credit for this by completing the course at an approved school or by submitting a life/work experience portfolio demonstrating completion of similar skills to those emphasized in the laboratory training. **PREREQ: Semester 3**

INTERNET TECHNOLOGY

INT101 Computer Technology Orientation (1 credit)

Overview of Internet technology course; role of technology in society; strategies for completing the Internet Technology Program as an independent learner.

PREREQ: None

INT114 Internet Marketing and E-Commerce (3 credits)

Provides a concise introduction to electronic commerce with balanced coverage of both technology and business topics; contains a comprehensive online companion that links the concepts in the book to real online examples; security, implementation, ethics, and legal issues in electronic commerce; case studies of real businesses. **PREREQ:** Computer Literacy

INT120 HTML Coding (3 credits)

Teaches how to create Web pages with hypertext links, tables, frames, and forms; covers cascading style sheets, programming with JavaScript,[®] working with content and layout, controlling mouse and keyboard events, and creating new frames and windows. **PREREQ:** Computer Literacy

INT125 Internet Server Environments (3 credits)

Explores the fascinating world of Internet server environments, while teaching industry terminology, domain name registration techniques, and characteristics of Web-hosting services. Examines Unix[®] servers, Windows[®] 2000 servers, and tools that are used to remotely connect to these servers. Covers the many features and elements involved when working with the Internet server environment. **PREREQ:** Computer Literacy

INT128 Network Protocols and Internetworking (3 credits)

Covers topics related to how computers communicate with each other, how computers are grouped together to form networks, networking concepts and issues that are key to the successful implementation of computer networks, and the different networking implementation strategies and technologies currently available. **PREREQ:** Computer Literacy; Internet Server Environments

INT130 Internet Security (3 credits)

Explores Web security risks and how to minimize them; aimed at Web users, administrators, and content providers, and it covers cryptography, SSL, the Public Key Infrastructure, digital signatures, digital certificates, privacy threats (cookies, log files, Web logs, Web bugs), hostile mobile code, and Web publishing (intellectual property, P3P, digital payments, client-side digital signatures, code signing, PICS). **PREREQ:** Computer Literacy

INT201 Web Site Project Management (3 credits)

Provides future developers and designers information on how to think about creating a successful Website; covers planning and analysis, designing and developing, and marketing. This text is for the programmer or developer who is serious about exploring the nature of a successful Website. **PREREQ:** Computer Literacy

INT203 Extensible Markup Language (XML) (3 credits)

Provides users with the skills they need to learn and master the essential Web programming language, XML. It provides a thorough introduction to the Extensible Markup Language, an engine that allows users to manipulate data quickly and efficiently. This course provides real-world, step-by-step examples of application development with XML and explains how users can share and access data both on the Web and in business. With thorough hands-

on projects and exercises, individuals apply concepts they've just learned for immediate reinforcement and feedback. Extensive end of chapter exercises to help reinforce XML concepts. A running case study starts at Chapter 2. **PREREQ: Computer Literacy; HTML Coding**

INT205 Introduction to Internet Multimedia (3 credits)

Provides an overview of multimedia on the Web and multimedia elements such as text and graphics, as well as sound, animation, and video; describes multimedia-authoring programs and the development and design of multimedia titles; covers the management and distribution of multimedia titles. **PREREQ: Computer Literacy**

INT210 Creating Web Pages with PHP (3 credits)

Students will master the basics of coding in PHP by creating web pages, not by spending time wading through manuals; provides step-by-step instructions on how to get MySQL, Apache, and PHP up and running on a Windows® or Linux® machine; teaches how to use PHP variables; display dynamic content; use cookies; create a contact management system; create custom logs and reports; authenticate and track users; display dynamic content. **PREREQs: HTML Coding**

INT215 Programming in Java™ (3 credits)

Introduces object-oriented techniques early; features short code examples built from the bottom up; offers more thorough coverage of the basics, explanations and examples using the StringBuffer class; devotes an entire chapter to Swing; designed to teach Java™ to those studying programming for the first time, but is also appropriate for those building on experiences in another programming language. **PREREQs: HTML Coding**

INT220 Programming in CGI/Perl (3 credits)

Teaches how to create common gateway interface script (CGI) using practical extraction and report language, more commonly known as Perl; covers how to add functionality to web pages using features such as hyperlinks, forms, data files, and databases; create truly interactive Web applications using subroutines, string manipulation, cookies, hidden fields, and redirects. **PREREQs: HTML Coding; Programming in Java™**

INT225 Introduction to Database Technology (3 credits)

Offers an overview of essential database concepts, with a focus on the relational model of database management; covers Structured Query Language (SQL), design methodology, functions of a database management system, and database administration; includes advanced topics such as object-oriented (OO) databases, data warehouses, and client server systems. **PREREQs: Internet Server Environments**

INT238 Streaming Technology, Multimedia Development, and Animation (3 credits)

Teaches Dreamweaver®, Flash®, and Fireworks®, and integrates the three applications; develop a Webpage, work with text and graphics, links, and tables in Dreamweaver®, add objects and animation to a Webpage with Fireworks®; draw and work with symbols and create interactivity and special effects with Flash®. **PREREQ: HTML Coding**

INT242 Advanced Database Technology-Oracle: SQL (3 credits)

Covers the design, implementation, and management of database systems; takes the student clearly and effectively through the entire process of database development and implementation. **PREREQs: Introduction to Database Technology**

MARKETING

MKT301 Marketing (3 credits)

The marketing environment; planning, information, and segmentation; consumer and business buyer behavior; product and distribution strategy; promotion and pricing strategy. **PREREQ: None**

MKT310 Advertising Principles (3 credits)

Techniques of advertising; function of advertising in the marketing area; role of advertising in the marketplace. **PREREQ: Marketing**

MKT320 Consumer Behavior (3 credits)

Influencing consumer behavior; consumer decision-making; effects on research and marketing; environmental influences; ethical responsibility. **PREREQ: Marketing**

MKT340 Retail Management (3 credits)

Organization of retail stores; basics of retailing; management of a successful retail business; merchandising principles.

PREREQ: Marketing

MKT260 Marketing Research (3 credits)

Nature and scope of marketing research; sampling and sampling methods; primary and secondary data sources; questionnaire scales; data analysis; development of summary statistics. **PREREQ: Business Statistics**

MATHEMATICS

MAT100 Foundation Skills in Math (3 credits)

Students learn the essential math skills necessary for future success in an AS technology program. The course of study includes a review of basic math functions, including trades-based examples, the metric system, formulas, introductory algebra, applied geometry, and some practical applications of trigonometry.

PREREQ: None

MAT102 Mathematical Applications (3 credits)

This course provides a foundation in basic mathematical operations. Subjects covered include percentages, discounts, interest, pricing, depreciation, insurance, symbols and their applications, equations and formulas, and the importance of statistics.

PREREQ: None

MAT106 Math for Business and Finance (3 credits)

135 Lecture hours

This course will provide the student with a foundation in basic mathematical operations. Topics covered include percentages; discounts; interest; present worth; sinking funds; installment buying; pricing; depreciation; investments; insurance; use of symbols and their applications, equations and formulas; importance of statistics. **PREREQ: None**

MAT110 Technical Mathematics 1 (2 credits)

Use of formulas; algebraic operations; use of determinants; use of exponents; logarithms. **PREREQ: None**

MAT120 College Algebra (3 credits)

This course introduces students to basic algebraic concepts. Topics covered include the real number system, exponents, scientific notation, equations of lines, graphing, systems of equations, augmented matrices, row reduction, inequalities, absolute values, polynomials, factoring polynomials, rational expressions, radicals, complex numbers, parabolas, functions, logarithms, and polynomial equations.

PREREQ: None

MAT122 Technical Mathematics 2 (2 credits)

Practical geometry; plane trigonometry; polygons and solids; angles; trigonometric functions. **PREREQ: Technical Mathematics 1**

MAT140 Medical Mathematics (3 credits)

Mathematics refresher; calculating dosages and solutions. **PREREQ: None**

MAT210 Business Statistics (3 credits)

Presentation of data; frequency distribution; averages; dispersion and skewness; index numbers; time series analysis; correlation and forecasting; the theory of probability and statistical inference. **PREREQ: Math for Business and Finance**

MAT215 Merchandising Math (3 credits)

Students will learn the concepts of profit and the calculation, interpretation, and analysis of the profit-loss statement; pricing factors used in buying decisions and the calculations used when pricing and/or repricing retail merchandise; the calculations of the various types of markup; procedure of determining the total value of the stock-on-hand and shortages; the planning and control of stocks and purchases, as well as invoice mathematics.

MAT220 Analytic Geometry and Calculus (4 credits)

Rectangular coordinates, graphics of linear equation; average rate of change; applications of integrals; derivatives and their applications; applications of calculus to shapes and moments. **PREREQ: Technical Mathematics 1 and 2**

MAT222 Precalculus (3 credits)

This course covers precalculus concepts that all college students need as prerequisites to calculus and other related courses required in many undergraduate majors. Specific topics include exponents, logarithms, sequences, series, trigonometric functions, analytic trigonometry, systems of equations and inequalities, matrices, conic sections, polar coordinate, and limits. **PREREQ: College Algebra**

MAT245 Applied Mathematics (3 credits)

The practical application of calculus to electronics; graphic differentiation; partial derivatives; the application of double integrals to electrical circuits.

PREREQ: Analytic Geometry and Calculus

MAT260 Survey of Mathematics (3 credits)

Designed for liberal arts and business majors. A sampling of the history of mathematics and calculations using algebra, geometry, and trigonometry; problems and exercises that provide “real life” applications of concepts.

PREREQ: Math for Business and Finance, Medical Math

MAT415 Research and Statistics (3 Credits)

This course covers the basic research methods and application of statistical measures. Students will learn the underlying concepts and working knowledge of research basics that can be critically applied in order to read, analyze, and understand research and statistics. The course also covers SPSS, as well as how to manage, analyze, and interpret data.

PREREQ: College Algebra; Business Statistics

MECHANICAL ENGINEERING TECHNOLOGY**MET100 Technology Orientation (1 credit)**

The development of engineering and engineering technology; technical mathematics; use of a scientific calculator.

PREREQ: None

MET101 Basic Drafting (3 credits)

Recognizing and interpreting various types of drawings; using drafting equipment; drawing techniques; creating projections; adding dimensions, sections, auxiliary views, and breaks to drawings; geometric drawing systems. **PREREQ: None**

MET123 Engineering Materials (2 credits)

Composition and properties of metals, ceramics, concrete, glass, graphite, plastics, and wood. **PREREQ: Technical Math**

MET126 Mechanics of Materials (2 credits)

Simple stresses; welded, bolted, and riveted joints; fixed and moving loads on beams; reaction at beam support; theory of column design; radius of gyration.

PREREQ: Engineering Mechanics

MET170 Engineering Mechanics (3 credits)

Branches of engineering mechanics; free-body diagrams; kinematics; force-mass acceleration method; impulse momentum; collision of two bodies. **PREREQ: Technical Mathematics 1 and 2**

MET202 Drafting with AutoCAD® (3 credits)

Computer-aided drafting and design systems; AutoCAD® menus and features; file and entity creation; drawing organization; displaying modifying, and annotating drawings; data exchange and output methods. **PREREQ: Basic Drafting**

MET220 Fluid Mechanics (3 credits)

Properties of materials; intensity of pressure; center of pressure; flow of water in open channels; rate of discharge through water. **PREREQ: Engineering Mechanics**

MET221 Quality Control Systems (3 credits)

Establishing quality systems; interpreting conventional and GD&T system drawings; setting up and using inspection tools and equipment; developing part acceptance procedures; statistical process control (SPC) fundamentals and practical applications.

PREREQ: Technical Mathematics 1

MET231 Mechanical Design 1 (3 credits)

Stress analysis; work, energy and power; design stress; moment diagrams; friction; lubrication systems; ball and roller bearings.

PREREQ: Mechanics of Materials; Manufacturing Processes

MET232 Mechanical Design 2 (3 credits)

Shaft design and seals; fasteners; couplings; welding and weld designs; belting; power screws; gears; cams; flywheels; fluid power; governors; professional registration.

PREREQ: Mechanical Design 1

MET240 Electro/Mechanical Control Technology (3 credits)

Recognizing control system types; various types of feedback loops, designing digital and analog systems; operation of controlled and sensing devices; system evaluation and troubleshooting. **PREREQ: Technical Mathematics 1 and Physical Science**

MET241 Tool Design 1 (3 credits)

Single-point, multi-point, and rotary tools; types of work-holding devices; tool wear and failure; shearing and die-cutting; bending, forming and extrusion dies; forging dies. **PREREQ: Manufacturing Processes**

MET242 Tool Design 2 (3 credits)

Principles of gauging; tools for soldering, brazing, and mechanical joining processes; safety; tool materials. **PREREQ: Tool Design 1**

MET248 Industrial Plastics (3 credits)

Students receive an introduction to the basic chemical principles that are relevant to the plastics industry. They will understand the properties and uses for various types of plastics, how to test and identify the plastic's properties, and the effects of introducing certain additives. The course also includes a discussion of manufacturing processes, such as molding, machining, finishing, material selection, process control and extruding.

PREREQ: None

MET249 Resident Laboratory Training (Mech. Eng. Tech.) (3 credits)

Students will be required to complete a series of comprehensive practical experiments using various measuring instruments. Experiments are designed to provide familiarization with instrumentation, equipment, preparation of data, and laboratory reporting techniques. Students may earn credit for this by completing the course at an approved school or by submitting a life/work experience portfolio demonstrating completion of similar skills to those emphasized in the laboratory training. **PREREQ: Semester 3**

MEDICAL ASSISTANT

MAS205 Clinical Procedures Lab (1 credit) 45 Lab hours

Students will be initiated into the clinical aspects of medical assisting, medical asepsis, sterilization and disinfections, vital signs, basic screening examinations, and correct medical record documentation; complete medical history; OSHA, CLIA, and universal precautions. Students will receive a clinical skills kit that will allow the student to receive hands-on training of required clinical skill sets. Students will demonstrate competencies in each clinical skill by videotaping or attending another college. Each skill must be successfully demonstrated and approved by Penn Foster faculty in order to earn credit for the course and advance to the externship. All costs associated with the procedures lab course are the responsibility of the student. These costs are not included in the tuition.

PREREQ: Clinical Procedures

MAS220 Externship (4 credits) 200 Externship hours

When the student completes all the academic courses and the clinical procedures lab, the student will intern in a health-care setting, either a family practice or a clinic. The student will use his or her knowledge and skills derived from the medical assistant program and demonstrate competencies in the areas of clinical, administrative, and general medical assisting. The externship will be for the duration of 200 hours. **PREREQ: Semesters 1-4**

NUTRITION

NTR203 Sports Nutrition (3 credits)

Sport-specific nutrition; aerobic and anaerobic metabolism; the onset of fatigue; carbohydrate, protein, and fat requirements; vitamins and minerals; hydration; the glycemic index; pre-, during-, and post-exercise consumption; ergogenic aids; weight management; and body composition. **PREREQ: None**

PARALEGAL STUDIES

PLS101 Introduction to Paralegal Studies (1 credit)

Occupation of the paralegal; strategies for completing the paralegal studies program as an independent learner; value of the paralegal in the practice of law as it's conducted in the traditional legal community as well as in government, education, and business. **PREREQ: None**

PLS105 Legal Terminology (2 credits)

Basic legal terminology needed to embark on a career as a paralegal; avoiding inaccuracies that can give rise to serious legal consequences; basics of critical thinking in the drafting of good legal arguments. **PREREQ: None**

PLS110 Ethics (2 credits)

Professional responsibilities that apply to paralegals as they assist their employers and their clients, including maintaining confidentiality and competence; handling fees and funds carefully; and avoiding unauthorized practice of law, conflicts of interest, and potential malpractice.

PREREQ: None

PLS113 Law and the Legal System (2 credits)

How history has shaped the organization and structure of our contemporary courts; definition of law; moral or value systems from which our laws have sprung; how the law works. **PREREQ: Legal Terminology**

PLS114 Investigations and Interviews (2 credits)

Types of questions that can be used in an interview; identification of the objectives of an interview; ethical considerations about interviewing; summarizing the information obtained through an interview. **PREREQ: Law and the Legal System**

PLS121 Torts (3 credits)

Principles of tort law that an attorney applies in a personal injury practice; the importance of the attorney-paralegal team in the practice of personal injury law; basics of the legal system, and the elements of the most common intentional and unintentional torts are discussed. **PREREQ: Interpersonal Communication, Investigations, and Interviews**

PLS202 Legal Research & Writing (4 credits)

Provide training in the kind of research and writing that students will actually be doing as paralegals, including the use of lexis.com, other online resources, and traditional print sources, in order to complete three writing and research projects.

PLS205 Civil Litigation (3 credits)

Use of the court system to resolve disputes; involvement of paralegals in litigation support, including discovery; alternative dispute resolution methods; how paralegals can develop their skills as arbitrators and/or mediators in these methods.

PREREQ: None

PLS211 Criminal Litigation (3 credits)

Introduction to the practice and theory of criminal law; substantive criminal law; criminal procedure; criminal responsibility; major felonies recognized in most, if not all, jurisdictions; constitutional dimensions of criminal procedure; practical aspects of the criminal justice process. **PREREQ: None**

PLS213 Family Law (3 credits)

Description of the current state of family law and the role of the attorney-paralegal team within it; changes in the practice of family law. **PREREQ: None**

PLS215 Real Estate Law (3 credits)

Introductory course in real property law; basics of real property law; areas of a modern real estate practice; preparation for assisting transactional real estate attorneys; legal forms used in real estate law.

PREREQ: None

PLS217 Wills and Estates (3 credits)

Basic, practical, everyday duties of paralegals working in the fields of wills, trusts, and estate administration; terminology and general principles of law that are the basis for drafting wills and trusts; planning and administering estates.

PREREQ: None

PC MAINTENANCE TECHNOLOGY

PCM101 Orientation to PC Maintenance Technology (1 credit)

A discussion of strategies for completing the PC support technology program as an independent learner. **PREREQ: None**

PCM103 Introduction to PC Repair (2 credits)

This course provides the student with a broad view PC repair, focusing on the essential elements of hardware and software, as well as the importance of safety. It also explains the essential characteristics of a PC maintenance technician and the various types of employment available. **PREREQ: Computer Literacy**

PCM105 PC Hardware 1 (3 credits)

Defines and describes the elements and function of hardware devices that are part of a modern personal computer system.

PREREQ: Introduction to PC Repair

PCM106 PC Hardware 2 (3 credits)

This course provides the student with more sophisticated techniques in PC repair, including external i/o devices, printers, notebooks/laptops/PDAs, purchasing and building PCs, troubleshooting, support, virus protection, data protection, and recovery. **PREREQ: PC Hardware 1**

PCM107 PC Operating Systems (3 credits)

Describes the use of software for virus protection, data protection and recovery, and gives a systematic overview of operating systems, including an array of Windows® systems, such as 9x, ME, NT,® 2000, and XP, and Apple® Computers.

PREREQ: PC Hardware 2

SCIENCE

SCI110 Earth Science (3 credits)

Surveys a broad range of topics within the fields of geology, meteorology, oceanography, and astronomy. **PREREQ: None**

SCI120 Introduction to Biology (3 credits)

135 Lecture hours

An introductory course that explains the origin of life and the relationships between all living things. It describes how a significant number of organisms are structured and how they work, in order to enable students to discuss intelligently the various forms of life and their processes.

PREREQ: None

SCI135 Anatomy and Physiology 1 (3 credits)

135 Lecture hours

The anatomy and physiology of the human body is presented as an integrated science. Each major body system is described and analyzed to illustrate normal function as well as pathology. Topics include basic biochemical elements, skin, bone, muscles, the nervous system, the senses, and the endocrine system. **PREREQ: Introduction to Biology**

SCI136 Anatomy and Physiology 2 (3 credits)

135 Lecture hours

A continuation of Anatomy and Physiology 1. Topics include the cardiovascular system, the lymphatic system, immunity and infection control, respiration, digestion, nutrition, the urinary system, reproduction, and genetics. **PREREQ: Anatomy and Physiology 1**

SCI140 Nutrition (3 credits)

135 Lecture hours

Personal decision making about nutrition; nutrition science; water; exercise; human growth and aging; safety of the food supply; the global view. **PREREQ: None**

SCI162 Physics (3 credits)

Heat; electricity; light; sound; the nature and properties of each; circuits; infrasonics and ultrasonics. **PREREQ: Technical**

Mathematics 1

SCI165 Technical Science (2 credits)

Use of metrics; nature of heat; expansion of gases, fundamental laws of chemistry; organic chemistry. **PREREQ: Technical Mathematics 1**

SCI167 Physical Science (3 credits)

Principles that define and govern the physical universe as we know it; chemistry; physics, earth and space sciences. **PREREQ: Technical Mathematics 1**

SOCIAL SCIENCE**SSC105 Readings in World Civilization (3 credits)**

Importance of the study of history; major events of the sixteenth through twentieth centuries; causal relationships between events and trends. **PREREQ: None**

SSC125 Introduction to Sociology (3 Credits)

Course begins with an introduction to the field of sociology; discusses social structure and social interaction through groups, networks, and organizations; also discusses deviance, crime, and social control; describes the effects of stratification, racial and ethnic inequality, sex, gender, and sexuality; discusses the role of health, family, education, and religion in sociology; concludes with the topics of politics, the economy, population, social movements, technology, and social change. **PREREQ: None**

SSC130 Essentials of Psychology (3 credits)

135 Lecture hours

Biology and behavior; consciousness; memory; thought and language; intelligence; personality and gender; stress; community influences. **PREREQ: None**

SSC150 Foundations of Political Science (3 credits)

The normative questions of politics; logical and empirical analysis of political questions. **PREREQ: None**

SSC200 History of Labor in the United States (3 credits)

This course introduces students to the labor movement in the United States using readings, online discussion, research and writing. Students will examine critical aspects of the past, present and future of the U.S. labor movement. This course is appropriate for students with some knowledge of the labor movement who want to reflect upon the workings, history, and challenges of organized labor activities specific to the U.S. workforce. **PREREQ: None**

SSC260 Adolescence and Adulthood (3 Credits)

This course will explore the lives and diverse experiences of young people focusing on biological & cognitive foundations, cultural contexts and the media, gender, identity, family relationships, peers & friends, dating/love/sexuality, school, work, and the future. Problems such as drug use, violence, eating disorders, suicide, and teen pregnancy will be discussed. **PREREQ: None**

SSC265 Introduction to Public Policy (3 Credits)

This course examines the aspects and institutions involved in the development of public policy. The course is a survey of issues in American public policy as will aid the student's ability to formulate, assess, and evaluate public policy. Students will also obtain knowledge of substantive policy issues being discussed and debated in government today. **PREREQ: None**

SSC310 Sociology of Diversity (3 Credits)

This course examines minority groups and diverse heritages in contemporary society from a sociological perspective and explores the current trends and issues in contemporary society such as immigration, assimilation, and acculturation. **PREREQ: Introduction to Sociology**

VETERINARY TECHNOLOGY

VET101 Orientation to Veterinary Technology (1 credit)

Overview of veterinary medicine and veterinary technology; roles of the various members of the veterinary health care team; professional ethics and legal aspects of veterinary practice; aspects of distance education in veterinary technology and strategies for success. **PREREQ: None**

VET102 Introduction to Veterinary Technology (2 credits)

Introduction to animal science and an orientation to career opportunities in the field of animal care; typical behavior characteristics of animal species with regard to humane restraint and handling; the veterinary technician's role in patient history, physical exam, grief counseling, and client education; introduction to medical terminology. **PREREQ: None**

VET105 Veterinary Office Management (2 credits)

Veterinary technician's role in practice management; accounting basics; personnel management, leadership skills; stress management; customer relations; practice ethics. **PREREQ: None**

VET113 Animal Anatomy and Physiology 1 (4 credits)

Structures and function of the animal body with emphasis on the similarities and differences of domestic animals; principles of biology, body organization and metabolism of cells, tissues, and organ systems, including the respiratory, digestive, skeletal, muscular, and cardiovascular systems. **PREREQ: Introduction to Biology**

VET114 Animal Anatomy and Physiology 2 (4 credits)

Continuation of Anatomy and Physiology 1; integumentary, urinary, and endocrine systems; nervous system and sensory organs. **PREREQ: Introduction to Biology, Animal Anatomy and Physiology 2**

VET120 Diagnostic Imaging (3 credits)

Radiation and ultrasound; x-ray production, film types and development, equipment operation and care, darkroom and developing procedures; radiation safety and preventative measures; positioning the animal for radiograph production.

PREREQ: Introduction to Veterinary Technology, Animal Anatomy and Physiology 1 and 2

VET123 Veterinary Pharmacology (3 credits)

Use of drugs in veterinary medicine; introduction to drug testing methodology and the use/handling of prescriptions; calculation of dosages and administration techniques; drug actions, interactions, and adverse reactions. **PREREQ: Introduction to Biology, Medical Mathematics**

VET130 Practicum 1 (4 credits)

The first of two nine-week practicums at a veterinary hospital; be part of the working veterinary team and practice the knowledge and skills acquired from the course material. **PREREQ: Semesters 1 and 2**

VET200 Animal Care and Management (3 credits)

Veterinary emergency care, first aid, wound and bandage management, dental prophylaxis, general nursing care, and sample collection and treatment techniques.

PREREQ: Introduction to Veterinary Technology, Animal Anatomy and Physiology 1 and 2

VET201 Clinical Pathology 1 (3 credits)

Microbiology, histology, cytology, and urinalysis; basics of microbiology; microorganisms and their effect on humans, animals, and the world around us; study of morphology, genetics, virology, and immunology. **PREREQ: Introduction to Biology, Animal Anatomy and Physiology 1 and 2, Medical Mathematics**

VET202 Clinical Pathology 2 (3 credits)
Hematology, clinical chemistry, and immunology; theoretical basis for analysis of body chemicals, urinalysis, hematologic, serologic, and cytologic evaluations; familiarization of equipment, reagents, and techniques required to utilize blood as a diagnostic aid; clinical laboratory safety, record keeping, quality control, necropsy sample collection, and storage. **PREREQ:** **Introduction to Biology, Animal Anatomy and Physiology 1 and 2, Medical Mathematics, Clinical Pathology 1**

VET211 Surgical Procedures (3 credits)
Principles and practices of surgical nursing; methods and mechanics of the process of sterilization, identification, use and maintenance of surgical instruments; common surgical procedures. **PREREQ:** **Animal Anatomy and Physiology 1 and 2**

VET213 Anesthesiology (3 credits)
Pharmacology of commonly used anesthetic agents, patient induction, monitoring, and recovery, anesthetic equipment and procedures, dose calculations, and anesthetic emergencies. **PREREQ:** **Medical Mathematics, Animal Anatomy and Physiology 1 and 2, Veterinary Pharmacology, Surgical Procedures**

VET221 Animal Parasitology (3 credits)
Common endo- and ectoparasites, their life cycle, identification, treatment, prevention, and effects on animals; zoonotic and public health concerns and how they relate to parasites; fecal examinations. **PREREQ:** **Introduction to Biology, Animal Anatomy and Physiology 1 and 2**

VET223 Animal Diseases, Pathology, and Immunology (3 credits)
Basic disease processes as they relate to various body systems; transmission diagnosis, treatment, and prevention of diseases that affect domestic animals; healing processes; immunological responses and vaccination types and techniques; zoonosis and preventative measures. **PREREQ:** **Introduction to Biology, Animal Anatomy and Physiology 1 and 2**

VET225 Animal Nutrition, Reproduction, Genetics, and Aging (3 credits)
Science of nutrition and its application to feeding practices of domestic, farm, and companion animals; basic nutrients and nutritional requirements of individual species, approximate food analysis, interpretation of food and feed labels, and types of animal foods; physiology of reproduction, aging, and genetics. **PREREQ:** **Medical Mathematics, Animal Anatomy and Physiology 1 and 2**

VET227 Laboratory Animal Science (3 credits)
Biomedical research and the ethical considerations centering on the use of laboratory animals in research; state, federal, and local animal welfare regulations; biology, care, utilization, and diseases of commonly used laboratory animals. **PREREQ:** **Introduction to Biology, Animal Anatomy and Physiology 1 and 2, Animal Parasitology**

VET229 Veterinary Technician Examination Review (1 credit)
Comprehensive review to assist the student in preparation for state and national certifying examinations for the veterinary technician; reviews basic science, clinical practices, diagnostics, and ethical concerns; covers birds, reptiles, laboratory animals, and large and small animal species. **PREREQ:** **Semesters 1-4**

VET230 Practicum 2 (4 credits)
The second nine-week practicum at a veterinary hospital. **PREREQ:** **Practicum 1 and Semesters 3 and 4**

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