



PENN FOSTER COLLEGE

Undergraduate Student Catalog

Everything You Need To Get Started!



Academic Year — 2018

A Message from the Vice President of Education and Academic Dean



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 we are here to help you too.

This Student Catalog 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 nationally 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 "Lisa Rutsky". The signature is fluid and cursive, with a large loop at the end of the last name.

Lisa Rutsky

Vice President of Education and Academic Dean

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 Associate of Science and Bachelor of Science Degrees and Undergraduate Certificates. 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 catalog 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

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, design, and social services.

Mission

Penn Foster's mission is to enhance the lives of our students and clients through the acquisition of knowledge, skills, and credentials that will allow them to achieve their goals by advancing in their chosen field, starting a new career, or pursuing lifelong learning.

Penn Foster 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.

The mission is supported by an admissions policy that allows students with appropriate prior education to enroll in programs without regard to race, religion, gender, age, color, national origin, or physical disability.

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

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 is accredited by the Distance Education Accrediting Commission. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a nationally recognized accrediting agency. The Distance Education Accrediting Commission is a recognized member of the Council for Higher Education Accreditation. The DEAC is located at 1601 18th Street N.W., Suite 2, Washington, D.C. 20009, phone: 202-234-5100 and at www.deac.org.

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

Penn Foster College has been approved by Arizona to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. Please visit <http://nc-sara.org/sara-states-institutions> for a list of participating states.



Penn Foster College's Veterinary Technician Associate Degree program is accredited by the American Veterinary Medical Association (AVMA) as a program for educating veterinary technicians.

Many Penn Foster College 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.* No form of accreditation guarantees that any learning institution will accept credits from any school as transfer credits.

* 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

Foster College enrolls all students without regard to race, religion, gender, age, color, national origin, or physical disability. Penn Foster College programs require that students have access to high-speed Internet, a Microsoft® Windows® based computer running Windows 7® or later or an Apple® Mac® computer running OS X® or later, and an email account. Exceptions to these computer requirements are listed with the program description. 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 complete information on high school completion. All students are required to have a High School Diploma or its recognized equivalent to enroll in a Certificate program. A downloadable form for this purpose is available on the Forms and Handbook section of the student portal.
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 student can then begin the first course in their curriculum.
8. As lessons are completed, additional courses will become available online which can be found on the student portal.

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 complete information on high school completion. All students are required to have a High School Diploma or its recognized equivalent to enroll in an Associate Degree program. A downloadable form for this purpose is available on the Forms and Handbook section of the student portal.
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 will become available online which can be found on the student portal.



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 complete information on high school completion. All students are required to have a High School Diploma or its recognized equivalent to enroll in a Bachelor's Degree program. A downloadable form for this purpose is available on the Forms and Handbook section of the student portal.
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:

<i>The end of semester one</i>	<i>1.6 cumulative QPA</i>
<i>The end of semester two</i>	<i>1.8 cumulative QPA</i>
<i>The end of semester three</i>	<i>2.0 cumulative QPA</i>

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.

<i>The end of semester six</i>	<i>1.8 cumulative QPA</i>
<i>The end of semester seven</i>	<i>2.0 cumulative QPA</i>

2. If all requirements are met, students will receive a new enrollment application for the appropriate semester.
3. A down payment is required to re-enroll in a subsequent semester of any degree program. The student must also be current in payments.
4. Students submit the application and the college will make their next course available on the student portal.

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

Transfer Credit - Advanced standing may, on approval by the Registrar's office 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), the ACT Proficiency Examination Program, or the College Board's Advanced Placement (AP) program. Students must meet the ACE designated passing score for CLEP exams and a score of 3 or higher on an AP exam. Students will need to submit official documentation from the outside testing agency for courses to be considered for transfer credit. Students who are granted advanced standing credit may receive a corresponding tuition adjustment to their account.

Penn Foster College will evaluate transcripts from previous schools for advanced standing. The former school(s) must send an official sealed copy to Penn Foster. Penn Foster College will inquire about each veteran's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated and credit will be granted, as appropriate.

Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an English translation of the review.

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 coursework. Some courses are evaluated based on the date they were completed and may not transfer if they are considered obsolete. For example, computer applications courses must have been completed within seven or fewer years for some programs, and three or fewer years for Technology and Graphic Design programs.

For CDA Credential Preparation Undergraduate Certificate students, no transfer credit will be granted from any other college or university. All courses must be completed at Penn Foster College.

For Veterinary Technician degree students, no transfer credit will be granted toward Veterinary Technician core courses from any other college or university unless covered by an articulation agreement (this limitation does not include General Education courses). Transfer credit will be considered from other colleges and universities toward General Education courses in the Veterinary Technician degree program. Introduction to Biology must have been completed within 10 years for transfer into the Veterinary Technician degree program.

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

Articulation Agreements with Other Schools

Penn Foster has articulation agreements with academic institutions that allow our students and graduates to transfer their applicable Penn Foster credits to these schools and earn a higher degree. Go to <https://community.pennfoster.edu/docs/DOC-55356> for a list of these Education Partnerships.

Assessing Prior Learning *(not available for most programs)*

For Resident Laboratory in Technology 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 experiences that shows mastery of the concerned subject matter. (Contact an instructor for details on procedures for a prior learning assessment.)

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.

For Externship in Medical programs:

1. Contact Student Services for an information package.
2. Complete ALL forms.
3. Submit documentation of experiential learning that shows mastery of the concerned subject matter.
4. Return the Prior Learning Assessment Form with the portfolio of work and documentation.
5. All materials must be submitted before the completion of your first course in Semester 4.
6. A \$100 fee is charged for this evaluation.

Challenge Exams

Students may have the opportunity to take one or more challenge examinations in courses for which transfer credit has not been granted. Challenge examinations will be presented to students at the point when that course is next in the curriculum. If a student passes the challenge exam, a PE (proficiency exam) allowance will be added to the student record, but no monetary adjustment will be given. If students meet the 25% maximum credit through prior learning assessment or other outside examinations, they cannot take the Penn Foster College challenge exams.

Total Credit Granted

Students can receive advanced standing credit for a total of 75% of the program. This includes transfer credit (TR) earned from a college or university, proficiency credit (PE) earned from challenge examinations taken at Penn Foster, and prior learning credit (PL) earned from an assessment of CLEP exams, DSST exams, AP exams, and documented training or certifications obtained through military experience, employment, or through continuing education. A maximum of 25% of the total credits in a program may be granted from a combination of challenge exams and prior learning assessments. Any advanced standing credit granted will not be calculated into the student's Quality Point Average (QPA).

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 Degree, Bachelor Degree, or Undergraduate Certificate programs.

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 as stated on your Enrollment Agreement. 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 all Associate and Bachelor's Degree students is \$79 per credit for all semesters. Tuition for Undergraduate Certificate programs is \$79 per credit. The following additional non-refundable fees are charged if applicable:

Assessment of Prior Learning	\$100
Federal Express Fee for Proctored Exam.....	\$ 20
Change of Program Fee.....	\$ 50
Change of Elective Fee	\$ 20
Extension Fee	\$ 95
Shipping & Handling (per semester).....	\$ 65-70*
Transcript.....	\$ 11
Reinstatement Fee.....	\$ 25
Rush Shipment Fee (per shipment).....	\$ 19.95
Remote Proctor Option.....	\$ 10

** Varies by program.*

California law requires Out of State institutions to provide the following STRF assessment fee disclosure to California residents who enroll in a Penn Foster program*:

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

“This program has opened doors that I never thought were possible. I have received several job offers from several big law firms. Nothing can describe how good this feels.”

- Maurice S.

Criminal Justice Graduate

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

*While this disclosure is required for all California enrollments, the current STRF fee is zero.

Financial Aid

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

Cancellation Policy for Degree Programs (for undergraduate certificates, refer to your Enrollment Agreement)

You can cancel your enrollment in the Semester in which you have enrolled via email or first class mail to the physical or email address listed in the “contact us” section of Penn Foster’s student portal. If you cancel your enrollment, you will receive a Tuition refund, as follows:

1. If you cancel within 6 days after midnight of the day you enroll, you will receive a refund of all monies paid to Penn Foster for that Semester;
2. If you cancel more than 6 days after enrolling in a Semester but before submitting a completed Program assignment for that Semester, you will receive a refund of all monies paid to Penn Foster for that Semester less (a) the admissions and shipping and handling fees, if applicable, and (b) the registration fee (such fees, in aggregate, the “Non-Refundable Fees”);
3. If you cancel after completing at least one Program assignment but less than 50% of the Program assignments for that Semester, then Penn Foster will retain the Non-Refundable Fees, and you will remain responsible for paying Penn Foster for the following:
 - a) 10% of the Semester’s Tuition if you have completed up to and including 10% of the Program assignments for that Semester;
 - b) 25% of the Semester’s Tuition if you have completed more than 10% and up to and including 25% of the Program assignments for that Semester;
 - c) 50% of the Semester’s Tuition if you have completed more than 25% and up to and including 50% of the Program assignments for that Semester.
4. You are responsible for paying and Penn Foster shall be entitled to receive the entire Tuition for the Semester and the Non-Refundable Fees if you cancel (a) more than 12 months after your enrollment in the Semester, or (b) after completing more than 50% of the Program assignments.

All refunds will be issued within 30 days of Penn Foster’s receipt of your notice of cancellation. For refund examples, go to www.pennfoster.edu/admissions/refund-policy.

Academic Integrity

Student Identity Verification

All new students are provided with a unique student number. This student number should not be shared with anyone else. In order to gain entry into the online learning management system and access study materials, students need to enter their student number and a unique password that restricts anyone else from accessing their student record. Sharing student numbers or passwords with any other individual is in violation of the honor code and can lead to disciplinary action. Students will also need to provide a government issued photo ID during the proctored exam process to verify their identity.

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, 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, projects or examinations via any method including email or the internet.

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.

Academic Dishonesty

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 Review Board 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.

Program Material Copyright Notice

Penn Foster or its vendors hold all ownership rights in the Program materials. Students are strictly prohibited from copying and/or providing to any third party all or any part of the Program materials that Penn Foster provides to students without Penn Foster's written consent. If a student violates this prohibition, they may be subject to criminal and civil penalties and fines, as well as disciplinary action up to and including expulsion from the Program.

Disciplinary Action

Any inappropriate behavior can result in several forms of disciplinary action. This would include anything from awarding a "1" grade on an exam to termination. Faculty members will report inappropriate behavior by students; this will be forwarded to the Academic Review Board 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.

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

(Effective Until April 30, 2012)

Lesson Grade (Percentage)	Letter Equivalent	Rating
90-100	A	Excellent
80-89	B	Good
70-79	C	Average
Below 70	F	Failing

(Effective May 1, 2012)

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.

Students who fail a subject must repeat the subject. Students cannot enroll in the next semester until the failed subject is repeated and passed. Students must also meet end-of-semester QPA requirements (refer to admission policies).

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 replacement course, if passed. The original course(s) and grade(s) will appear on the transcript, but is not included in the QPA calculation. Students can request grade forgiveness for up to 12 credits. If a student requires more than 12 credits of repeated coursework, additional replacement courses can be arranged; however both the original course grade and the repeated course grade will be computed in the QPA.

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.

Proctored Final Examinations

The degree or certificate 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 ("C" 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

Multiple choice exams are taken online. They are easy to use and give instant feedback. Most essay and project exams will also be submitted online.

Students must access the Penn Foster student portal to get evaluations as well as receive feedback. The evaluations will tell students which answers (if any) were incorrect. If students have a question or problem with the exam evaluation, they should contact the school immediately.

Multiple choice Exam Retake Policies

Exams Taken between May 21, 2013 and December 14, 2016	Students may retake the exam whether their score was passing or failing on the first attempt. The retake must be submitted within 30 days of the initial submission, or the first attempt will become the final grade. Students earn the higher of the two grades.
Exams taken between December 15, 2016 and October 18, 2017	Students earning a passing score on the first attempt are not eligible for a retake. If the first attempt score is failing (below 70%), students have the option to retake the exam. The highest score a student can earn on a retake exam is 70%. If a student scores below 70% on the retake exam, the student will earn the higher of the two scores.
Exams taken starting October 19, 2017	Students are given two chances to pass each exam. An exam may be retaken as soon as the first attempt has been graded; there is no waiting period. Regardless of whether the first attempt resulted in a passing or failing grade, students are given one opportunity to retake the exam and earn the higher of the two scores. This policy is effective for all open exams on a student's record as of October 19, 2017.

Students are presented with a new exam for the retake and must submit the ENTIRE retake online. The retake must be submitted within 30 days of the initial submission, or the first attempt will become the final grade.

For all other exams (subjective, non-multiple choice exams), retakes are required for a failed first attempt, and not offered if the exam was passed. The highest score a student can earn on a retake exam is 70%. The retake grade becomes the final grade. Retakes 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

Degree 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. The Academic Review Board members will consider the academic progress of the student and, with the approval of the Chief Certification and Licensing 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 internal transfer credit. Students who do not demonstrate satisfactory progress may be academically cancelled from the program, or denied admission to the subsequent semester. Re-enrollment in a program is not allowed if

the student was enrolled in the same program and was academically failed. Re-enrollment in another program will require review of previous coursework to determine eligibility. If a student is out of school and then re-enters into the current curriculum, we will evaluate prior earned credits for possible transfer into the new program. If the student has been out of school for at least one year beyond the expiration of their latest semester, then the lessons from incomplete courses will not transfer into the new program.

Veterans Benefits — Standards of Progress

In order to receive educational benefits from the Veterans Administration, Penn Foster College students must meet minimum standards for Satisfactory Academic Progress (SAP). The minimum standards are measured through attendance, as reflected in the submission and grading of exams and assignments. More specifically, students may not miss more than 30 days during any course if they want to retain their eligibility for VA educational benefits for that course.

Once a student receives a grade for the first lesson in a course, they must continue to submit exams/assignments or complete the discussion boards/webinars for that same course at least once every 30 days or less. Failure to achieve SAP standards (missing 30 days or more in a course) will result in that course not being certified with the Veterans' Administration for benefits. For many students, it may be easier to meet these attendance standards by completing one course at a time.

Course credits will be certified to the VA after a student completes each course and earns a final grade as long as attendance reflects no absence greater than 30 days. Courses that do not include a proctored exam must be completed without a 30-day gap in attendance and receive a final grade in order for it to be certified for benefits. For courses where a proctored exam is required at the end, we will report only your "Dates of Training" to the VA, providing you complete all lessons without a 30-day gap in attendance. We will not include the proctored exam in the VA certification regardless of when you complete it.

Students in danger of not achieving SAP standards will receive notices by the college that their eligibility for VA educational benefits is at risk because of their attendance record.

When a student who receives VA benefits begins submitting lessons for a course, a grade of "I" for incomplete will be assigned to that course until the final exam has been submitted and graded. Then the final grade will replace the incomplete grade. If the student does not complete the course within a year, all remaining exams for that course will receive a grade of "1" which could result in a final grade of "F."

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 catalog, and academic requirements of the school. Students who have a complaint should contact their instructor regarding academic issues or a Student Services Center supervisor regarding servicing issues. The instructor or Student Services Center 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 Chair for academic issues or Manager, Student Services either by phone or in writing expressing his/ her concern within 30 days of receiving a response to the original complaint. The Department Chair or Manager, Student Services 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 Associate Dean or Director, Student Services. A response will be sent to the student within 2 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 Vice President of Education and Academic Dean or Director, Student Service. This form can be obtained by contacting Student Service Center. The form can be emailed, faxed, or mailed to the student.
4. All grievance forms will be returned to the Vice President of Education and Academic Dean, 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 Vice President of Education and Academic Dean.

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>.

The student may also contact the DEAC at 1101 17th Street NW, Suite 808 Washington, D.C. 20036 and at www.deac.org.

7. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student also may choose to file a complaint in their state of residence.

SARA Complaint Resolution Process

The Arizona SARA Council has jurisdiction over Arizona SARA-approved institutions, including Penn Foster College, in relation to non-instructional complaints. Instructional complaints, such as grade grievances, are not reviewed by the Council and should not be submitted for review. Prior to registering a non-instructional complaint with the Arizona SARA Council, students must complete the Penn Foster College Grievance Policy shown above and the Arizona State Board for Private Postsecondary Education's complaint process. Non-instructional complaints that have not been resolved through these measures may be submitted to SARA at <http://azsara.arizona.edu/complaint-process>.

Complaints Against Faculty

If a student has a complaint regarding treatment by a member of the faculty or suspects a conflict of interest, the student should report this complaint to the Department Chairman in which the student is enrolled.

If the student has consulted with the appropriate supervisor and still believes that the matter has not been dealt with satisfactorily or equitably, the student should contact the Chief Certification and Licensing Officer. If the complaint is still not resolved, the student must submit a formal written signed complaint to the school's Academic Review Board for further consideration.

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.*

** All payments must clear before undergraduate certificate will be issued.*

Associate Degree Requirements

Students who complete the final proctored exam for the fourth semester will be eligible for graduation. To be awarded an Associate of Science 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 enrollment.
6. Meet all financial obligations.*

** All payments must clear before degree will be issued.*

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.*

** All payments must clear before degree will be issued.*

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

Degree students who complete at least 30 credits with Penn Foster College and achieve a minimum 3.4 or higher cumulative quality 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 the 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 a welcome letter that arrives in the mail.
- **Student Catalog** — 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.

All lessons and study guides included in the program are online. Textbooks and learning equipment, if included, will be shipped at the appropriate time.

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 their request to 480-947-2680.

Additional Materials

As lessons are completed, the next course will be available. Proctored final exams are administered for select courses at the end of the semester. Information on this process can be found in the Proctored Exam Information booklet, available under “View Forms and Handbooks” on the student portal. 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, & email instructors (edserv@pennfoster.edu). 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 7 a.m. to 4 p.m., Mountain Time (9 a.m. to 6 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)

The Family Educational Rights and Privacy Act (FERPA) provides you with certain privacy rights with respect to student records if (A) you are over the age of 18 or enrolled in a post-secondary program, and (B) you are a parent or legal guardian of a student who is under the age of 18 and not enrolled in a post-secondary program. These rights include:

- 1) The right to inspect and review your or the minor student's education records within 45 days after Penn Foster receives a written request from you for such access.
- 2) The right to request an amendment to your or the minor student's education records if you believe something is inaccurate, misleading, or otherwise in violation of your or the minor student's privacy rights; this does not give you any rights to have your or the minor student's grades changed or similar changes made to the record of your or the minor student's academic performance. You need to provide us with a written request for the change and an explanation for why you think it should be made. If we agree, we will make the correction; if we disagree, we will communicate further with you as to the issue.
- 3) The right to provide written consent before we disclose personally identifiable information (PII) from your or the minor student's education records, except (a) with respect to Directory Information (discussed more below), and (b) in certain defined situations where FERPA authorizes disclosure without consent, including disclosures to school officials and regulatory bodies with legitimate educational interests.
- 4) The right to file a complaint with the Family Compliance Office of the U.S. Department of Education, located at 400 Maryland Avenue, SW, Washington, DC 20202, if you believe Penn Foster has violated your or the minor student's FERPA rights.

For Penn Foster students, Directory Information includes:

- Student name
- Dates of attendance
- Penn Foster program
- Enrollment status (graduate, attending, pending, withdrawn)
- Honors and Awards

Unless you notify Penn Foster in writing that you do NOT want your Directory Information disclosed to anyone without your consent, Penn Foster may disclose these categories of information without your consent. Please send any such "opt out" notice to Penn Foster Student Service Center at 925 Oak Street, Scranton, PA 18515 or via FAX at (570) 961-4888. Your decision to "opt out" will remain in effect unless and until you elect to "opt in." In addition, whether or not you have decided to "opt out," Penn Foster will not disclose any of your Directory Information to any third party during the first two weeks following your enrollment.

If you have any questions about your FERPA rights, you can learn more at the government's helpful website at <http://familypolicy.ed.gov/content/general-information-and-guidance-parents-and-eligible-students>.

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 QPA.

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. Students will be notified of the availability of a replacement subject, if needed, at the time of their 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 call a Student Service Center representative and request an accommodation form. The student must also provide documented evidence of the disability.

Change of Address

A change of address may be made by logging on to your student portal at <http://Login.PennFosterCollege.edu>. Click Update My Profile (at the bottom of your Personal Homepage). Make the necessary changes and submit.

Transcripts

Along with your degree, you will receive one free copy of your official transcript. If you desire additional copies, they are available at a cost of \$13.00 for an electronic copy or \$15.00 for a paper copy. Utilize the transcript ordering service on your student portal or the Contact Us Page to submit your request. If you want the transcript sent to someone else (i.e., an employer or school), please have the address handy when you call. (You must be current in your payments to receive this service.)

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. Job placement is not guaranteed to graduates, upon program completion.

Transfer of Credits

Students planning to continue their education with another school after earning a degree or certificate 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 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. No form of accreditation guarantees that any learning institution will accept credits from any school as transfer credits.

School Calendar

Penn Foster College operates 12 months of the year. The Student Service Center and the instructors are available Monday through Friday from 9:00 a.m. to 6:00 p.m. E.T. The school is closed for 8 holidays during the year. The holidays usually include New Year's 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.



“An investment in knowledge
pays the best interest.”

Curriculum

International students may visit:

http://www.pennfostercollegeintl.com/programs_degrees.html

for program and pricing details.

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 important 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

Arts & Humanities

	Credits
Art Appreciation	3
Introduction to Literature	3
Music Appreciation	3

Communications

Interpersonal Communication	1
Speech	3

English

Advanced Composition	3
Business and Technical Writing	3
English Composition	3
Foundation Skills in English	3
Information Literacy	1

Mathematics

Business Statistics	3
Computer Applications	3
Essential Computer Skills	3
Foundation Skills in Math	3
Intermediate Algebra	3
Precalculus	3
Research and Statistics	3

Natural Science

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

Social Sciences

Economics 1 (non-business major)	3
Economics 2 (non-business major)	3
Essentials of Psychology	3
Introduction to Sociology	3
Organizational Behavior	3
Sociology of Diversity	3
World Civilizations	3



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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/general-studies/general-studies-undergraduate-certificate/tuition>.

Program Goal

The undergraduate certificate in general studies program prepares students to continue their education in an associate's or bachelor's degree program.

Program Outcomes

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

- Demonstrate computer & information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, & social sciences
- Demonstrate a high level of inquiry, analytical, & problem-solving skills
- Demonstrate effective written & interpersonal communication skills

Basic Skills	0
CSC 104: Computer Applications	3
Science Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI 110: Earth Science	
SCI 140: Nutrition	
Social Science Elective (choose one)	3
SSC 105 World Civilizations	
SSC 125: Introduction to Sociology	
SSC 130: Essentials of Psychology	
Arts & 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	

Students using this undergraduate certificate to satisfy the pre-medical assisting requirements, must complete Introduction to Biology & Essentials of Psychology as their elective choices.

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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/accounting-and-finance/accounting-undergraduate-certificate/tuition>.

Program Goal

The Accounting Undergraduate Certificate program provides students with the skills to expand existing accounting knowledge for a current or future job, or prepares them for further education at the undergraduate level

Program Outcomes

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

- Demonstrate an understanding of the basic theories, principles and processes involved in various functional areas
- Complete the accounting cycle and create and analyze financial statements to ensure that they are accurate and comply with Generally Accepted Accounting Procedures
- Explain the key issues of internal control of cash in balance and cash flow statements and external financial reporting
- Create, organize, and maintain financial records
- Demonstrate how to assess financial operations and make best-practices recommendations to management

Basic Skills	0
BUS 100: Business Orientation	1
BUS 101: Introduction to Business	3
MAT 106: Mathematics for Business & 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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/accounting-and-finance/accounting-associate-degree/tuition>.

Program Goal

The Accounting Associate Degree program is primarily designed to prepare students for opportunities in entry-level positions in the field of accounting but can also be used as a foundation for further training.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer and information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences

- Demonstrate an understanding of the principles and processes involved in various functional areas and the need for collaboration among the different functions
- Complete the accounting cycle and create and analyze financial statements to ensure that they are accurate and comply with Generally Accepted Accounting Procedures.
- Explain the key issues of internal control of cash in balance and cash flow statements and external financial reporting
- Create, organize, and maintain financial records
- Discuss and apply ethical and legal standards to the Business environment.
- Demonstrate an understanding of economic and financial markets and the business economy
- Demonstrate how to assess financial data and make best-practices recommendations to management

Semester 1

Basic Skills	0
BUS 100: Business Orientation	1
ILS 103: Information Literacy	1
BUS 101: Introduction to Business	3
HUM 102: Art Appreciation	3
MAT 106: Mathematics for Business & Finance	3
ACC 111: Financial Accounting	3
Total	14
Proctored Final Examination	

Semester 2

CSC 104: Computer Applications	3
ACC 112: Managerial Accounting	3
ENG 100: English Composition	3
BUS 110: Principles of Management	3
Arts & Humanities Elective (choose one)	3
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
BUS 121: Economics 1	3
Total	18
Proctored Final Examination	

Semester 3

ACC 201: Intermediate Accounting 1	3
FIN 101: Financial Management	3
ENG 121: Business and Technical Writing	3
MAT 115: Intermediate 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

ACC 210: Cost Accounting	3
MAT 210: Business Statistics	3
BUS 213: Business Law 1	3
ACC 211: Computer Applications in Accounting	3
ENG 200: Speech	3
Social Science Elective (choose one)	3
SSC 130: Essentials of Psychology	
SSC 105: World Civilizations	
SSC 125: Introduction to Sociology	

Total **18**
Total Credits **68**

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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/business-management/business-management-undergraduate-certificate/tuition>.

Program Goal

The Business Management Undergraduate certificate program provides students with the skills to expand existing business management knowledge for a current or future job, or prepare for further education at the undergraduate level.

Program Outcomes

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

- Understand the Penn Foster distance learning process, the materials used in the program, successful study skills and techniques, individual life goals and steps needed to fulfill them, similarities between personal financial goals and business goals, the basics of setting up a budget and starting up and maintaining a business
- Discuss the various functions of business including competition, economics, accounting, technology and information systems, marketing, management through the phases of starting and growing a business, and management of financial and human resources along with the ethical and social responsibilities of business
- Discuss both the business environment and the manager's role in decision making, planning, organizing, leading, controlling, and developing an ethical perspective
- Demonstrate understanding of basic mathematical operations including percentages, discounts, interest, present worth, sinking funds, installment buying, pricing, depreciation, investments, insurance, use of symbols and their applications, equations and formulas, and the importance of statistics

- Compose professional documents using word processing, spreadsheet, and presentation software, and integrate the applications
- Explain the principles of Financial Accounting including analyzing transactions, completing the accounting cycle, merchandising businesses, inventories, assets, liabilities, stocks, bonds and cash flow
- Explain the law of supply and demand, cost of living, monetary systems, international factors, and short run economic fluctuations
- Discuss managerial accounting including budgeting and performance evaluation, decentralized operations; differential analysis, product pricing, and capital investment analysis, and cost activities

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 & Finance	3
CSC 104: Computer Applications	3
ACC 111: Financial Accounting	3
BUS 121: Economics 1	3
ACC 112: Managerial Accounting	3
HRM 201: HR 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.

For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/business-management/business-management-associate-degree/tuition>.

Program Goal

To provide students with the education they need to launch their own business or join an established business in an entry-level position developing the strategies, plans, procedures, and policies that guide a business on both a day-to-day and long-term basis.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer & information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Demonstrate an understanding of the principles and processes involved in the functional areas and the need for collaboration among the different functions
- Discuss the management function and application to the business organization
- Understand the steps of the accounting cycle and utilize financial document information as a management tool to plan, and track the financial status of a business
- Discuss the factors affecting marketing plans to promote the business's products or services through an understanding of marketing principles and consumer buying habits
- Discuss and apply ethical and legal standards to the business environment.
- Demonstrate an understanding of economic and financial markets & the business economy
- Understand the fundamentals of human resources as it relates to the business environment
- Demonstrate an understanding of the principles and processes involved in the functional areas and the need for collaboration among the different functions

Semester 1	
Basic Skills	0
BUS 100: Business Orientation	1
ILS 103: Information Literacy	1
BUS 101: Introduction to Business	3
BUS 110: Principles of Management	3
HUM 102: Art Appreciation	3
MAT 106: Mathematics for Business & Finance	3
Total	14
Proctored Final Examination	

Semester 2	
CSC 104: Computer Applications	3
ENG 100: English Composition	3
ACC 111: Financial Accounting	3
MKT 301: Marketing	3
Social Science Elective (choose one)	3
SSC 130: Essentials of Psychology	
SSC 105: World Civilizations	
SSC 125: Introduction to Sociology	
Arts & Humanities Elective (choose one)	3
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
Total	18
Proctored Final Examination	

Semester 3	
BUS 121: Economics 1	3
ACC 112: Managerial Accounting	3
MAT 115: Intermediate Algebra	3
ENG 121: Business and Technical Writing	3
HRM 201: R 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	
FIN 101: Financial Management	3
BUS 213: Business Law 1	3
BUS 340: Organizational Behavior	3
MAT 210: Business Statistics	3
ENG 200: Speech	3
Total	15
Proctored Final Examination	
Total Credits	65

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



Business Management Bachelor of Science

The Business and Legal Studies at Penn Foster College is an Educational Member of the International Assembly for Collegiate Business Education (IACBE), and has affirmed its commitment to excellence in business education. 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. Students will need access to high-speed internet, a Microsoft® Windows® based computer running Windows 7® or later, Microsoft® Office 365, and an email account to complete their program with Penn Foster. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/business-management/business-management-bachelors-degree/tuition>.

Program Goal

The objective of the Business Management Bachelor of Science degree is to prepare students for professional opportunities in management by providing a thorough background in the functional areas of modern

business, such as human resources, finance/accounting, administration, marketing, and operations. Students will obtain skills they can apply immediately in the business workplace and the professional practices and benefits of general education required for life-long personal growth in today's global economy. In addition, this program provides a foundation for further studies.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer and information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Demonstrate an understanding of the principles and processes involved in the functional areas and the need for collaboration among the different functions
- Discuss the management function and application to the business organization and develop problem solving skills needed for management
- Discuss the steps of the accounting cycle and utilize financial document information as a management tool to plan, and track the financial status of a business
- Discuss the factors affecting marketing plans to promote the business's products or services through an understanding of marketing principles, consumer buying habits, and advertising strategies
- Discuss and apply ethical and legal standards to the Business environment
- Demonstrate an understanding of economic and financial markets and apply financial and economic principles to business decisions
- Discuss the human resources function as it relates to the business environment
- Analyze and evaluate the main structural features of a business or industry and develop strategies to position a firm attractively in the business environment
- Discuss the theories, influences, cultural forces, labor factors and methods of successfully entering international markets
- Discuss the scientific method and approach to a variety of research methods likely to be useful to supporting successful decision making in business

Semester 1

Basic Skills	0
BUS 100: Business Orientation	1
ILS 103: Information Literacy	1
BUS 101: Introduction to Business	3
BUS 110: Principles of Management	3
HUM 104: Music Appreciation	3
MAT 106: Mathematics for Business & Finance	3

Total	14
Proctored Final Examination	

Semester 2

CSC 104: Computer Applications	3
ENG 100: English Composition	3
MAT 115: Intermediate Algebra	3
ACC 111: Financial Accounting	3
SCI 140: Nutrition	3

Total	15
Proctored Final Examination	

Semester 3

SSC 105: World Civilizations	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

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

SSC 130: Essentials of Psychology	3
MKT 301: Marketing	3
ENG 300: Advanced Composition	3
HRM 201: HR Management	3
Elective (See Table)	3

Total	15
Proctored Final Examination	

Semester 6

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

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

BUS 425: Strategic Business Mgmt	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
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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 1ACC112
ACC 202: Intermediate Accounting 2ACC201
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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/law-enforcement/criminal-justice-associate-degree/tuition>.

Program Goal

To prepare students for professional opportunities in the criminal justice field and for a wide array of entry-level positions in criminal justice, or to prepare for further training.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer and information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Discuss the legal system in the United States, including the origins and history of the law, the development of common law, statutory law, constitutional law and how this affects the criminal justice system
- Analyze the substantive and procedural operations of the criminal justice system with focus on the prosecutorial, judicial, and defense functions
- Evaluate issues of justice, professionalism and ethics within law enforcement, the courts, and the private sector security industry
- Examine the external and internal factors that control the dynamics of law enforcement from the police, prosecution, and defense perspectives as they apply to ethical, moral, and legal applications
- Discuss the origins and development of the law of search and seizure on the federal and state levels, the ethical and legal issues surrounding the exclusionary rule as it impacts the Fourth and Fifth Amendments, and the

- workings of an adversarial system of justice
- Discuss the principles of criminal responsibility and the requirement of culpable mental states, the various defenses used to negate or to mitigate criminal liability, victims' interaction with the criminal justice system, and the prevailing theories and philosophies for criminal punishment including restitution, retribution, rehabilitation.
- Discuss and compare recognized biological, psychological, and sociological theories about the causes of criminal behavior and the types of criminal behavior and methods for predicting future crime.
- Analyze the management and organizational components in the modern police organization and the various methods and theories of policing, including reactive, proactive, problem-solving, community policing.

Semester 1

Basic Skills	0
CJS 100: Criminal Justice Orientation	1
ILS 103: Information Literacy	1
CJS 101: Introduction to Criminal Justice	3
CJS 123: Courts	3
CSC 104: Computer Applications	3
ENG 100: English Composition	3
SSC 130: Essentials of Psychology	3

Total **17**

Proctored Final Examination

Semester 2

CJS 308: Criminology	3
SSC 105: World Civilizations	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: Intro to Private Security	

Total **18**

Proctored Final Examination

Semester 3

CJS 203: Criminal Procedures	3
Science Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
SCI 110: Earth Science	
Core Criminal Justice Electives (choose one)	3
CJS 220: Police: Organized Crime	
CJS 225: Security: White Collar Crime	
CJS 230: Criminalistics	3

Arts & Humanities Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
MAT 115: Intermediate Algebra	3
Total	18
Proctored Final Examination	

Semester 4

CJS 235: Multicultural Law Enforcement	3
Core Criminal Justice Electives (choose one)	3
CJS 210: 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

SSC 125: Introduction to Sociology	3
CJS 307: Victimology	3
CJS 211: Correctional Institutions	3
CJS 215: Terrorism	3
CJS 205: Juveniles & the Legal Process	3

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

Residents of Minnesota will receive an Associate of Applied Science Degree upon completion of this degree program.



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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/law-enforcement/criminal-justice-bachelors-degree/tuition>.

Program Goal

To prepare students for professional opportunities in the criminal justice field and for a wide array of entry-level positions in criminal justice, as well as to provide a foundation for graduate studies.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer and information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Apply the procedures used to obtain, evaluate, and communicate information in a legal environment

- Explain the typical levels of management and organizational components in the modern police organization and other major entities of the criminal justice system and different leadership styles and theories
- Discuss the legal system in the United States, including the origins and history of the law, the development of common law, statutory law, constitutional law and how this affects the criminal justice system
- Analyze the substantive and procedural operations of the criminal justice system with focus on the prosecutorial, judicial, and defense functions
- Evaluate issues of justice, professionalism, and ethics within law enforcement and the courts
- Examine the external and internal factors that control the dynamics of law enforcement from the police, prosecution, and defense perspectives as they apply to ethical, moral, and legal applications
- Discuss the origins and development of the law of search and seizure on the federal and state levels, the ethical and legal issues surrounding the exclusionary rule as it impacts the Fourth and Fifth Amendments, and the workings of an adversarial system of justice
- Evaluate the relationship between victims and the criminal justice system and provide details of the interaction of victims with the police, prosecutors, court, and defense attorneys
- Discuss the principles of criminal responsibility and the requirement of culpable mental states, the various defenses used to negate or to mitigate criminal liability, and the prevailing theories and philosophies for criminal punishment including restitution, retribution, and rehabilitation
- Discuss and compare recognized biological, psychological, and sociological theories about the causes of criminal behavior and the types of criminal behavior and methods for predicting future crime.
- Analyze the various methods and theories of policing, including reactive, proactive, problem-solving, community policing
- Analyze theories of corrections, rehabilitation, and punishment and how they affect correctional management practices
- Describe the juvenile court process, including the rights of juveniles, detention and its alternatives, and how juveniles are processed in adult criminal court
- Analyze the different types of evidence, such as crime scene evidence, documentary evidence, witness testimony, and scientific evidence. Describe the admissibility requirements for the various forms of evidence as well as the attendant ethical and legal issues presented

Semester 1

Basic Skills	0
CJS 100: Criminal Justice Orientation	1
ILS 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

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

PLS 202: Legal Research and Writing	4
CJS 130: Police Management	3
HUM 102: Art Appreciation	3
MAT 115: Intermediate Algebra	3
CJS 238: Criminal Law	3
Total	16
Proctored Final Examination	

Semester 4

CJS 203: Criminal Procedures	3
ENG 200: Speech	3
SSC 260: Adolescence & Adulthood	3
CJS 307: Victimology	3
Science Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI 110: Earth Science	
Total	15
Proctored Final Examination	

Semester 5

CJS 211: Correctional Institutions	3
ENG 300: Advanced Composition	3
CJS 205: Juveniles & the Legal Process	3
SSC 265: Introduction to Public Policy	3
CJS 308: Criminology	3

Total 15

Proctored Final Examination

Semester 6

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

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

BUS 350: Supervision & Leadership	3
MAT 415: Research & 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 220: Organized Crime CJS101
CJS 225: White Collar Crime CJS123, CJS238
CJS 215: Terrorism CJS120, CJS308
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, & 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.

CDA Credential Preparation Undergraduate Certificate

Students can take this certificate to improve their child development knowledge, whether to augment their knowledge for a current job, to advance their career, or to prepare for a new career in a child-care setting. This includes after-school and day care programs, camps or preschool centers, and government agencies or institutions. In addition, starting a child care business is one of the best opportunities in this economy.

After enrolling, students will select a concentration, based on the student's preferred child care setting. This concentration becomes the focus of their studies, guiding the development of items for the portfolio submission, and the selection of a core elective. This program meets the CDA credential requirements for 120 hours of formal education related to professional child care, and for the development of the professional portfolio. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/counseling-and-human-development/child-development-associate-credential-certificate-cda>

Program Goal

This program helps students fulfill the 120 hour educational component and compile the required portfolio of items necessary to obtain the Child Development Associate (CDA) Credential, the most widely recognized credential in Early Childhood Education. The college-level course work and the CDA credential are key stepping stones on the path of career advancement in this field.

Program Outcomes

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

- Create a portfolio of collection items to aid in preparing and applying for the CDA Credential
- Identify the requirements needed to establish and maintain a safe, healthy learning environment
- Comprehend methods that will support and advance children's physical and intellectual competence
- Determine how to support children's social and emotional development and to provide positive guidance
- Recognize the guidelines needed to establish positive and productive relationships with families
- Understand the components needed to ensure a well-run, purposeful program responsive to participant needs
- Identify the requirements needed to maintain a commitment to professionalism

Basic Skills	0
ECE 100: Orientation to Early Childhood Education	1
ECE 130: Health, Safety, & Nutrition for the Young Child	3
ECE 210: Child, Family & Community	3
ECE 220: Child Growth & Development	3
Core Elective (choose one)	3
ECE 120: Infant & Toddler Care	
ECE 223: Working with Preschoolers	
ECE 225: Family Child Care	

Total **13**

**Upon enrollment students will select one of three child care settings as a concentration for their studies. The setting also determines the final course they should take*

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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/education-and-child-care/early-childhood-education-associate-degree/tuition>.

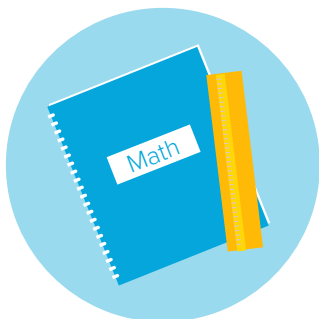
Program Goal

To prepare graduates for employment, but also provide the foundation for entry into Bachelor of Science programs, and includes at least 30 semester credits in general education subjects.

Program Outcomes

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

- Demonstrate the ability to apply knowledge of child development and learning in an early childhood setting
- Demonstrate an understanding of the development and execution of family and community relationships



- Apply best practices, observation, and assessment to enhance learning and development
- Plan, evaluate, and design curriculum appropriate for the education of young children
- Demonstrate an understanding of the importance of individuality and cultural diversity to assist in creating a meaningful curriculum
- Demonstrate a commitment to and an awareness of the need for life long professional growth, learning, community involvement and advocacy in regards to current early childhood research, practices and issues
- Demonstrate an understanding and knowledge of foundational concepts in the general education areas including science, mathematics, English composition, and the social sciences

Semester 1

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

Semester 2

ECE 012: ECE Site Selection 2	0
ECE 220: Child Growth & Development	3
ECE 215: Curriculum for Early Childhood Education	3
ECE Elective (choose one)	3
ECE 213: Art, Music, & Movement	
ECE 216: Language & Literacy Development in Young Children	
ECE 217: Developing Math & Science Skills in Young Children	
ECE 160: Cultural Diversity in the Early Childhood Program	
ECE 221: Administration of an Early Childhood Education Center	

ECE 225: Family Child Care	
ECE 240: Assessment in Early Childhood Education	
ENG 100: English Composition	3
CSC 104: Computer Applications	3
Total	15
Proctored Final Examination	

Semester 3

ECE 013: ECE Site Selection 3	0
ECE 223: Working with Preschoolers	3
ECE 120: Infant & Toddler Care	3
Science Elective (choose one)	3
SCI 110: Earth Science	
SCI 120: Introduction to Biology	
HUM 106: Interpersonal Communication	1
ECE 107: Play in the Lives of Young Children	3
ECE 203: Working with Children with Special Needs	3
Total	16
Proctored Final Examination	

Semester 4

ECE 014: ECE Site Selection 4	0
ECE 212: Guidance in Early Childhood Education	3
MAT 106: Mathematics for Business & Finance	3
ECE 210: Child, Family, & Community	3
Early Childhood Education Elective (choose one)	3
ECE 213: Art, Music, & Movement	
ECE 216: Language & Literacy Development in Young Children	
ECE 217: Developing Math & Science Skills in Young Children	
ECE 160: Cultural Diversity in the Early Childhood Program	
ECE 221: Administration of an Early Childhood Education Center	
ECE 225: Family Child Care	
ECE 240: 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.

Residents of Minnesota will receive an Associate of Applied Science Degree upon completion of this degree program.

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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/apparel-and-textile/fashion-merchandising-associate-degree/tuition>.

Program Goal

The Fashion Merchandising Associate's Degree program prepares students for an entry-level position in the field of fashion merchandising and can also be used to prepare for future studies.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer and information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Discuss how the business of fashion works from concept to the consumer
- Apply knowledge of fabrics, embellishments, colors, and style for each garment or accessory to the fashion decision process
- Describe the processes and factors involved in fashion designing, production of textile materials, and purchasing materials from suppliers
- Discuss the importance and methods of marketing and promotion in the fashion industry
- Demonstrate understanding and the use of company financial reports and reports associated with planning, buying and selling fashion merchandise

- Describe the operations of retail stores that sell fashion merchandise

Semester 1

Basic Skills	0
ILS 103: Information Literacy	1
CSC 104: Computer Applications	3
Science Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
SCI 110: Earth Science	
SSC 130: Essentials of Psychology	3
Arts & Humanities Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
ENG 100: English Composition	3
Total	16

Semester 2

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 115: Intermediate Algebra	3
Total	15

Semester 3

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

BUS 310: Merchandising Planning & Buying	3
INT 114: Internet Marketing & 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.

Residents of Minnesota will receive an Associate of Applied Science Degree upon completion of this degree program.

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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/accounting-and-finance/finance-associate-degree/tuition>.

Program Goal

The Finance associate degree program will prepare the student to work as an entry-level financial analyst, financial planner, or financial manager, and will also provide a foundation for further education and training.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer and information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Demonstrate an understanding of the principles and processes involved in various functional areas and the need for collaboration among the different functions
- Complete the accounting cycle and create and analyze financial statements to ensure that they are accurate and comply with Generally Accepted Accounting Procedures
- Explain the key issues of internal control of cash in balance and cash flow statements and external financial reporting
- Create, organize, & maintain financial records
- Discuss and apply ethical and legal standards to the Business environment
- Demonstrate an understanding of economic & financial markets and the business economy
- Demonstrate how to assess financial data and make best-practices recommendations to management
- Use knowledge of the financial marketplace, financial instruments, and the analysis of financial issues to achieve success in managing personal financial affairs
- Discuss the role capital markets play in world economies, and explain how capital markets are used to achieve financial goals

Semester 1

Basic Skills	0
BUS 100: Business Orientation	1
ILS 103: Information Literacy	1
BUS 101: Introduction to Business	3

HUM 102: Art Appreciation	3
MAT 106: Mathematics for Business & Finance	3
ACC 111: Financial Accounting	3
Total	14
Proctored Final Examination	

Semester 2

CSC 104: Computer Applications	3
ACC 112: Managerial Accounting	3
ENG 100: English Composition	3
BUS 110: Principles of Management	3
Arts & Humanities Elective (choose one)	3
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
BUS 121: Economics 1	3
Total	18
Proctored Final Examination	

Semester 3

ACC 201: Intermediate Accounting 1	3
FIN 101: Financial Management	3
ENG 121: Business and Technical Writing	3
MAT 115: Intermediate 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

MAT 210: Business Statistics	3
FIN 305: Securities & Investments	3
BUS 213: Business Law 1	3
Business Elective (choose one)	3
FIN 310: Corporate Finance	
ACC 211: Computer Applications in Accounting	
ENG 200: Speech	3
Social Science Elective (choose one)	3
SSC 130: Essentials of Psychology	
SSC 105: World Civilizations	
SSC 125: Introduction to Sociology	
Total	18
Proctored Final Examination	
Total Credits	68

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

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 160 hours proctored experience in varied health-care settings.

Penn Foster Health Care Management Practicum Participation Requirements:

1. All students are required to have a cumulative average of 70% or higher in this program in order to participate in a Practicum.
2. CPR and AED Certification
3. Medical insurance verification
4. Policy paperwork: review and signature required

Students will need access to high-speed internet, a Microsoft® Windows® based computer running Windows 7® or later, Microsoft® Office 365, and an email account to complete their program with Penn Foster. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/health-care-management-associate-degree/tuition>.

Program Goal

The Health Care Management Associate's Degree program prepares students for an entry-level career in health care management in which they'll plan, direct, and coordinate medical and health services.

Program Outcomes

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

General Orientation:

- Assess the current employment outlook for Health Care Management
- Compare the allied health professions and understand their relation to Health Care Management



- Describe reimbursement systems and the role health information management technicians play in reimbursement
- Describe how technology is used in health information management

Medical Law and Ethics:

- Identify federal and state guidelines when documenting and releasing medical records or information
- Follow established policies when initiating or terminating medical treatment
- Perform risk management procedures
- Comply with federal, state, and local health laws and regulations
- Define living will, health care proxy, DNR orders, and durable power of attorney
- Identify ways to stay informed regarding new laws and regulations so that the facility in which they work remains in compliance

Psychology of Human Relations:

- Define abnormal behavior patterns
- Identify appropriate therapeutic communication skills when working/caring for patients with special needs
- Explain developmental stages of life
- Analyze the effect of hereditary, cultural, and environmental influences

Basic Keyboarding/Computer Concepts:

- Perform basic keyboarding skills including:
 - Locating the keys on a keyboard
 - Typing medical correspondence and basic reports
- Demonstrate the proper use of office machines, computerized systems, and medical software such as:
 - Efficiently maintain and understand different types of medical correspondence and medical reports

- Apply computer application skills using variety of different electronic programs including both practice management software and EMR software

Medical Office Business

Procedures/Management:

- Perform basic clerical functions
- Prepare medical records
- Schedule appointments
- Apply concepts for office procedures
- Locate resources and information for patients & employers
- Schedule inpatient & outpatient admissions
- Post entries on a day sheet
- Perform billing and collection procedures
- Perform accounts payable procedures
- Perform accounts receivable procedures
- Post adjustments
- Process credit balances
- Process refunds
- Post non-sufficient funds
- Post collection agency payments
- Apply third-party guidelines
- Obtain managed care referrals and pre-certifications
- Perform diagnostic and procedural coding
- Prepare and submit insurance claims
- Use physician fee schedule
- Use manual or computerized book-keeping systems
- Maintain medical facility
- Perform routine maintenance of administrative and clinical equipment
- Maintain inventory equipment and supplies
- Recognize effective communication techniques
- Communicate on the recipient's level of comprehension
- Serve as a liaison between physician & others
- Use proper telephone techniques
- Interview effectively
- Use pertinent medical terminology
- Receive, organize, prioritize, and transmit information expeditiously
- Recognize and respond to verbal and nonverbal communication
- Perform fundamental writing skills including correct grammar, spelling, and formatting techniques when writing prescriptions, documenting medical records, etc

Career Development and Professional Communications:

- Perform the essential requirements for employment such as resume

writing, effective interviewing, dressing professionally, and following up appropriately

- Demonstrate professionalism by:
 - Exhibiting dependability, punctuality, & a positive work ethic
 - Exhibiting a positive attitude and a sense of responsibility
 - Maintaining confidentiality at all times
 - Being cognizant of ethical boundaries
 - Exhibiting initiative
 - Adapting to change
 - Expressing a responsible attitude
 - Being courteous and diplomatic
- Identify and spell word elements, names of diagnostic procedures, diagnoses, treatment procedures, and abbreviations related to all the body systems
- Discuss the organizational levels of the human body in order of increasing complexity and explain how those levels are related to each other
- Explain how human anatomy and physiology are related
- Identify major psychological theories
- Apply HIPAA regulations
- Compose essays, narratives, and thesis statements that utilize effective writing techniques

Business and Finance:

- Discuss an overview of investments and statistics
- Describe the changing health care environment and its impact on managers
- Discuss and analyze transactions that affect current assets
- Explain the basic balance sheet and the impact of those issues on net income and cash flow
- Describe auditing concepts and implement internal auditing
- Differentiate between physician and hospital billing concepts
- Apply basic statistical principles
- Identify valid and reliable data
- Calculate, analyze, and report routine institutional statistics and institutional health-care quality indicators
- Collect, interpret, prepare, and present research data
- Design reports using database information
- Perform statistical analysis of patient information

Health Care Management and Department Management:

- Explain the fundamentals of management
- Describe the principles of an organization
- Summarize the basic functions of management
- Discuss human resources management
- Describe the principles of supervision
- Explain staff development
- Discuss health information technology supervision functions
- Describe the changing health-care environment and its impact on managers
- Compare the various schools of thought on managerial skills
- Discuss the process of planning and what role the manager plays
- Explain the importance of delegation of authority and mentoring
- Identify different decision-making approaches
- Detail the skills needed to manage an entire department or organization
- Discuss managerial functions
- Discuss the manager's relationship with the labor union

Supervision and Leadership:

- Identify and explain major approaches to leadership
- Describe the prominent theories surrounding the process of leadership
- Discuss the topic of women and leadership
- Identify and address moral and ethical issues that arise in the workplace
- Analyze the role of leadership as it relates to culture and globalization

Quality Management Performance Improvement:

- Apply the fundamentals of quality management
- Describe the characteristics of complex systems
- Explain system behavior
- Compare models for health-care managers
- Contrast customer & stakeholder requirements
- Describe the role of policies in promoting system change
- Improve and measure process & performance

Human Resources Management:

- Identify the responsibilities of human resources departments
- Summarize the types of skills needed for effective HRM operations
- Explain the role of supervisors and discuss ethical issues in HRM
- Summarize the elements of work flow analysis
- Discuss the ways technological developments affect HRM strategies

- Explain ways employers can provide for worker safety and health and eliminate sexual harassment
- Describe typical careers in HRM

Semester 1

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

Semester 2

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
HUM 106: Interpersonal Communication	1
ACC 113: Basic Accounting	3
Total	16
Proctored Final Examination	

Semester 3

HRM 201: HR 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	3
HIT 115: Reimbursement Methodologies	3
Total	17
Proctored Final Examination	

Semester 4

BUS 350: Supervision & Leadership	3
HIT 209: Department Management	2
HIT 210: Healthcare 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

65

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

Residents of Minnesota will receive an Associate of Applied Science Degree upon completion of this degree program.

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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/business-management/human-resources-undergraduate-certificate/tuition>.

Program Goal

To gain skills and knowledge related to human resources to prepare for a job or continue education at the undergraduate level.

Program Outcomes

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

- Discuss features, founders, and benefits of various management perspectives, skills required by managers, and the need for an ethical business structure and a diverse business environment
- Explain specific responsibilities of and skills needed for human resource management (HRM), types of illegal discrimination, and techniques to conduct successful interviews and choose prospective employees appropriately
- Discuss features and examples of various compensation strategies, calculate appropriate pay increases, and analyze features of total compensation
- Explain accepted theories regarding training and the management of the training function in organizations, and identify successful and unsuccessful training practices

- Describe the legally required social insurance programs for employees in the United States, the difference between group and individual insurance; the requirements for qualified pension plans and evaluate benefit packages to determine comprehensive plan coverage
- Explain the features of labor organizations, the effects of labor unions on employees and businesses, and how labor organizations fit into the business structure of the United States

Basic Skills	0
BUS 100: Business Orientation	1
BUS 110: Principles of Management	3
HRM 201: HR 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 catalogs, and research. Graduates will also be able to classify jobs, interview job applicants, assist in the orientation, train new employees, and administer employee benefits. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/business-management/human-resources-management-associate-degree/tuition>.

Program Goal

To prepare students for entry-level employment in human resources management and provide a foundation for further training.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer & information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Demonstrate an understanding of the principles and processes involved in the functional areas and the need for collaboration among the different functions
- Discuss the management function and application to the business organization
- Understand the steps of the accounting cycle and utilize financial document information as a management tool to plan.
- Discuss and apply ethical and legal standards to the Business environment.
- Demonstrate an understanding of economics and the business economy
- Discuss the fundamentals of human resources as it relates to the business environment
- Describe the basic components, development, implementation, & maintenance of a total compensation package
- Describe the legally required social insurance programs for employees in the United States, the difference between group and individual insurance, and the requirements for qualified pension plans
- Discuss the interaction between organized labor unions and company management pertaining to rights and responsibilities, negotiations, and collective bargaining
- Explain accepted theories regarding training and the management of the training function in organizations, and identify successful and unsuccessful training practices

Semester 1

Basic Skills	0
BUS 100: Business Orientation	1
ILS 103: Information Literacy	1
BUS 101: Introduction to Business	3
BUS 110: Principles of Management	3
HUM 102: Art Appreciation	3
HRM 201: HR Management	3
MAT 106: Mathematics for Business & Finance	3
Total	17
Proctored Final Examination	

Semester 2

CSC 104: Computer Applications	3
ENG 100: English Composition	3
Arts & Humanities Elective (choose one)	3
ENG 115: Introduction to Literature	
HUM 104: Music Appreciation	
BUS 213: Business Law 1	3
BUS 214: Business Law 2	3
HRM 355: Training Concepts	3
Total	18
Proctored Examination	

Semester 3

SSC 130: Essentials of Psychology	3
ACC 111: Financial Accounting	3
HRM 210: Compensation Management	3
ENG 121: Business and Technical Writing	3
HRM 320: Employee Benefits	3
BUS 121: Economics 1	3
Total	18
Proctored Examination	

Semester 4

MAT 115: Intermediate Algebra	3
ENG 200: Speech	3
MAT 210: Business Statistics	3
HRM 350: Labor Relations	3
Science Electives (choose one)	3
SCI 110: Earth Science	
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
BUS 340: Organizational Behavior	3
Total	18
Proctored Examination	
Total Credits	71

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

Interior Design Associate of Science

The Interior Design Program will teach students the drawing, design, and business skills used by Interior Designers. The program provides the entry-level education and training that can be applied toward state licensure as an Interior Designer.

Students will need access to high-speed internet, a Microsoft® Windows® based computer running Windows 7® or later, Microsoft® Office 365, and an email account to complete their program with Penn Foster. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/home-and-garden/interior-design-associate-degree/tuition>.

Program Goal

The Interior Design Associate Degree program prepares students for an entry level position in the field of Interior Design. This program provides 45 credits towards meeting the educational requirement for the National Council for Interior Design Qualification (NCIDQ) licensing exam. Students must also complete at least 5,280 hours of work experience under the supervision of a licensed and/or NCIDQ-certified designer before becoming eligible to sit for the exam.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate computer & information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Identify architectural periods, styles, features and elements
- Demonstrate the use of line, light, texture and perspective through drawings and sketches and creating a presentation board
- Discuss the fundamental principles of the design process for residential & commercial design
- Identify various textiles and explain how they are used and produced
- Recognize furniture periods, styles, construction, and how they are developed
- Demonstrate skills required to navigate the computer-aided drafting (CAD) program to prepare 2-dimensional drawings
- Demonstrate the knowledge of various systems such as air quality control, lighting, fire safety, acoustics, and conservation in all types of buildings
- Identify & specify products, properties & uses of non-structural materials. Address environmental concerns & locate manufacturers & distributors of design materials
- Design lighting for specific spaces by comprehending lighting options and applications, create lighting plans, schedules and specifications
- Demonstrate the ability to market ideas, attract clients, budget and manage client relations by creating a mission statement, business card and a PowerPoint presentation of a redesigned space

- Create and coordinate functional and creative residential and commercial interior spaces that include site plans, bubble and blocking diagrams, floor plans, elevations and materials on a presentation board
- Discuss how to adhere to design codes and regulations for interior spaces
- Understand how to establish a business and focus on the details of proper business practices
- Demonstrate understanding of design requirements and processes by specializing in a particular topic area in one of three electives choices

Semester 1

Basic Skills	0
ILS 103: Information Literacy	1
CSC 104: Computer Applications	3
GRD 105: Color Theory	3
BCT 101: History of Interior Design	3
BCT 105: Drawing for Interiors	3
HUM 102: Art Appreciation	3
Total	16
Proctored Final Examination	

Semester 2

ENG 100: English Composition	3
BCT 115: Interior Design Fundamentals	3
BCT 135: Textiles	3
BCT 140: History of Furniture	3
Science Elective (choose one)	3
SCI 110: Earth Science	
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
Total	15
Proctored Final Examination	

Semester 3

BCT 145: CAD for Interiors	3
BCT 150: Building Systems	
for Interior Design	3
BCT 165: Materials for Interiors	3
BCT 235: Architectural Lighting Design	3
SSC 130: Essentials of Psychology	3
BCT 205: Marketing & Sales in Interior Design	3
Total	18
Proctored Final Examination	

Semester 4

BCT 201: Residential Design	3
BCT 202: Commercial Design 1	3
BCT 215: Codes for Interiors	3
BCT 225: Professional Practice	3
MAT 115: Intermediate Algebra	3

Interior Design Elective (choose one)	3
BCT 230: Kitchen & Bath Design	
BCT 245: Environmentally Responsible Design	
BCT 248: Commercial Design 2	

Total	18
Proctored Final Examination	
Total Credits	67

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

Residents of Minnesota will receive an Associate of Applied Science Degree upon completion of this degree program.

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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/marketing-and-public-relations/marketing-associate-degree/tuition>.

Program Goal

To provide students with the education they need to join an established business in an entry-level capacity, or provide a foundation for further training



Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer & information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Demonstrate an understanding of the principles and processes involved in the functional areas and the need for collaboration among the different functions
- Discuss the management function and application to the business organization
- Understand the steps of the accounting cycle and utilize financial document information as a management tool to plan and track the financial status of a business
- Discuss the factors affecting marketing and implementation plans to promote the business's products or services by understanding marketing principles, how relevant marketing information is obtained, consumer buying habits, & retailing methods
- Discuss and apply ethical and legal standards to the business environment
- Demonstrate an understanding of basic economic theory
- Discuss key advertising principles, including how advertising influences consumer buying habits and techniques used to market products and services
- Describe the steps of problem formation, research design, data collection, sampling, analysis and interpretation of data, and report preparation and delivery

Semester 1

Basic Skills	0
BUS 100: Business Orientation	1
ILS 103: Information Literacy	1
BUS 101: Introduction to Business	3
BUS 110: Principles of Management	3
HUM 102: Art Appreciation	3
MAT 106: Mathematics for Business & Finance	3
Total	14
Proctored Final Examination	

Semester 2

CSC 104: Computer Applications	3
ENG 100: English Composition	3
ACC 111: Financial Accounting	3
MKT 301: Principles of Marketing	3
Arts & Humanities Elective (choose one)	3
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
Social Science Elective (choose one)	3
SSC 130: Essentials of Psychology	
SSC 105: World Civilizations	
SSC 125: Introduction to Sociology	

Total

Proctored Final Examination

18

Semester 3

BUS 121: Economics 1	3
ACC 112: Managerial Accounting	3
MAT 115: Intermediate 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

Proctored Final Examination

18

Semester 4

MAT 210: Business Statistics	3
BUS 213: Business Law 1	3
MKT 320: Consumer Behavior	3
MAT 260: Marketing Research	3
ENG 200: Speech	3
MKT 340: Retail Management	3

Total

Proctored Final Examination

18

Total Credits

68

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 in this program must participate in weekly online classes and discussion board activity. In the fourth semester, students will be required to take a Clinical Procedures Lab course. Each individual skill is documented with an accompanying form. Students are required to record themselves performing the skill or perform the skill under the supervision of an approved proctor. A proctor is needed to validate the blood pressure, pulse, and other types of skills that cannot be verified by videotape alone. Additionally, students will contribute a post to a weekly discussion board, as well as respond to their peers' posts. Each discussion board assignment gives the students the opportunity to perform critical thinking and apply their knowledge to scenarios and real-life issues that medical assistants face today in the workplace.

Students will also be required to complete a medical externship in the fourth semester. When students complete Clinical Procedures Theory, Medical Surgical Procedure, and Clinical Procedures Lab, they will begin externing in a health-care setting. 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 at least 160 hours of practice. Students are encouraged to participate in the selection of externship sites.

Students will need access to high-speed internet, a Microsoft® Windows® based computer running Windows 7® or later, Microsoft® Office 365, and an email account to complete their program with Penn Foster. Student must also have the ability to install software, watch and listen to videos via speakers or headset, and have the ability to connect to Universal Serial Bus (USB) devices on their computer. Students will need to have access to a recording device. Students must have a clear understanding on how to operate the recording device and the ability to upload recorded files. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/medical-and-health-careers/medical-assistant-associate-degree/tuition>.

Program Goal

The Medical Assistant Associate's Degree program will provide students with the concepts and skills to gain employment in the out-patient setting. Students will be prepared to perform administrative and clinical duties under the direction of a physician, mid-level provider, or licensed nurse.

Course Outcomes

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

General Orientation

- Comprehend the current employment outlook for the medical assistant
- Compare the allied health professions and understand their relation to medical assisting
- Understand medical assistant credentialing requirements and the process to obtain the credential
- Comprehend the importance of credentialing
- Have knowledge of the general responsibilities of the medical assistant
- Define scope of practice for the medical assistant and comprehend the conditions for practice with the state where the medical assistant is employed.

Anatomy and Physiology

- Comprehend and explain to the patient the importance of diet and nutrition. Effectively convey and educate patients regarding the proper diet and nutrition guidelines. Identify categories of patients that require special diets or diet modifications
- Identify the body systems, their structure and functions, and common diseases, symptoms, and etiologies
- Apply the knowledge of all body systems, their structure and functions, and common diseases, symptoms, and etiologies
- Explain the disease processes and treatment modalities.

Medical Terminology

- Identify the basic structural parts of a word (i.e., root, prefix, suffix, combinations, spelling and definitions)
- Build medical terms from roots/suffixes to understand the word element combinations that create medical terminology
- Understand the various medical terminology for each specialty
- Identify acceptable medical abbreviations.

Medical Law and Ethics

- Identify federal and state guidelines when documenting and releasing medical records or information
- Follow established policies when initiating or terminating medical treatment
- Identify the importance of maintaining liability coverage once employed in the industry
- Explain risk management procedures
- Comply with federal, state, and local health laws and regulations.

Psychology of Human Relations

- Define abnormal behavior patterns
- Identify appropriate therapeutic communication skills when working/caring for patients with special needs
- Identify common stages that terminally ill patients go through and list organizations/ support groups that can assist patients and family members of patients struggling with terminal illness
- Identify means of advocating on behalf of family/patients, having ability to deal and communicate with family
- Explain developmental stages of life
- Analyze the effect of hereditary, cultural, and environmental influences.

Basic Keyboarding/Computer Concepts

- Perform basic keyboarding skills including:
 - Locating the keys on a keyboard
 - Typing medical correspondence & basic reports
- Demonstrate the proper use of office machines, computerized systems, and medical software such as:
- Efficiently maintain and understand different types of medical correspondence and medical reports
- Apply computer application skills using a variety of different electronic programs including both practice management software and EMR software.

Pharmacology

- Demonstrate accurate occupational math and metric conversions for proper medication administration
- Properly utilize PDR, drug catalog, and other drug references to identify a drug's classification, usual dosage, usual side effects, and contraindications
- Identify common abbreviations that are accepted in prescription writing
- Identify legal aspects of writing prescriptions, including federal and state laws
- Comply with federal, state, and local health laws and regulations.

Medical Office/Business Procedures/Management

- Perform basic clerical functions
- Prepare medical records
- Schedule appointments
- Apply concepts for office procedures
- Locate resources and information for patients and employers
- Schedule inpatient and outpatient admissions
- Post entries on a day sheet
- Perform billing and collection procedures
- Perform accounts payable procedures
- Perform accounts receivable procedures
- Post adjustments

- Process credit balances
- Process refunds
- Post non-sufficient funds
- Post collection agency payments
- Apply third-party guidelines
- Obtain managed care referrals & precertifications
- Perform diagnostic and procedural coding
- Prepare and submit insurance claims
- Use physician fee schedule
- Use manual or computerized bookkeeping systems
- Maintain medical facility
- Perform routine maintenance of administrative and clinical equipment
- Maintain inventory equipment and supplies
- Recognize effective communication techniques
- Communicate on the recipient's level of comprehension
- Serve as a liaison between physician & others
- Use proper telephone techniques
- Interview effectively
- Use pertinent medical terminology
- Receive, organize, prioritize, and transmit information expediently
- Recognize and respond to verbal and nonverbal communication
- Perform fundamental writing skills including correct grammar, spelling, and formatting techniques when writing prescriptions, documenting medical records, etc.
- Adapt to individualized needs
- Apply electronic technology.

Medical Office Clinical Procedures

- Obtain chief complaint, recording patient history
- Apply principles of aseptic techniques and infection control
- Take vital signs
- Recognize various treatment protocols
- Recognize emergencies and treatments and minor office surgical procedures
- Screen and follow up patient test results
- Maintain medication and immunization records

- Wrap items for autoclaving
- Use standard precautions
- Prepare oral and parenteral medications as directed by physician
- Administer oral and parenteral medications as directed by physician
- Prepare examination room and treatment area
- Prepare patient for examinations & treatments
- Assist physician with routine and specialty examinations and treatments
- Assist physician with minor office surgical procedures
- Perform:
 - Electrocardiograms
 - Respiratory testing
 - Telephone and in-person screening
 - Sterilization techniques
 - First aid and CPR
 - Advise patients of office policies and procedures
 - Instruct patients with special needs
 - Teach patients methods of health promotion and disease prevention.

Medical Laboratory Procedures

- Practice quality control
- Perform selected CLIA-waived tests that assist with diagnosis and treatment
- Urinalysis
- Hematology testing
- Chemistry testing
- Immunology testing
- Microbiology testing
- Kit testing
- Pregnancy
- Quick strep
- Dip sticks
- Dispose of biohazardous materials
- Collect, label, and process specimens
- Perform venipuncture
- Perform capillary puncture
- Perform wound collection procedures
- Obtain throat specimens for microbiological testing
- Instruct patients in the collection of a clean-catch mid-stream urine specimen
- Instruct patients in the collection of a fecal specimen.

Career Development

- Perform the essential requirements for employment such as resume writing, effective interviewing, dressing professionally, and following up appropriately
- Demonstrate professionalism by:
 - Exhibiting dependability, punctuality, and a positive work ethic
 - Exhibiting a positive attitude and a sense of responsibility
 - Maintaining confidentiality at all times
 - Being cognizant of ethical boundaries
 - Exhibiting initiative
 - Adapting to change
 - Expressing a responsible attitude
 - Being courteous and diplomatic
 - Conducting work within scope of education, training, and ability.

Semester 1

	Credits
HIT 100: Introduction to Allied Health 45 Lecture hours	1
ILS 103: Information Literacy 45 Lecture hours	1
CSC 104: Computer Applications 135 Lecture hours	3
ENG 100: English Composition 135 Lecture hours	3
ALH 105: Law, Ethics, and Confidentiality in Allied Health 135 Lecture hours	3
HIT 107: Medical Terminology 135 Lecture hours	3

Total

Proctored Final Examination

14

Semester 2	
SCI 140: Nutrition	3
135 Lecture hours	
SCI 135: Anatomy and Physiology 1	3
135 Lecture hours	
SCI 136: Anatomy and Psychology 2	3
135 Lecture hours	
Arts and Humanities Elective (choose one)	3
HUM 102: Art Appreciation	
135 Lecture hours	
HUM 104: Music Appreciation	
135 Lecture hours	
ENG 115: Introduction to Literature	
135 Lecture hours	
ENG 121: Business and Technical Writing	3
135 Lecture hours	
HUM 106: Interpersonal Communication	1
45 Lecture hours	

Total 16
Proctored Final Examination

Semester 3	
HIT 115: Reimbursement Methodologies	3
135 Lecture hours	
HIT 203: Medical Coding	3
135 Lecture hours	
HIT 130: Electronic Medical Records	3
135 Lecture hours	
SCI 130: Essentials of Psychology	3
135 Lecture hours	
MAT 115: Intermediate Algebra	3
45 Lab hours	

Total 15
Proctored Final Examination

Semester 4	
ALH 201: Pharmacology	3
135 Lecture hours	
ALH 210: Clinical Procedures Theory	3
135 Lecture hours	
MAS 215: Medical Surgical Procedures	3
135 Lecture hours	
MAS 205: Clinical Procedures Lab	3
135 Lecture hours	
MAS 225: Extrenship	3
160 Externship hours	

Total 15
Proctored Final Examination

Total Credits 60

*Length: 2,995 clock hours/208 weeks
65 Semester credit hours is equivalent to 2995 clock hours.*

Residents of Minnesota will receive an Associate of Applied Science Degree upon completion of this degree program.

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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/legal-services/paralegal-studies-associate-degree/tuition>.

Program Goal

To prepare students for entry-level positions as paralegals or legal assistants or to provide a foundation for further training.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer & information literacy
- Demonstrate an understanding of the liberal



- arts, natural sciences, and social sciences
- Discuss the legal system in the United States, including the origins and history of the law and the development of common law, statutory law, and constitutional law
 - Understand when communications with clients and others are privileged and how to avoid conflicts of interest
 - Recognize and use legal terminology appropriately
 - Recognize ethical violations and understand ethical rules that regulate conduct of lawyers and paralegals
 - Identify the paralegal's role in the interview process and discuss proper investigation techniques, including interviewing clients and witnesses and understanding types of testamentary evidence
 - Discuss torts and defenses to tort actions and understand negligence, liability, and workers' compensation
 - Describe different forms of business organization, the elements of contracts and rules pertaining to contracts, ownership of property, creditors and bankruptcy, and the law of agency
 - Write an effective legal memorandum; state and characterize facts and legal arguments to best advance a legal position
 - Research primary and secondary sources to determine relevant case law, find statutes and other information from appropriate sources using Lexis.com and other Internet sources, and correctly cite sources
 - Understand jurisdiction, venue, and evidence law; describe some important hearsay exceptions
 - Understand how to prepare, file, and serve complaints and motions
 - Explain criminal law and procedure, the elements of crimes, criminal defense, and the role of the Constitution
 - Discuss the fundamental principles of law dealing with marriage, divorce, and parenthood
 - Understand the paralegal's role in real estate transactions, including contracts, title abstraction, deeds, mortgages, closing documents, and leases; prepare preliminary drafts of commonly used documents
 - Discuss the responsibilities of practicing paralegals in the field of wills, trusts, and estate administration, including preparing preliminary drafts of wills and trusts

Semester 1

Basic Skills	0
PLS 101: Introduction to Paralegal Studies	1
ILS 103: Information Literacy	1
PLS 105: Legal Terminology	2
ENG 100: English Composition	3
PLS 110: Ethics	2
PLS 113: Law & the Legal System	2
CSC 104: Computer Applications	3

Total

Proctored Final Examination **14**

Semester 2

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 115: Intermediate Algebra	3

Total

Proctored Final Examination **15**

Semester 3

BUS 121: Economics 1	3
PLS 202: Legal Research & Writing	4
General Education Elective (choose one)	3
SSC 130: Essentials of Psychology	
SSC 125: Introduction to Sociology	
SSC 105: World Civilizations	
PLS 205: Civil Litigation	3
General Education Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	

Total

Proctored Final Examination **16**

Semester 4

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	
SCI 100: Earth Science	

Total

18

Total Credits

63

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

Residents of Minnesota will receive an Associate of Applied Science Degree upon completion of this degree program.

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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/apparel-and-textile/retail-management-associate-degree/tuition>.

Program Goal

The Retail Management Associate's Degree program prepares students for an entry-level position in the field of retail management.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer & information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Discuss topics such as budgets and develop an understanding of financial statements
- Understand and apply how to develop pricing strategies for products or services marketed to the target customers of a firm
- Discuss the management function and application to the business organization and develop problem solving skills needed for management
- Apply the factors affecting marketing plans to promote the business's products or services through an understanding of marketing principles, consumer buying habits, and advertising strategies
- Demonstrate an understanding of the principles and processes involved in the functional areas and the need for collaboration among the different functions

- Demonstrate an understanding of macroeconomics as well as the modern market economy

Semester 1

Basic Skills	0
BUS 100: Business Orientation	1
ILS 103: Information Literacy	1
BUS 101: Introduction to Business	3
BUS 110: Principles of Management	3
MAT 106: Mathematics for Business & Finance	3
HUM 102: Art Appreciation	3
Total	14

Semester 2

MKT 301: Principles of 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 & E-Commerce	3
Total	18

Semester 3

MAT 115: Intermediate Algebra	3
ENG 121: Business and Technical Writing	3
ACC 111: Financial Accounting	3
MKT 320: Consumer Behavior	3
MAT 210: Business Statistics	3
General Education Elective (choose one)	3
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
Total	18

Semester 4

MKT 340: Retail Management	3
BUS 310: Merchandising Planning & Buying	3
ENG 200: Speech	3
MKT 260: Marketing Research	3
General Education Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
SCI 110: Earth Science	
BUS 220: Supply Chain Management	3
Total	18
Total Credits	68

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 Laboratory

Students in the Engineering Technology, Industrial Electronics and Electrical Maintenance Technology, and Construction Technology Programs will be required to complete a three-credit resident laboratory 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 A.S. degree in engineering or other technology-based curriculum. This program meets the prerequisite general-education component of all Penn Foster A.S. programs in technology. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/general-studies/foundation-skills-for-technology-undergraduate-certificate/tuition>.

Program Goal

Foundation Skills for Technology provides the courses that meet the general education requirements of Penn Foster Technology degree programs.

Program Outcomes

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

- Recognize the work habits and characteristics that are demonstrated by successful technicians, including the codes and standards that technicians must know
- Demonstrate effective quantitative skills by solving math problems using knowledge of the metric system, mathematical formulas, algebra, geometry, and trigonometry



- Demonstrate effective written and interpersonal communication skills
- Demonstrate proficient computer and information literacy skills and understand how to use the Internet, library resources, and search engines, as well as word processing and spreadsheet software
- Understand how to read technical and construction drawings, as well as blueprints, and describe the process of computer-aided design
- Understand the principles that define and govern the physical universe as we know it in the areas of chemistry, physics, as well as earth and space sciences

Basic Skills	0
MET 100: Orientation to Engineering Technology	1
MAT 100: Foundation Skills in Math	3
ENG 101: Foundation Skills in English	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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/engineering-and-drafting/engineering-technology-associate-degree/tuition>.

Program Goal

The overall program goal for the A.S. in Engineering Technology Degree is to prepare students for entry-level positions as engineering technicians.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills

- Demonstrate proficient computer & information literacy skills
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Recognize the work habits and characteristics that are demonstrated by successful technicians, including the codes and standards that technicians must know
- Read and interpret various types of technical drawings, including those used in engineering applications, and understand the basics of computer-aided design (CAD)
- Develop engineering graphics, utilizing orthographic projections, dimensioning, sectioning, tolerance, and threads
- Identify the basic terminology, theories, and applications relating to electricity and electronics, including the components and operation of electrical and electronic systems
- Identify various types of electric motors and describe how they are controlled; list the steps to use when troubleshooting electric motors and controllers
- Explain the methods, laws, and procedures used in engineering mechanics, including the branches of statics, dynamics, kinematics, and kinetics
- Identify manufacturing systems and processes, and recognize different materials used in manufacturing and engineering applications
- Describe total quality management (TQM), materials and inventory management, inspection plans, measuring tools that collect quality data, and various statistical process control methods
- List the steps and materials used in the tool design process, including the design of workholding devices, jigs, presses, dies, and gages
- Understand the basic concepts of pneumatic systems and how they compare and contrast with hydraulic systems; identify the concepts related to the delivery of compressed air
- Recognize important safety facts and practices associated with electrical, chemical, fire, material-handling, and machine hazards
- Understand the fundamentals of designing machine elements, including developing an awareness of procedures and materials, identifying how forces and stresses affect materials, and recognizing machine components
- Demonstrate common technical skills employed by engineers, such as the use of manufacturing processing equipment, measuring devices and quality control equipment, and skills in the testing of materials

Semester 1		Social Science Elective (choose two)	6
Basic Skills	0	BUS 121: Economics 1	
MET 100: Orientation to Engineering Technology	1	SSC 125: Introduction to Sociology	
MAT 100: Foundation Skills in Math	3	SSC 130: Essentials of Psychology	
ENG 101: Foundation Skills in Writing	3	MET 249: Resident Laboratory	3
CSC 108: Essential Computer Skills	3	Total	18
EST 100: Introduction to Technical Drawings	3	Proctored Final Examination	
		Total Credits	64
SCI 167: Physical Science	3		
Total	16		
Proctored Final Examination			
Semester 2			
EST 110: Manufacturing Materials & Processes	3		
MAT 115: Intermediate Algebra	3		
MET 202: Drafting with AutoCAD®	3		
ENG 100: English Composition	3		
EET 115: Electrical-Electronics Theory	3		
Total	15		
Proctored Final Examination			
Semester 3			
MET 170: Engineering Mechanics	3		
MET 221: Quality Control Systems	3		
MAT 222: Precalculus	3		
Arts & Humanities Elective (choose two)	6		
ENG 115: Introduction to Literature			
HUM 102: Art Appreciation			
HUM 104: Music Appreciation			
Total	15		
Proctored Final Examination			
Semester 4			
EST 210: AutoCAD® Applications – Engineering Technology	3		
Technical Electives (choose two)	6		
EST 200: Fluid Power			
IET 232: Programmable Logic Controllers			
IET 237: Materials Management & Inventory Control			
IET 243: Industrial Safety			
MET 231: Mechanical Design 1			
MET 232: Mechanical Design 2			
MET 240: Electro/Mechanical Control Technology			
MET 241: Tool Design 1			
MET 242: Tool Design 2			
MET 248: Industrial Plastics			

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. Students will need access to high-speed internet, a Microsoft[®] Windows[®] based computer running Windows 7[®] or later, Microsoft[®] Office 365, and an email account to complete their program with Penn Foster. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/computer-programming-and-support/computer-information-systems-associate-degree/tuition>.

Program Goal

The Computer Information Systems Associates Degree program prepares students for an entry-level position in the field of computer and information technology.

Program Outcomes

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

- Demonstrate the ability to create programs following basic problem solving principles and guidelines common to all programming languages
- Demonstrate the ability to create and integrate documents using word processing, spreadsheet, and presentation software applications
- Demonstrate an understanding of communication systems used by computers to form networks and identify different networking implementation strategies and technologies available

- Demonstrate the ability to create and maintaining a database and how the collected data can be deployed
- Demonstrate an understanding of the system development cycle and the role of the systems analyst in developing business applications
- Demonstrate a high level of inquiry, analytical and problem-solving skills
- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer and information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences

Semester 1

Basic Skills	0
INT 101: Computer Technology Orientation	1
ILS 103: Information Literacy	1
MAT 115: Intermediate Algebra	3
CSC 104: Computer Applications	3
CSC 105: Introduction to Programming	3
Social Science Elective (choose two)	6
SSC 105: World Civilizations	
SSC 125: Introduction to Sociology	
SSC 130: Essentials of Psychology	
Total	17

Semester 2

CSC 221: Advanced PC Applications	3
INT 120: HTML Coding	3
ENG 100: English Composition	3
INT 128: Network Protocols & Internetworking	3
MAT 222: Precalculus	3
Total	15

Semester 3

ENG 121: Business and Technical Writing	3
CSC 218: Visual Basic	3
INT 225: Introduction to Database Technology	3
Science Elective (choose two)	6
SCI 110: Earth Science	
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
Total	15

Semester 4

INT 215: Programming in Java™	3
CIS 245: Structured Systems Analysis & Design	3
Core Elective (choose two)	6
CSC 275: Computer Forensics	
INT 114: Internet Marketing & E-Commerce	
INT 125: Internet Server Environment	
INT 130: Internet Security	
INT 201: Website Project Management	
INT 205: Introduction to Internet Multimedia	
INT 210: Creating Web Pages with PHP	
INT 220: Programming in CGI/Perl	
INT 238: Multimedia and Interactive	
INT 242: Advanced Database Technology	
Arts & Humanities Elective (choose two)	6
ENG 115: Introduction to Literature	
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
Total	18
Total Credits	65

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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/engineering-and-drafting/construction-technology-associate-degree/tuition>.



Program Goal

The overall program goal for the A.S. in Construction Technology Degree is to prepare students to enter positions in residential and light commercial construction, applying the learned technical and managerial expertise that will allow for future advancement.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate proficient computer & information literacy skills
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Recognize appropriate techniques for administering and evaluating construction contracts, documents, and codes
- Estimate costs and quantities, and determine how to evaluate materials for construction projects
- Demonstrate the methods of surveying measurements and perform calculations to determine the strength of various construction materials
- Develop and interpret various types of engineering drawings used in the construction field, including computer-aided design (CAD)
- Describe types of materials and management and building practices used in the construction industry
- Interpret and identify nationally accepted code requirements and industry standards necessary for application of construction materials

Semester 1

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

BCT 110: Introduction to Construction Technology	3
MET 202: Drafting with AutoCAD®	3
ENG 121: Business and Technical Writing	3
MAT 115: Intermediate Algebra	3
BCT 125: Construction Materials & Methods	3
Total	15
Proctored Final Examination	

Semester 3

MAT 222: Precalculus	3
BCT 210: Statics/Strengths of Construction Materials	3
BCT 249: Basic Surveying & Measurement	3
Social Science Elective (choose two)	3
SSC 105: World Civilizations	
SSC 125: Introduction to Sociology	
SSC 130: Essentials of Psychology	
EST 215: AutoCAD Applications — Construction	3
Total	18
Proctored Final Examination	

Semester 4

Technical Elective (choose two)	6
BCT 160: Architectural Drawing	
BCT 220: Building Systems	
BCT 250: Codes and Specifications	
BCT 280: Architectural Design	
BCT 260: Construction Estimating	
BCT 275: Construction Planning & Control	
BCT 255: Green Building Practices	
Arts & Humanities Elective (choose two)	6
ENG 115: Introduction to Literature	
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
BCT 290: Resident Laboratory	3
Total	15
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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/web-and-graphic-design/graphic-design-undergraduate-certificate/tuition>.

Program Goal

The Graphic Design undergraduate certificate program prepares students to use Adobe® software for graphic design and production in a current career or to continue their graphic design education.

Program Outcomes

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

- Identify different career options available to digital artists
- Understand the correct use of color and its effectiveness in creating designs
- Describe the formal elements of design, including line, shape, form, direction, texture, value, color, and composition
- Use Adobe Illustrator® to create graphics illustrations for print, multimedia and the web
- Use Adobe Photoshop® to create high quality photos, graphics for product illustrations, logos, animations, and websites
- Use Adobe Illustrator® or Adobe Photoshop® to enhance words, phrases or quotations, to communicate effectively with the audience, and use both traditional and contemporary typographic skill
- Use Adobe InDesign® to design an image, brochure, magazine or web page to reach target audiences with printed publications that can be repurposed into interactive digital documents for delivery on the Web and on mobile and tablet devices
- Use brand information to design a package that's appropriate for the target audiences
- Discuss general manufacturing and printing processes related to packaging design
- Create a digital portfolio to use on an interview for an entry level position

Basic Skills	0
GRD 101: Graphic Design Orientation	1
GRD 105: Color Theory	3
GRD 110: Introduction to Graphic Design	3
GRD 115: Graphic Design & 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 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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/web-and-graphic-design/graphic-design-associate-degree/tuition>.

Program Goal

The Graphic Design Degree program prepares students for an entry-level position in the design industry.

Program Outcomes

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

- Identify different career options available to digital artists
- Understand the correct use of color and its effectiveness in creating designs
- Describe the formal elements of design, including line, shape, form, direction, texture, value, color, and composition
- Use Adobe Illustrator® to create graphics illustrations for print, multimedia and the web
- Use Adobe Photoshop® to create High quality photos, graphics for product illustrations, logos, animations, and websites
- Use Adobe Illustrator® or Adobe Photoshop® to enhance words, phrases or quotations, to communicate effectively with the audience, and use both traditional and contemporary typographic skill

- Use Adobe InDesign® to design an image, brochure, magazine or web page to reach target audiences with printed publications that can be repurposed into interactive digital documents for delivery on the Web and on mobile and tablet devices
- Use brand information to design a package that's appropriate for the target audiences
- Discuss general manufacturing and printing processes related to packaging design
- Use Adobe Dreamweaver® to design and launch a web page using HTML and XHTML
- Design user friendly and visually appealing web pages that include multimedia features such as animation
- Use Adobe Flash® to create animations and allow for user interaction, then integrate the animation and interactions into web pages created with Dreamweaver
- Use Adobe Fireworks® to create graphs, then integrate the graphs into web pages created with Dreamweaver
- Use Adobe Dreamweaver® to design and launch a web page that includes multimedia features such as animation and interactivity
- Create a digital portfolio to use on an interview for an entry level position
- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer & information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences

Semester 1

Basic Skills	0
GRD 101: Graphic Design Orientation	1
ILS 103: Information Literacy	1
CSC 104: Computer Applications	3
GRD 105: Color Theory	3
ENG 100: English Composition	3
GRD 110: Introduction to Graphic Design	3
Total	14
Proctored Final Examination	

Semester 2

HUM 102: Art Appreciation	3
GRD 201: Typography	3
INT 205: Introduction to Internet Multimedia	3
GRD 115: Graphic Design & Production (Illustrator®)	3
GRD 130: Photo Image Editing 1	3
Total	15
Proctored Final Examination	

Semester 3

GRD 135: Photo Image Editing 2	3
GRD 212: Corporate Design	3
GRD 205: Electronic Publishing	3
ENG 121: Business and Technical Writing	3
MAT 115: Intermediate Algebra	3
SSC 130: Essentials of Psychology	3
Total	18
Proctored Final Examination	

Semester 4

GRD 220: Web Design	3
Science Elective (choose one)	3
SCI 110: Earth Science	
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
INT 120: HTML Coding	3
INT 238: Multimedia and Interactive	3
GRD 222: Dreamweaver	3
GRD 225: Portfolio Development	3
Total	18
Proctored Final Examination	
Total Credits	65

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

Residents of Minnesota will receive an Associate of Applied Science Degree upon completion of this degree program.

Industrial Electronics & 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. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/engineering-and-drafting/industrial-electronics-and-electrical-maintenance-technology-associate-degree/tuition>.

Program Goal

The overall program goal for the A.S. in Industrial Electronics and Electrical Maintenance Technology Degree is to prepare students to enter positions in which they'll help design, troubleshoot, and maintain electrical and electronic equipment.

Program Outcomes

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

- Recognize the work habits and characteristics that are demonstrated by successful technicians, including the codes and standards that technicians must know
- Read and interpret various types of technical drawings, including those used in electrical/electronics applications, and understand the basics of computer-aided design (CAD)
- Develop schematics, line drawings, and panel prints used for the design, manufacture, and maintenance of electrical and electronics systems
- Identify the basic concepts, terminology, and applications relating to electricity, including the components and operation of electrical systems
- Recognize the components and applications of circuits, and list how to troubleshoot circuits
- Identify the basic concepts, terminology, and applications relating to electronics, including the components and operation of electronic systems
- Explain how to test and diagnose electrical and electronic equipment using measuring and diagnostic devices, such as multimeters and oscilloscopes
- Describe the operation of transformers, and identify various types, including single- and three-phase transformers
- Identify electrical-system installation and design processes, and evaluate sample installations to ensure code compliance
- Identify various types of electric motors & describe how they are controlled; list the steps to use when troubleshooting electric motors & controllers
- Demonstrate an understanding of the hands-on, technical skills employed by electrical and electronics technicians in a laboratory setting, including the topics of measurements, circuitry, transformers, and motors

Semester 1

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

EET 101: Fundamentals of Electricity	3
MET 202: Drafting with AutoCAD®	3
EET 103: Fundamentals of Electronics	3
MAT 115: Intermediate Algebra	3
ENG 100: English Composition	3

Total **15**

Proctored Final Examination

Semester 3

EET 105: Electrical/Electronic Measurements and Instruments	3
EET 182: Electronic Circuits	3
MAT 222: Precalculus	3
Social Science Elective (choose two)	6
BUS 121: Economics 1	
SSC 125: Introduction to Sociology	
SSC 130: Essentials of Psychology	

Total **15**

Proctored Final Examination

Semester 4

EST 220: AutoCAD® Applications — Electrical/Electronics	3
Technical Electives (choose two)	6
EET 210: Electric Motors & Controls	
EET 214: Interpreting the National Electrical Code®	
EET 215: Electronic Process Controls	
EET 216: Electrical Installations	
EET 218: Basic Industrial Computer Systems	
EET 221: Pulse Circuits	
EET 235: Digital Electronics	
IET 232: Programmable Logic Controllers	
Arts & Humanities Elective (choose two)	6
ENG 115: Introduction to Literature	
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
EET 249: Resident Laboratory	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.

For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/computer-programming-and-support/pc-maintenance-technology-associate-degree/tuition>.

Program Goal

The PC Maintenance Technology associate degree program will prepare the students to work as computer maintenance technicians, teaching such skills as PC hardware and operating systems maintenance, programming, Internet security, and database technology.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer & information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Describe how to converse with customers to determine the details of equipment problems
- Know how to reassemble computers after making repairs or replacing parts
- Identify and describe computer operating systems, maintenance, and programming
- Explain how to install and configure operating software and peripheral equipment
- Know how to secure the safety of computer, internet, and mobile information
- Discuss the role of database technology in PC maintenance

Semester 1

Basic Skills	0
PCM 101: Orientation to PC Maintenance Technology	1
PCM 103: Introduction to PC Repair	2
ILS 103: Information Literacy	1
PCM 105: PC Hardware 1	3
ENG 100: English Composition	3
CSC 107: Introduction to Microsoft Windows®	3
PCM 106: PC Hardware 2	3
Total	16
Proctored Final Examination	

Semester 2

PCM 107: PC Operating Systems	3
MAT 115: Intermediate Algebra	3
HUM 106: Interpersonal Communication	1
CSC 104: Computer Applications	3
SCI 167: Physical Science	3
INT 128: Network Protocols & Internetworking	3
Total	16
Proctored Final Examination	

Semester 3

INT 125: Internet Server Environments	3
ENG 121: Business and Technical Writing	3
SSC 130: Essentials of Psychology	3
Arts & Humanities Elective (choose two)	6
ENG 115: Introduction to Literature	
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
Total	15
Proctored Final Examination	

Semester 4

ENG 124: Applied Research Skills	2
Technical Core Elective (choose one)	3
INT 120: HTML Coding	
INT 130: Internet Security	
INT 215: Programming in Java™	
INT 220: Programming in CGI/Perl	
INT 225: Intro to Database Technology	3
INT 242: Advanced Database Technology	3
Social Science Elective (choose two)	6
BUS 121: Economics 1	
SSC 105: World Civilizations	
SSC 125: Introduction to Sociology	
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 Mission Statement of the Veterinary Technician Program here at Penn Foster College is to develop veterinary technicians that have both excellent “people” skills as well as excellent “technical” skills. Our Veterinary Technician Program will challenge students to be the BEST they can be! It will provide them with a balance of academics and clinical skills in both the online classroom as well as the veterinary communities where they live, allowing them to achieve a high degree of knowledge, hands-on technical skills, and people skills. Our program has full accreditation with the American



Veterinary Medical Association (AVMA) through their Committee on Veterinary Technician Education and Activities (CVTEA). Graduates of our program will have career opportunities in private veterinary practice, research, industry, government, educational institutions, and more. The program is a four-semester program, with clinical externship experiences occurring at the end of both Semester 2 and 4.

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, to speak (in English), and to hear well enough to communicate observations about animals, and to possess arm and hand steadiness — as well as finger dexterity — to operate equipment and work with animals. Students will learn many important fundamentals needed in their careers in the following academic courses: 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.

Students are encouraged to prioritize their time schedule while in the program in order to focus on the excellent education they will receive during the program. Graduates will be joining the veterinary technician profession as trained and skilled professionals upon successfully passing the Veterinary Technician National Examination (VTNE) graduates will become credentialed veterinary technicians. And depending on the

state lived in, the graduate who successfully passes the VTNE, will either be a licensed veterinary technician (LVT) registered veterinary technician (RVT) or a certified veterinary technician (CVT). To view our VTNE Results [Click Here.](#)

Job opportunities and responsibilities are many. After graduation they include, but are not limited to the following areas: managing a veterinary practice, operating and maintaining a veterinary pharmacy, providing postoperative nursing care and therapeutic support, assisting veterinarians in surgical procedures, administering anesthesia and monitoring anesthetized animals, performing laboratory tests, and properly handling and restraining all species of animals. For tuition details, please visit the program page on the website at <http://www.pennfoster.edu/programs-and-degrees/veterinary-studies/veterinary-technician-associate-degree/tuition>.

Student Health Policies

Students are responsible for their own medical care and health insurance during Clinical Externship 1 and Clinical Externship 2 in the Penn Foster Veterinary Technology Program. The student is responsible for the costs associated with obtaining medical insurance, and any costs associated with needed medical care. Neither the college nor the program nor the externship site is responsible for needed medical care. Proof of medical insurance will need to be provided to the school as part of the clinical externship documents.

Veterinary Technology students should inform the program faculty immediately if there is any health condition that will interfere with their participation in the Clinical Externships. It is important to note that all students are required to perform all skills in each of the Clinical Externships in order to graduate from the program. Program faculty can discuss the options the student has for waiting to complete the Clinical Externship Course. Students will also need to keep our normal enrollment guidelines in mind. They may have to purchase a study time extension, or re-enroll into the program depending on the length of time that has passed. For our female students there are additional guidelines regarding pregnancy (See Pregnancy Policy below).

Students need to be aware of the risk of zoonotic disease (rabies, ringworm, brucellosis, intestinal parasites, toxoplasmosis, etc.) that

is associated with participation in the Clinical Externship courses, and with the veterinary technician profession in general. Zoonotic diseases are diseases that can be passed between animals and people. People working in the veterinary field are generally considered to be at high risk for encountering zoonotic diseases due to their daily interactions with animals. Rabies is one example of a zoonotic disease. Students are strongly encouraged to seek pre-exposure Rabies vaccination prior to their first clinical externship. After discussion with their personal physician, students can elect to waive the rabies vaccination. Students that are not vaccinated will not be allowed to handle non vaccinated animals, or animals of unknown vaccine status, while in their Clinical Externships. Vaccinated students are highly encouraged to handle only animals with a known vaccine status while completing their clinical externships. A rabies vaccination policy form will be provided with the Clinical Externship Course Materials. This will need to be filled out by the student and returned to the school with the rest of the Clinical Externship Documents.

Students will be handling animals during Clinical Externship 1 and Clinical Externship 2. Because of the professional nature of the program, the College is in no way liable for students being bitten or scratched while handling animals during their clinical externship courses. It is our policy that students should not handle aggressive animals during their clinical externships. Students should only be handling non-aggressive animals with a known vaccine history. Even with these policies in place, animals can be unpredictable, and bites, scratches and other injuries can occur. If any injury occurs to a student during their clinical externship, they should follow the clinic's protocol and seek appropriate medical care as soon as possible. Students are then required to inform the program's clinical coordinator about the injury.

Student Pregnancy Policy

Female students who become pregnant while enrolled in the Veterinary Technology Program have the option to voluntarily inform the program faculty of their pregnancy. This must be given to the program in writing, and must include the expected date of delivery. A student will not be considered pregnant until this written disclosure is received by the program. Upon written disclosure, the student will meet with program faculty to discuss the

risks and possible harmful effects of exposure to animals, radiation, anesthetic gases, and other risks to the fetus that are inherent in the practice of veterinary medicine as a technician. Program faculty will discuss the options available to the student to fulfill the educational requirements of the program. The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation from the program.

- The student may remain in the Program if the student is not at the clinical externship 1 or clinical externship 2, and therefore is able to continue with her coursework.
- If the student has reached, but not yet started, clinical externship 1 or clinical externship 2 – they can stop progress in the program. They will be allowed to restart the program in accordance with our normal enrollment guidelines. Students may be required to pay for a study time extension when they are ready to start the program again. If the student is at risk of going beyond the 6 year time limit of the program, they will have to re-enroll into the program according to our normal policies.
- If the student is currently in clinical externship 1 or clinical externship 2 – they can voluntarily stop progress in their externship. They will need to notify the clinical coordinator when they are able to continue with their clinical externship. Students will have to re-apply for the clinical externship, and may be required to restart the clinical externship from the beginning. Students will also need to keep our normal enrollment guidelines in mind. They may have to purchase a study time extension, or re-enroll into the program depending on the length of time that has passed.
- Students may undeclare their pregnancy at any time. This must be done in writing. If she chooses this option, she will be considered not pregnant and be required to complete the coursework as designed (including the clinical externships).
- Although it is both the policy and practice of the program to offer the utmost in safety precaution for its student, Penn Foster College or its affiliates will not be responsible for injury to either the mother or child due to hazard exposure during pregnancy.

All students will be required to sign a form before each clinical externship verifying that they have read and understand this policy.

Penn Foster's Institutional Animal Care and Use Committee (IACUC) Procedures

The Penn Foster's IACUC mission statement is to provide clinical instructional oversight and evaluation of the veterinary technology program's externships by ensuring compliance with federal regulations related to the proper care, use, and humane treatment of animals used in research, testing, and education. The externships are created in accordance with the American Veterinary Medical Association's (AVMA) Committee on Veterinary Technician Education and Activities' (CVTEA) standards.

Policy on reporting complaints in regards to Penn Foster's use of animals:

1. Penn Foster's Veterinary Academy is committed to the ethical and humane care and use of animals in teaching situations. If a clinical supervisor, student, or faculty member is aware of any potential violation to the stated animal care and use criteria or observes the mistreatment of animals, they are strongly encouraged to report their concerns.
2. Concerns can be reported directly to the chair and veterinarian by emailing to vettechpracticum@pennfoster.edu Attention: Veterinary IACUC, Ms. Vicki McLain CVT, LATg, VTS-LAM (Chair).
3. The chair will compose a written document of the issue, the committee's actions/recommendations and any other pertinent information.
4. This document will be forwarded to the Institution Official, the Program Director, and the appropriate state veterinary board.
5. Any action deemed necessary will be clearly documented and handled as appropriate. All information will be filed with the IACUC documents.
6. Penn Foster's Veterinary Academy will not tolerate the harassment or any retaliation directed at anyone who reports actual or possible violations. The Penn Foster IACUC will protect the positions and reputations of those, who in good faith make allegations of animal welfare violations. Investigations will be conducted carefully and discreetly as possible.

Meetings

The IACUC meetings are conducted semi-annually. At this time, the committee will discuss animal welfare issues where applicable in our Veterinary Technology Program. We will evaluate our animal care and use protocols, clinical externships, and ensure compliance with the Animal Welfare Act. The meeting

minutes are kept by the chair, who will prepare and distribute them after the meeting to each committee member, the program director, and the institutional officer (IO). If there is a need to appoint a new member of the IACUC, they must be approved by the IO and the incoming member must accept the position.

VTNE Policy

It is our belief that students should wait until after they have completed the program to take the Veterinary Technician National Examination (VTNE). The Clinical Externship 2 Course is like another review course for the VTNE. During your Externship 2 you will need to review information before completing skills, actually perform the skills, and then complete all the materials to be submitted for the skills. These tasks will help prepare you for the VTNE. We are aware that a small number of states will allow students to take the VTNE before graduation if the school can verify the graduation date. Penn Foster is unlike a traditional school. Students study at a pace that is right for them, and students can begin the program at a time convenient for them. Due to this, we are unable to provide exact graduation dates for our students before they have completed the program.

It is our policy that we will only fill out state VTNE Application forms after a student completes the program. A student may petition to have us fill out a form before they have completed the program if they can meet all of the following criteria:

1. The student is active in Clinical Externship 2.
2. The student has never had an incomplete or failing grade posted for Clinical Externship 2.
3. The student has at least 24 skills accepted by their faculty evaluator in Clinical Externship 2.
4. The student's study time has not expired.
5. The student has not gone beyond the maximum time allowed in the program (see standards of progression in the student handbook).

If a student has met all the criteria, they can petition the Veterinary Academy to have a form completed. The student must provide all necessary forms and information to Penn Foster if they want their request considered. It is the student's responsibility to check with their state licensing agency regarding the application process for the VTNE. Students can find information regarding the VTNE, and links to the various state agencies at www.aavsb.org.

Program Goal

The Veterinary Technician associate degree program will prepare students to work as veterinary technicians in small or large animal hospitals or clinics. The program also prepares students to take the Veterinary Technician National Examination.

Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate effective quantitative skills
- Demonstrate computer & information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Office and Hospital Procedures, Client Relations, and Communication
- Participate in facility management utilizing traditional and electronic media and appropriate medical terminology and abbreviations
- Communicate in a professional manner in all formats—written, oral, non-verbal, and electronic
- Follow and uphold applicable laws and the veterinary technology profession's ethical codes to provide high quality care to patients.
- **Pharmacy and Pharmacology**
 - Safely and effectively administer prescribed drugs to patients.
 - Accurately dispense and explain prescribed drugs to clients
- **Nursing**
 - Demonstrate and perform patient assessment techniques in a variety of animal species
 - Understand and demonstrate husbandry, nutrition, therapeutic and dentistry techniques appropriate to various animal species.
- **Anesthesia**
 - Safely and effectively manage and maintain patients in all phases of anesthesia
 - Safely and effectively select, utilize and maintain anesthetic delivery and monitoring instruments and equipment
- **Surgical Nursing**
 - Understand and integrate all aspects of patient management for common surgical procedures in a variety of animal species
 - Understand and provide the appropriate instruments, supplies and environment to maintain asepsis during surgical procedures

• Laboratory Procedures

- Properly package, handle and store specimens for laboratory analysis
- Properly carry out analysis of laboratory specimens

• Imaging

- Safely and effectively produce diagnostic radiographic and non-radiographic images

• Laboratory Animal Procedures

- Safely and effectively handle common laboratory animals used in animal research

• Avian, Exotic, Small Mammals and Fish Procedures

- Understand the approach to providing safe and effective care for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets

Below is an in-depth look at the curriculum in our program:

Semester 1

Basic Skills	0
VET 101: Orientation to Veterinary Technology	1
VET 102: Introduction to Veterinary Technology	2
ILS 103: Information Literacy	1
CSC 104: Computer Applications	3
SCI 120: Introduction to Biology	3
VET 113: Animal Anatomy & Physiology 1	4
VET 114: Animal Anatomy & Physiology 2	4
Proctored Examination	
Total	18

Semester 2

ENG 100: English Composition	3
VET 106: Veterinary Office Management & Skill with People	3
MAT 102: Mathematical Applications	3
VET 110: Medical Nursing for Veterinary Technicians	3
MAT 140: Medical Mathematics	3
VET 124: Pharmacology for Veterinary Technicians	3
Proctored Final Examination	
VET 131: Clinical Externship 1	4
Total	22

Semester 3

VET 201: Clinical Pathology 1	3
VET 202: Clinical Pathology 2	3
Arts and Humanities Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
VET 212: Anesthesia for Veterinary Technicians	3

VET 214: Surgical Nursing for Veterinary Technicians	3
VET 222: Clinical Parasitology for Veterinary Technicians	3
Proctored Examination	
Total	18

Semester 4

VET 220: Radiography for Veterinary Technicians	3
VET 224: Small & Large Animal Medicine	3
SSC 130: Essentials of Psychology	3
VET 225: Animal Nutrition, Reproduction, Genetics, & Aging	3
VET 228: Laboratory Animal Medicine & Nursing	3
VET 229: Veterinary Technician National Examination Review	1
Proctored Final Examination	
VET 231: Clinical Externship 2	4
Total	20
Total Credits	78

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

Residents of Minnesota will receive an Associate of Applied Science Degree upon completion of this degree program.

Veterinary Practice Management Undergraduate Certificate

The Penn Foster Veterinary Practice Management Undergraduate Certificate will provide you with the education to develop strategies, procedures, policies, and management skills to run the daily operations of a veterinary business and to satisfy the college semester hours required for CVPM certification. A Veterinary Practice Manager is an individual who is responsible for the day-to-day business operations of the veterinary practice. For tuition details, please visit the program page on the website: www.VeterinaryMgmtCert.PennFosterCollege.edu.

Program Goal

To prepare students to seek a Veterinary Practice Manager position by providing them with the education to develop strategies, procedures, policies and management skills to run the daily operations of a veterinary business and to satisfy the college semester hours required for CVPM certification.

Program Outcomes

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

- Identify individual life goals and steps needed to fulfill them, similarities between personal financial goals and business goals, the basics of setting up a budget and starting up and maintaining a business
- Discuss both the business environment and a manager's role in decision making, planning, organizing, leading, controlling, and developing an ethical perspective
- Comprehend the management of the facility's finances, such as patient fees and billing
- Discover the importance of understanding and implementing laws and requirements in a veterinary practice.
- Examine how to provide exceptional customer service to their clients while helping the veterinary practice to grow financially
- Describe the human resources function as it relates to the business environment
- Examine the factors affecting marketing plans to promote the business's products or services through an understanding of marketing principles, consumer buying habits, and advertising strategies
- Discover the importance and methods of marketing and promotion for a veterinary practice
- Summarize the ethical and legal standards in the business environment
- Analyze relevant business ethics issues when confronted with a new decision situation in a veterinary practice.

Semester 1

Basic Skills	0
BUS100: Business Orientation	1
BUS110: Principles of Management	3
ACC113: Basic Accounting	3
VET250: Veterinary Practice Management	3
HRM201: Human Resources Management	3
MKT301: Marketing	3
BUS400: Business Ethics	3
Total	19

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)

This course provides an introduction to managerial accounting; analysis: C-V-P and management; budgeting and performance evaluation; decentralized operations; differential analysis and product pricing; 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. Topics covered include financial statements, return on investment, bookkeeping process, cost accounting, and report systems. PREREQ: None

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 Sage 50 Accounting. Combines real-world accounting systems and examples with computer-based solutions. The course is a blend of problem solving, reading, case projects, 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 to drugs commonly used in medical offices. PREREQ: None

ALH209 Clinical Procedures Theory 1 (1 credit)

45 Lecture hours

Students are introduced to Clinical Procedures Theory. Topics include an overview of the medical assisting profession, healthcare settings and the healthcare team, the history of medicine, therapeutic communication skills, coping skills for the medical assistant, the therapeutic approach to the patient with a life-threatening illness, legal considerations, ethical considerations emergency procedures and first aid, infection control and medical asepsis, the patient history and documentation, vital signs and measurements, the physical examination, basic pharmacology, the calculation

of medications, and dosage and medication administration. PREREQ: Pharmacology, Anatomy and Physiology 1, Anatomy & Physiology 2

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

ALH211 Clinical Procedures Theory 2

(2 credits) 90 Lecture hours

Students will finish the final portion of Clinical Procedures Theory. Topics covered include obstetrics and gynecology, pediatrics, gerontology, male reproductive system, examinations and procedures of body systems, assisting with office/ambulatory surgery, diagnostic imaging, rehabilitation and therapeutic modalities, nutrition in health and disease, electrocardiography, safety and regulatory guidelines in the medical laboratory, introduction to the medical laboratory, phlebotomy, venipuncture, capillary puncture, hematology, urinalysis, basic microbiology, specialty laboratory tests, the medical assistant as an office manager, the medical assistant as a human resource manager, preparing for medical assisting credentials, and employment strategies. PREREQ: Pharmacology, Anatomy and Physiology 1, Anatomy and Physiology 2

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, & 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 familiarizes the student with both the business environment and the manager's role within it. It covers 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. Topics covered include sales; consumer law; negotiable instruments; personal and real property law; wills and trusts; insurance; secured transactions; bankruptcy, and torts and crimes. 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. This course also discusses how the Internet and information systems support the previous activities. PREREQ: Principles of Management; Economics 1

BUS310 Merchandising Planning & 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)

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

BUS350 Supervision & 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)

This course explores the ethical and moral responsibilities of businesses in a capitalist system. It examines different approaches to ethics and morality, including the principles of egoism, utilitarianism, Kant's categorical

imperative, and Rawls's theory of justice. The course also focuses on how different moral philosophies might best be applied to business organizations and their activities. Many examples and case studies are used to explain how the ethical issues facing businesses ultimately affect all of us. PREREQ: Business Law 1 or Legal Environment of Business

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: Intermediate 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; Legal Environment of Business

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; Intermediate 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: Foundation Skills in Math

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: Foundation Skills in Math

CET123 Topographic Drawing & 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 & Design 1 (3 credits)

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

CET242 Highway Construction & 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.

CIS245 Structured Systems Analysis & Design (3 credits)

This course begins with the planning process for software development and then shows the students how to convert the user's business needs into a computer information system. PREREQ: Introduction to Computers; Business Computer Systems & Applications or equivalent.

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

Students will learn about PC applications in word processing, spreadsheets, and presentation software, as well as create documents, spreadsheets, and presentations. Students will also learn how to integrate the applications. 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® 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)

This course includes material about Internet basics, computer hardware, online library resources, and search engines, as well as PC applications in word processing and spreadsheet software. PREREQ: None

CSC110 The Microcomputer & 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

CSC218 Visual Basic® (3 credits)

This course takes students through the basics of writing software, to working with data structures, using XAML, and building Windows applications. Students learn debugging, structured error handling, how to build class libraries and register assemblies, programming with SQL Server and ADO.NET, and develop Windows 8 applications. 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 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 & 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 & 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: Intermediate Algebra

BCT250 Codes & 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 & 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)

This course 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. It explains the limitations of a system initially designed to respond to the needs of Colonial America. The course also focuses on individuals' 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 & 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

CJS210 Crime Scene Investigation Basics (3 credits)

This course provides 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: CJS120-Police Studies

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 "prisoners' 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

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 links to Internet sites 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; and how to detect and 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

CJS238 Criminal Law (3 credits)

With this course, you'll review 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. You'll look at crimes and their underlying elements, consider what a prosecutor needs to show in order to secure a conviction beyond a reasonable doubt, examine the traditional form of criminal law as well as strict liability and victimless crimes, discuss a range of criminal offenses, such as inchoate and property-based crimes, crimes of violence and administrative crimes, and consider the excuses, justifications, and defenses to the prosecution of such activities.

CJS245 Security & 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)

Following an introduction to criminology, the student will explore criminological theories, general types of crime, special types of crime, as well as the future of crime. The course covers property and white collar crime, in addition to organized crime and computer crime. Methods for predicting what the future holds for crime are also discussed. 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)

This course provides 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: Orientation to Early Childhood Education; Child Growth and Development

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

This course presents 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: Orientation to Early Childhood Education; Child Growth and Development

ECE210 Child, Family, and Community (3 credits)

This course serves as a guide for students of early childhood education to 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, 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 & 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: Orientation to Early Childhood Education, Child Growth and Development

ECE225 Family Child Care (3 credits)

This course includes the practical consideration of issues and responsibilities in providing family child care for infants and young children. Topics include developmental domains, developmentally appropriate practices, curriculum and creating a successful environment. PREREQ: Orientation to Early Childhood Education; Child Growth and Development

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

ECE240 Assessment in Early Childhood Education (3 credits)

In this course, students will learn the purpose of observation and assessment in the early childhood classroom; describe the process of collecting and recording observations; foster child development in each learning area and share their observations with the children's family members. PREREQ: None

Electricity and Electronics

EET101 Fundamentals of Electricity (3 credits)

This course introduces to the basic concepts, terminology, and applications relating to electricity such as circuits, capacitors and inductors, magnets and electromagnets, conductors, and cells and batteries. It also covers motors and generators, alternating current, alternators, and the overall electrical system. PREREQ: None

EET103 Fundamentals of Electronics (3 credits)

This course introduces the basic concepts, terminology, and applications relating to electronics such as rectification, basic semiconductor components, switching devices, electron tubes, optoelectronics and fiber-optic components. The course also covers electronic hardware, power supplies, amplifiers, oscillators, and modulation and demodulation. 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 amplifications; audio and rf 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 & 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, outlets, 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, 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

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 (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

EST220 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®

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 will review basic grammar, including parts of speech, active and passive voices, sentence structure, and paragraph construction. The course also includes practical information on writing memos and emails and organizing material. PREREQ: None

ILS103 Information Literacy (formerly ENG 103) (1 credit) 45 Lecture hours

This course introduces students to the techniques and strategies necessary to research successfully in a cyber environment. Topics include the need for information literacy and how to formulate a search statement, navigate online search engines, cite sources, and organize and use information honestly and responsibly. PREREQ: None

ENG115 Introduction to Literature (3 credits) 135 Lecture hours

This course will allow you to develop your critical thinking skills and broaden your knowledge of the main genres of literature—fiction, poetry, and drama. PREREQ: None

ENG121 Business and Technical Writing (3 credits)

This course provides an introduction to the various methods of organizing material for a professional setting. Students will compose business documents using the ABC method. These include: memos, emails, outlines, reports and proposals, descriptions, and organizing materials. Students also work on honing their grammar skills. PREREQ: None

ENG122 Technical Writing (3 credits)

Specialized training is offered in writing of proposals, reports, instructions, letters, abstracts, résumés, 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)

This course provides students with a foundation in the basic concepts of public speaking. Students will learn how to research, organize, and write effective speeches; incorporate presentation aids; and rehearse and deliver speeches effectively. Students will prepare, rehearse, record, and submit speeches in a number of rhetorical styles to be graded. 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)

This course presents the history of costume in the West. Beginning with ancient times, it covers the dress of each era in the context of historical events, societal values, and technology that influenced clothing and its production, how the organization and function of the fashion industry changed as it became more complex is also covered. 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)

This course will introduce students to the fundamental concepts and importance of personal financial management, including analysis and management of personal assets and financial instruments. PREREQ: None

FIN305 Securities & Investments (3 credits)

In this course, you'll gain an understanding of the steps in making investment decisions, the nature of securities and markets, how technical analysis is performed, and how to set up a portfolio. PREREQ: None

FIN310 Corporate Finance (3 Credits)

This course addresses one of the most important components of every business operation — financial decision making. All business decisions have some financial implications, either directly or indirectly. Many of the financial concepts addressed in this course arise and may be applied to personal financial and economic decisions. It is very important, therefore, to develop a broad, basic understanding of the study of finance and corporate finance. PREREQ: Mathematics for Business and Finance

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 basics of design and what distinguishes good design from poor design. This course focuses on the different components used in design, such as the four basic design principles, color relationships, essential aspects of typography, including contrasts and categories, and incorporating proximity, alignment, repetition, contrast, color, and type into a design. It also provides tips and tricks on how to create various pieces. 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. Students learn how to use Photoshop® software and apply smart design principles to multimedia products such as print brochures, dynamic graphics, animation, websites, 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 Design (3 credits)

Web 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. 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, websites and brochures. This course culminates in the presentation of an electronic portfolio utilizing graphics created throughout this course. PREREQ: Introduction to Graphic Design, Photo Image Editing 1, Dreamweaver, and Electronic Publishing

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 allied health industry, and the role that allied health professionals play in that industry. Focus is on the different elements and jobs in the allied health 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 allied health professionals. PREREQ: None

HIT105 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 (3 credits) 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 credits)

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 (3 credits) 135 Lecture hours

This course explores the basics of medical coding. You'll learn how to interpret the ICD-10, HCPCS Level II, and CPT coding manuals and apply them to coding scenarios. You'll examine specialty areas such as cardiology and obstetrics/gynecology, radiology, pathology, and laboratory work. You'll learn the steps you need to take in order to assign correct codes to diagnoses and procedures. Finally, you'll learn how to use each of the coding manuals in conjunction with the others to create a full set of codes for a patient visit. PREREQ: Medical Terminology

HIT207 Medical Transcription (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

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.

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: Mathematics for Business and Finance

HIT290 Practicum in Health Information Technology (4 credits)

A comprehensive overview designed to prepare the 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 the many different elements that comprise employee benefits. The course will not only help the career of the benefit specialist, but it will also cover the history and many of the governmental issues concerning benefit programs today. Employee Benefits covers 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

In this course, the student will gain an understanding of artistic media, historical periods and artistic movements, the roles of the artist and the viewer, and the principles of art criticism. PREREQ: None

HUM104 Music Appreciation (3 credits)

135 Lecture hours

In this course, the student will understand how to appreciate music and learn about the roles of the composer and the listener, the principles of music theory and instrumentation, musically significant historical periods, and 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 skill 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: Foundation Skills in Math

IET121 Engineering Economy (1 credit)

Operating costs; investment methods; interest tables; engineering valuation. PREREQ: Foundation Skills in Math

IET235 Operational Analysis (2 credits)

Operation analysis procedures; selection of process and tooling; plant layout and material handling. PREREQ: Foundation Skills in Math

IET237 Materials Management & 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: Foundation Skills in Math

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

Interior Design

BCT101 History of Interior Design (3 credits)

This introductory course provides a chronological examination of interior design. Focus is on architectural details, furnishings, and decorative objects. PREREQ: None

BCT105 Drawing for Interiors (3 credits)

Drawing for Interiors teaches students the simple drawing techniques needed for the preliminary phase of design presentation. Focus is on sketching basics—including line, light, and texture—and perspective drawing. PREREQ: None

BCT115 Interior Design Fundamentals (3 credits)

Interior Design Fundamentals covers the basics of the profession for both commercial and residential environments. Topics covered include space planning, environmental sensitivity, and multicultural design. PREREQ: History of Interior Design

BCT135 Textiles (3 credits)

This course provides students with a basic knowledge of the production and performance characteristics of textiles. Topics include fabric development; fibers and their properties; yarn processing and classification; fabrication techniques, such as weaving and knitting; textile care and sustainability; and environmental issues associated with the textile industry. PREREQ: History of Interior Design; Color Theory; Interior Design Fundamentals

BCT140 History of Furniture (3 credits)

This course profiles the history of furniture development from the ancient world to modern-day styles. Students will learn about how the cultural, political, social, and economic factors of each time period influenced furniture designs and the creative arts. PREREQ: History of Interior Design; Interior Design Fundamentals; Textiles

BCT145 CAD for Interiors (3 credits)

CAD for Interiors uses a step-by-step approach to teach beginning interior designers how to create professional floor plans for their design projects. Students will learn how to draw a base plan; add text, dimensions, and layers; and create interior sections and elevations. AutoCAD® software provided with the course. PREREQ: Drawing for Interiors

BCT150 Building Systems for Interior Design (3 credits)

This course explains technical building systems and engineering issues to interior designers. Topics include heating and air conditioning systems, environmental issues, water and waste, thermal comfort, electricity, lighting, security and communications systems, fire safety, and transportation systems. PREREQ: Interior Design Fundamentals

BCT165 Materials for Interiors (3 credits)

Materials for Interiors covers the nonstructural materials used in typical design projects. Topics include paint, wallcoverings, carpet, wood, ceilings, and kitchen and bathroom materials. Special attention is paid to environmental concerns and recycling of materials. PREREQ: Interior Design Fundamentals; Textiles; History of Furniture

BCT201 Residential Design (3 credits)

This course teaches the fundamental skills needed to create well-designed interior spaces of all types—from entryways and hallways to kitchens, bathrooms, and living spaces. Focus is on ergonomics and required clearances, organizational flow, building codes, electrical and mechanical concerns, lighting, fixtures, storage, and appliances in residential spaces. PREREQ: Building Systems for Interior Design; Materials for Interiors

BCT202 Commercial Design 1 (3 credits)

Students in this course will learn about all aspects of commercial space planning, including code requirements, design applications, and historical perspectives of commercial buildings. Types of facilities covered include office spaces, lodging facilities, and health-care facilities. PREREQ: Building Systems for Interior Design; Materials for Interiors

BCT205 Marketing & Sales in Interior Design (3 credits)

This course teaches beginning interior designers to develop effective marketing strategies for their businesses. Course topics include establishing a professional brand and profile, targeting and qualifying clients, building strong and lasting client relationships, creating contracts, handling complaints, and charging for services. PREREQ: Interior Design Fundamentals

BCT215 Codes for Interiors (3 credits)

Codes for Interiors covers the breadth of codes and standards needed by interior designers. It discusses occupancy classifications; performance codes; fire codes; building and finish standards; plumbing, mechanical, and electrical codes; energy codes; and Americans with Disabilities standards. PREREQ: Building Systems for Interior Design; Residential Design; Commercial Design 1

BCT225 Professional Practice (3 credits)

Professional Practice covers the legal, financial, management, marketing, administrative, and ethical issues encountered by interior designers. Topics include establishing personal and professional goals, establishing and growing a new design business, marketing and developing your business, and determining project compensation and fees. PREREQ: Marketing & Sales in Interior Design; Codes for Interiors

BCT230 Kitchen and Bath Design (3 credits)

This course covers the fundamental design principles and planning procedures for kitchens and bathrooms. Design codes and structural requirements are covered first, followed by detailed explanations of the components of each room. Special emphasis is placed on cabinetry, countertops, storage, appliances, plumbing, electrical/mechanical considerations, and sustainability. PREREQ: Residential Design; Codes for Interiors

BCT235 Architectural Lighting Design (3 credits)

Students enrolled in this course will learn interior and exterior lighting techniques for residential and commercial spaces. The concepts of daylighting, special effect lighting, retrofitting, and energy code calculations are introduced. Also discussed are lighting applications for specific spaces, including residences, workspaces, classrooms, health care settings, hospitality settings, and retail settings. PREREQ: Building Systems for Interior Design; Materials for Interiors

BCT245 Environmentally Responsible Design (3 credits)

This course teaches design professionals how to apply “green” principles to their projects. Topics include global sustainability, indoor environmental quality, energy and water issues, evaluating finishes and furnishings,

evaluation instruments, certification programs, and U.S. Green Building Council (USGBC) and Environmentally Responsible Interior Design (ERID) specifications. PREREQ: Building Systems for Interior Design; Materials for Interiors; Codes for Interiors

BCT248 Commercial Design 2 (3 credits)

This course is a continuation of Commercial Design 1. Students enrolled in this course will learn about all aspects of commercial space planning, including code requirements, design applications, and historical perspectives of commercial buildings. Types of facilities covered include food and beverage facilities, retail spaces, senior living facilities, institutional facilities, and cultural/recreational areas. PREREQ: Commercial Design 1

Internet Technology

INT101 Computer Technology Orientation (1 credit)

Overview of Internet technology; role of technology in society; strategies for completing the Internet Technology Program as an independent learner. PREREQ: None

INT114 Internet Marketing & 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 Applications

INT125 Internet Server Environments (3 credits)

This course explores the foundations of the World Wide Web: the servers, clients, and technologies that link them together, and introduces web page design and website configuration, while examining common hosting

environments, including Windows and Unix-based platforms. PREREQ: Computer Literacy

INT128 Network Protocols & 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

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 multi-media titles. PREREQ: Computer Applications

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. PREREQ: 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. PREREQ: 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. PREREQ: 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. PREREQ: Internet Server Environments

INT238 Multimedia and Interactive (3 credits)

This course includes instruction in Dreamweaver,® Flash,® and Fireworks,® along with integration of the three applications. Students develop a web page and work with text and graphics, links, and tables in Dreamweaver;® add objects and animation to a web page with Fireworks;® and draw, 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. PREREQ: Introduction to Database Technology

Marketing

MKT301 Marketing (3 credits)

This course covers the principles of marketing. Topics covered include assessing, analyzing, understanding, and targeting the marketplace, as well as the creation, capture, delivery, and communication of value. Students will learn how to develop a marketing plan, use social and mobile marketing effectively, integrate ethics into marketing strategies, influence the consumer decision process, perform market research, perform SWOT and STP analyses, make decisions concerning branding, packaging, and developing new products, price products and services fairly, set advertising objectives, and more. PREREQ: None

MKT310 Advertising Principles (3 credits)

Students will learn about the global effect of advertising and integrated marketing communications (IMC), as well as how to use advertising and IMC strategies to create compelling marketing strategies and campaigns. PREREQ: Marketing

MKT320 Consumer Behavior (3 credits)

This course will teach you the principles involved in how and why consumers make decisions. Topics covered include influencing consumer behavior, consumer decision-making, effects on research and marketing, factors that affect purchasing behavior, and consumer acceptance of products. PREREQ: Marketing

MKT340 Retail Management (3 credits)

This course is designed to introduce students to retailing in a rapidly changing environment. Topics covered include organization of retail stores, basics of retailing, management of a successful retail business, and 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 Mathematics for Business & 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; and the 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

MAT115 Intermediate Algebra (3 credits)

Study basic algebraic concepts. Review the systems of equations, polynomials, and radicals. Learn how to factor polynomial expressions and simplify rational expressions. 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)

This course provides a review of basic math and then covers medication administration, systems of measurement, and calculating medication dosages. PREREQ: Mathematical Applications

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: Mathematics 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: Foundation Skills in Math

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 coordinates, and limits. PREREQ: Intermediate 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: Mathematics 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: Intermediate 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: Foundation Skills in 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: Foundation Skills in Math

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: Introduction to Technical Drawings

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: Foundation Skills in Math

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: Foundation Skills in Math and Physical Science

MET241 Tool Design 1 (3 credits)

This course will introduce the student to the fundamentals of designing manufacturing tooling. The course will cover the basic tooling concepts, the material used for tooling, and the concepts of work holders, jigs, and fixtures. The course will also introduce the student to the process of geometric dimensioning and tolerancing, and discuss its relationship to the design of tooling. PREREQ: Manufacturing Processes

MET242 Tool Design 2 (3 credits)

This course will introduce the student to the various methods used in the design of dies and the processes used for the joining of materials. We also will cover the use of presses and the uses of forging techniques to form materials. Finally, the course will cover how computers are used in the tool and die industry. 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 (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

MAS204 Clinical Procedures Lab 1 (1 credit) 45 Lab hours

Students will be initiated into the clinical aspects of medical assisting, vital signs, and medical asepsis. Students will receive a clinical skills kit that will allow them to receive the hands-on training of required skill sets. Students will demonstrate competencies in each clinical skill by recording themselves performing the skill and performing the skill under the supervision of an approved proctor. 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 Theory 1

MAS205 Clinical Procedures Lab (1 credit) 45 Lab hours

Students will be initiated into the clinical aspects of medical assisting, vital signs, and medical asepsis. Students will receive a clinical skills kit that will allow them to receive the hands-on training for those required skill sets. Students will demonstrate competencies in each clinical skill by recording themselves performing the skill and performing the skill under the supervision of an approved proctor. 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 aren't included in the tuition. PREREQ: Clinical Procedures

MAS206 Clinical Procedures Lab 2 (1 credit) 45 Lab hours

The students will continue with the clinical aspects of medical assisting: sterilization and disinfection, appropriate site placement for EKG leads, identifying vein for venipuncture, collecting a sputum specimen, OSHA, CLIA, patient education for a mid-stream urine specimen, pediatric mensuration, and educating a patient on metered dose inhaler. Students will continue to use the materials required to complete the skills from the clinical skill kit provided to the student for Clinical Procedures Lab 1. Students will demonstrate competencies in each clinical skill by recording themselves performing the skill and performing the skill under the supervision of an approved proctor. 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 Theory 2

MAS219 Externship 1 (1 credit) 45 Externship hours

When the student completes all of ALH209 Clinical Procedures Theory 1 and MAS204 Clinical Procedures Lab 1, the student would be able to begin clinical hours. The student will need to complete hours in a health-care setting in order to be able to obtain all of the required skills completed. The student will be required to complete a daily journal of his/her experiences and document how he/she is completing the

course objectives. Forty clinical hours would be required in this semester. Sites required in this semester would include a family practice. Students would need to have completed every single skill to graduate with no exceptions. PREREQ: Clinical Procedures Theory 1, Clinical Procedures Lab 1

MAS220 Externship (4 credits)

200 Externship hours

When the student completes all the academic courses and the clinical procedures lab, the student will extern in a health-care setting. 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

MAS221 Externship 2 (2 credits)

160 Externship hours

When the student completes all of ALH211 Clinical Procedures Theory 2 and MAS206 Clinical Procedures Lab 2, the student would be able to begin clinical hours. The student will need to complete hours in a health-care setting in order to be able to get all of the required skills completed. The student will be required to complete a daily journal of his/her experiences and document how he/she is completing the course objectives. One hundred sixty clinical hours would be required in this second semester. PREREQ: Clinical Procedures Theory 2, Clinical Procedures Lab 2

MAS225 Externship (3 credits)

160 Externship hours

When the student has completed all modules and proctored exams in the semester with a 70% or greater and has met all the externship requirements, he or she may begin clinical hours. The student will be required to complete a daily journal of his or her experiences and document how he or she is completing the course objectives. The externship is 160 hours, unpaid. Recommended sites in this semester may include cardiology, ambulatory surgery, neurological, OB/GYN, pediatrics, gastroenterology, family practice, and urgent care sites. These would be the typical sites where the skills that are necessary to develop are performed.

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 & 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 & 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 & 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)

Provides 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. PREREQ: None

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 of 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)

This course provides a systematic overview of operating systems, including Windows® operating systems as well as Mac operating systems. The course also describes the use of software for virus protection, data protection and recovery. 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: None

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: Foundation Skills in Math

SCI165 Technical Science (2 credits)

Use of metrics; nature of heat; expansion of gases; fundamental laws of chemistry; organic chemistry. PREREQ: Foundation Skills in Math

SCI167 Physical Science (3 credits)

Principles that define and govern the physical universe as we know it; chemistry; physics, earth and space sciences. PREREQ: Foundation Skills in Math

Social Science

SSC105 World Civilizations (3 credits)

This course serves as an introduction to many of the major events of the fifteenth through twenty-first centuries and examines the 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**

This course covers biology and behavior, consciousness, memory, thought and language, intelligence, personality and gender, stress, and community influences. 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 and 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

VET106 Veterinary Office Management and Skill with People (3 credits)

This course will introduce students to the various support staff positions within a veterinary practice. Students will discover how the veterinary practice operates in terms of bringing in clients, facility care and maintenance, as well as recordkeeping and filing. Students will learn the art of communication between the staff and the clients, from improving speech, managing telephone calls, to making appointments and greeting clients. Students will acquire skills for finding a job, including where to look for a job, creating a résumé, and preparing for an interview. Also presented in this course is

information about personal growth, including the importance of continuing education, time and money management, as well as managing stress. PREREQ: None

VET110 Medical Nursing for Veterinary Technicians (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

VET113 Animal Anatomy & 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 & 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 1

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

VET124 Pharmacology for Veterinary Technicians (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, Medical Nursing for Veterinary Technicians

VET130 Practicum 1 (4 credits)

The first of two clinical practicums at a veterinary hospital, be part of the working veterinary team and practice the knowledge and skills acquired from semesters 1 and 2. PREREQ: Semesters 1 and 2

VET131 Clinical Externship 1 (4 credits)

The first of two clinical externships at a veterinary hospital, be part of the working veterinary team and practice the knowledge and skills acquired from semesters 1 and 2. PREREQ: Semesters 1 and 2

VET200 Animal Care & 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

VET212 Anesthesia for Veterinary Technicians (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, Pharmacology for Veterinary Technicians

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

VET214 Surgical Nursing for Veterinary Technicians (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, Medical Nursing for Veterinary Technicians

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

VET220 Radiography for Veterinary Technicians (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, Medical Nursing for Veterinary Technicians

VET222 Clinical Parasitology for Veterinary Technicians (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, Medical Nursing for Veterinary Technicians

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

VET224 Small and Large Animal Medicine (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, Medical Nursing for Veterinary Technicians, Clinical Parasitology for Veterinary Technicians

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

VET228 Laboratory Animal Medicine & Nursing (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, Clinical Parasitology for Veterinary Technicians, Small and Large Animal Medicine

VET229 Veterinary Technician National 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 clinical practicum at a veterinary hospital; be part of the working veterinary team and practice the knowledge and skills acquired from semesters 1 – 4. PREREQ: Practicum 1 and Semesters 3 and 4

VET231 Clinical Externship 2 (4 credits)

The second clinical externship at a veterinary hospital; be part of the working veterinary team and practice the knowledge and skills acquired from semesters 1 – 4. PREREQ: Clinical Externship 1 and Semesters 3 and 4

VET250 Veterinary Practice Management (3 credits)

Students will learn the importance of understanding and implementing laws and requirements in a veterinary practice. Students will also learn the benefits of developing a professional, efficient, and knowledgeable team that provides exceptional customer service to their clients. Additionally, the course will provide students with instructions and information on how to help their practice to grow financially. PREREQ: None

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Vice-President - Product Management
and Content
B.A., Dartmouth College
M.B.A., Northwestern University - Kellogg
School Management

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Faculty

Lizanne Acevedo

Adjunct Instructor, Veterinary Academy
A.A.S., Veterinary Technology
Northampton County Area Community
College, Certified Veterinary Technician

Sheryl Adams, CVT

Externship Evaluator, Veterinary Academy
A.S., Veterinary Technology

Gary Anderson, CVT

Grader, Veterinary Academy
A.S., Veterinary Technology, Johnson College

Stephen Aniska

Grader, Biology
M.S. Biomedical Science, The Commonwealth
Medical College
B.S. Biology, Keystone College
Certificate of Vascular Ultrasound, Lackawanna
College

Jamiece Apolinaro

Grader, English
M.B.A., Wilkes University
B.S., Wilkes University

Eric Ashman

Senior Instructor, Business
B.S., Secondary Math Education,
Penn State University
M.B.A., University of Scranton

Angela Bassani

Grader, Algebra
Masters of Business Administration,
University of Scranton
B.S., Accounting/Finance, University of Scranton

Carmen Beaudry

Instructor, English
M.F.A., Lindenwood University
B.A. Arts, Literature, UC San Diego

Carla Bednar

Grader, Early Childhood Education
M.A., Teaching/Elementary Education
Marywood University
B.A., Psychology, Wilkes University
PA Certification – Early Childhood Education,
King's College

Darlene Bennett

Grader, English
M.A. English, University of South Alabama
M.A. Education, University of Phoenix
B.A. Business, Accounting, English University of
South Alabama

Jennifer Bernat

Adjunct Instructor, Veterinary Academy
Clinical Counseling, LaSalle University
B.A., Psychology, Susquehanna University
A.S., Veterinary Technology, Lehigh Carbon
Community College
Certified Veterinary Technician

Donna Blackburn

Instructor, ECE
Ph.D., Higher Education and Learning, Walden
University
M. Ed Early Childhood Education, Cameron
University
B.A., Psychology, CSUUSB

Nichole Blasko

Grader, Veterinary Academy
A.S., Veterinary Technology, Johnson College
Certified Veterinary Technician

Jonathan Boyson

Instructor, Computer Science
B.S., Computer Science, Bloomsburg University

Shannon Brown

Grader, English
M.A. English, University of Scranton
B.A. English, Marywood University

Linette Browning

Grader, Early Childhood Education
M.S., Early Childhood Education, Scranton
University
B.S., Elementary, Scranton University

Melinda Buckingham

Teaching Assistant & Externship Evaluator,
Veterinary Academy
A.S., Veterinary Technology, Johnson College
Certified Veterinary Technician

James Burcicki

Instructor, Accounting
B.S., Accounting, Kings College

Joseph Burruano

Program Director, Criminal Justice
Juris Doctorate, St. Johns University
Law School
B.A., English, C.W. Post College/L.I. University

Renee Butts

Grader, English
M.A., Creative Writing, Wilkes University
B.A., English, Misericordia University

Jamie Campbell

Instructor, English
M.A., English, Literature and Language
B.A., English/Psychology Minor

Karen Cardone

Instructor, Allied Health
R.N., Community Medical Center School of
Nursing

Wendy Carlin

Grader, Allied Health
B.S., Health Science, Kaplan University

Tyra Casbon

Adjunct Instructor, Veterinary Technician
A.A.S., Veterinary Technology, Delgado
Community College
Registered Veterinary Technician

Jerome Cavanaugh

Grader, English
M.S., Education/English Marywood University
B.S., Education/English University of Scranton

Thomas Chairge

Grader, Business
M.B.A., Kettering University
B.A., Business Administration, Marywood
University

Danielle Chesek

Instructor, Veterinary Academy
M.S., Bioscience, Tufts University
B.S., Science, Penn State University

Ariel Cho

Grader, Biology
M.S., Biology, Central Michigan University
B.S., Biology, Albright College

Michelle Cicco

Instructor, Allied Health
M.S., Cardiac Rehabilitation & Exercise Science,
East Stroudsburg University
B.S., Biology, Penn State University
B.S., Nursing, Edinboro University of PA

Rosemary Cook

Grader, Biology
Ph.D., Microbiology, SUNY at Buffalo
B.S., Liberal Arts, Medaille College
A.S., Veterinary Technology, Medaille College

Rose Coupland

Instructor, Allied Health
LPN, Mercedian School of Practical Nursing

Darlene Daniels

Grader, Early Childhood Education
M.A., Education, University of
Maryland-College Park

Brenda Davis

Grader, Biology and Earth Science
Bachelor of Arts Biology, Temple University
Master of Education Secondary Education,
Arcadia University

Russell Day

Department Chair, Business
B.S., Temple University

Jon DeEsch

Instructor, Engineering Technology
M.S., Education - Curriculum & Instruction,
University of Scranton
B.S., Political Science, University of Scranton
OCA Certification for Vocational Instruction,
Carpentry Certification, Home Inspection
Certification

Tricia DeGrazia

Adjunct Instructor, Veterinary Academy
B.S., Business Management, University
of Scranton
A.S., Veterinary Technology, Johnson, College
Certified Veterinary Technician

Chandel DeLucca

Adjunct Instructor, Veterinary Academy
A.S., Veterinary Technology, Johnson College
A.S., General Studies, Luzerne County
Community College
Certified Veterinary Technician

Emily Denison

Grader, English
Master of Fine Arts, Theater, History and
Drama, University of Massachusetts
Bachelor of Fine Arts, Theater and Drama,
University of Arizona

Tiffany Driscoll

Grader, Biology
M.S., Biochemistry, University of Scranton
B.S., Biology, University of Scranton

Kenneth Doolittle

Instructor, Business
M.B.A., Marywood University
B.S., Finance, Duquesne University

Maryann Dziak

Grader, Business Studies
Master's Degree Organizational Management,
Misericordia University
Bachelor's Degree, Human Resources
Management and Psychology, Wilkes University

Christina Elvidge

Instructor, English
Master of Arts, English, University of Scranton
Bachelor of Arts, English, University of Scranton

Donna Evans

Grader, Business
M.B.A., Wilkes University
B.S., Business Administration, Wilkes University
A.S., Business Administration, Penn State
University
A.S., Computer Science, Penn State University

Mary Kay Farrand

Adjunct Instructor, Allied Health
B.S., Education, Pennsylvania State University
Certified Professional Coder (CPC-A), American
Academy of Professional Coders Professional
Healthcare Instructor Certification (PHIC),
American Medical Certification Association

Suzanne Fauver

Associate Clinical Coordinator, Veterinary
Academy
A.S., Veterinary Technology, Johnson College
Certified Veterinary Technician

Melissa Fazio

Adjunct Instructor, Allied Health
B.A., Health Services Administration
Marywood University

Melissa Ferranti

Grader, Veterinary Academy
A.S., Veterinary Technology, Johnson College
Certified Veterinary Technician

Virginia Festa

Instructor, ECE
M.A., Education, Clarks Summit University
B.A., Elementary Education, Clarks Summit
University

Christina Fike

Grader, Music
M.S., Education and Technology in Education,
Leslie University
B.S., Music Education, Missouri Western State
University

Amy Fors

Instructor, Veterinary Academy
A.S., Veterinary Technology, State University of
New York at Delhi
Licensed Veterinary Technician

Amy Fotta

Grader, English
M.A., Rhetoric & Composition, Salisbury
University
B.A., English & Communication Arts, Marywood
University

Kimberly Frey

Grader, Allied Health
Masters of Business Administration, University
of Scranton
B.S., Nursing, Misericordia University
Associate Degree, Registered Nurse, Luzerne
County Community College

Suzanne Furey

Grader, Psychology, Sociology
Masters in Education, Wilkes University
B.S. Elementary Education,
Minor in Psychology, Marywood University

William T. Gallagher

Instructor, Electronics
Electronics Technology, Star Technical Institute
A.S.T., Electrical Engineering Technology,
Education Direct
A.S.B., Business Management, Education Direct

Natalie Gallo

Adjunct Instructor, Veterinary Technician
A.A.S., Veterinary Technology
Delgado Community College
Registered Veterinary Technician

Heather Geyer

Externship Evaluator, Veterinary Academy
A.S., Vet Tech

Rodney Gibbs

Adjunct Instructor, Security Guard
M.S., Criminology and Criminal Justice,
University of Maryland
B.S., Urban and Regional Studies, Minnesota
State University

Wynell Gilbert

Grader, Biology
M.Ed., Biology Education,
Alabama State University
B.S., Biology, Alabama A&M University

Maryann Grandinetti

Grader, Allied Health
M.A., Health Administration, King's College
B.S., Communications, Ithaca College

Larissa Grissom

Grader, Social Science
M.S., Psychology, University of Phoenix
B.A., Psychology, Oklahoma State University

Meghan M. Groth-Prepura

Instructor, Fire Science Administration
M.P.A., Public Administration,
Governors State University
B.S., Biochemistry/Molecular Biology,
Illinois State University
A.A.S., Fire Science,
Moraine Valley Community College

Victoria Garton Gundling

Grader, English
M.A. English Language and Literature,
University of Maryland
B.A. English, Marywood University

James Hadsell

Grader, Biology
M.S., Medical Education Leadership
New England University Medical College
M.S., Biotechnology, Marywood University
B.S., Neuroscience, Psychology Minor,
King's College

Rachel Ann Harb

Adjunct Instructor, Veterinary Technician
Associate in Applied Science / Veterinary
Technology, Delgado Community College
Registered Veterinary Technician

Kristina Harzowski, CVT

Grader, Veterinary Academy
A.S., Veterinary Technology, Johnson College

Janet Z. Healey

Grader, Business and Technical Writing
B.A., Communications, University of Scranton

Brandy Helewa

Adjunct Instructor, Veterinary Technician
A.A.S., Veterinary Technology, Mesa
Community College

Michael Heimbecker

Instructor, Fire Science Administration
B.S., Engineering Technology/Fire Protection
and Safety Engineering,
Oklahoma State University

Melissa Herzing

Teaching Assistant, English
Masters in English, Virginia Commonwealth
University
Masters in English, Indiana University of
Pennsylvania
Bachelors in Journalism, Indiana University of
Pennsylvania

Rebecca Hines

Grader, English
B.A., Communications/Journalism,
Wilkes University

Cynthia Holland

Grader, Early English
M.A.T., English Language Arts, University of
West Alabama-Livingstone
B.A., English, Athens University
A.S., English Language Arts, Northeast
Alabama Community College
A.A.S., Business Management and Supervision,
Northeast Alabama Community College

David W. Hollinger

Instructor, Fire Science Administration
M.P.A., Public Management,
University of the District of Columbia
B.S., Fire Science Administration,
University of the District of Columbia
A.A.S., Fire Science Administration, Northern
Virginia Community College

Christopher Holm

Grader, Science
Ph.D., Forest Resources/Water Quality,
University of Minnesota
M.S., Environmental Science, University
of New Haven
B.S., Biology, Fitchburg State College

Sharon Hopkins

Senior Instructor, Art, Graphic Design
B.F.A., Marywood University

Kelly Hummert

Grader, Early Childhood
M.A., Early Childhood Education,
Grand Canyon University
B.A., Education, University of Cincinnati
A.A., Early Childhood Education,
Harrisburg Area Community College

Mariena Hurley

Grader, Science
M.S., Biology, Central Michigan University
B.S., Biology, Albright College

Dr. Jim Hurrell

Director, Veterinary Academy
Doctor of Veterinary Medicine,
Michigan State University
B.S., Biology, Michigan State University

Brianna Ives, CVT

Teaching Assistant/Externship Evaluator,
Veterinary Academy
A.S., Veterinary Technology, Johnson College

Cynthia Jackson

Grader, Early Childhood Education
Master of Arts Early Childhood Education,
Grand Canyon University
Bachelor of Arts Early Childhood Education/
Administration, Ashford University

Elizabeth Janoski

Grader, English
M.A., English Literature, Mercy College
B.A., Communication Arts and Humanities,
Keystone College

Alan E. Joos

Instructor, Fire Science Administration
Masters Degree, Executive Fire Service
Leadership, Grand Canyon University
Bachelors Degree, Fire Science/Tech.
Management, Utah Valley University

Barbara Joyce

Grader, Allied Health
CPC, Luzerne County Community College

Rianna Karalunas

Instructor, English
M.S., Publication Management, Drexel
University
B.A., English, Misericordia University

Brian P. Kazmierzak

Instructor, Fire Science Administration
B.S., Fire Science Administration, Southern
Illinois University
A.S., Fire Science, Ivy Tech State College
A.S., Emergency Services Administration,
Indiana University

Kathryn Walsh Keenan

Instructor, Early Childhood Education
B.S., Elementary Education,
Elizabethtown College

Samuel Kishbaum

Grader, College English
M.A., English, Literature Emphasis, Northern
Arizona University
B.A., English, Northern Arizona University

Maria Kishel

Grader, Early Childhood Education
M.S., Educational Leadership Wilkes University
B.S., Elementary Education and Early Childhood
Education, Marywood University

Sarah Kohut

Grader, Allied Health
A.S., Computer Science, McCann School of
Business and Technology

Richard Kokas

Grader, Accounting
M.B.A., University of Scranton
B.S., Forensic Accounting, University
of Scranton

David Kostiak

Adjunct Instructor, Criminal Justice
M.S., Criminal Justice, Columbia College
B.S., Criminal Justice, Penn State University

Tina Krawczyk

Adjunct Instructor, Music
M.A., Music Education, Marywood University
B.S., Music Education, West Chester University
A.A., Music, Onondaga Community College

Deborah Kunda

Grader, Allied Health
Master of Library Science, Clarion University
B.S., History, University of Scranton
A.S., Human Services, Lackawanna Jr. College
Certified Ophthalmic Technician, Joint
Commission on Allied Health Personnel in
Ophthalmology

Michelle LaCapra, CVT

Teaching Assistant/ Externship Evaluator,
Veterinary Academy
A.S., Veterinary Technology, Johnson College

Jeanne Laktash

Grader, English
M.A., Communication Arts, Marywood University
B.A., Communication Arts, Marywood University

Rebecca Lane

Grader, English
M.F.A., Creative Writing-Fiction,
New York University
B.A., English/Linguistics , Millersville University

Tianee Lane

Grader, Early Childhood Education
M.A., Education and Early Childhood Education,
Ashford University
B.A., Communication Studies, Wright State
University

Megan Lashinski

Grader, Veterinary Academy
A.S., Veterinary Technology, Johnson College
Certified Veterinary Technician

Tracey Lasslett

Adjunct Instructor, Veterinary Academy
A.A.S., Animal Science Technology,
Camden County College
Certified International Wildlife Rehabilitation

Candice Marie LeBlanc

Grader, Early Childhood Education
M.A., Elementary Education, Grand Canyon
University
B.A., Early Childhood Education, Ashford
University

Amanda Lemoncelli

Instructor, Allied Health
M.S., Biology, Marywood University
B.S., Biology, Marywood University

Megan Leonard

Senior Instructor, Veterinary Academy
A.S., Veterinary Technology, Johnson College
B.S., Business Management and Marketing,
Penn State University
Certified Veterinary Technician

Jennifer Lettich-Snyder

Grader, Veterinary Academy
A.S., Applied Science Veterinary Technician,
Lehigh County Community College
Certified Canine Rehabilitation Practitioner

Lauren Levish

Instructor, Veterinary Academy
A.S., Veterinary Technician, Johnson College
Certified Veterinary Technician

Kristin Lewan

Adjunct Instructor, Veterinary Academy
A.S., Veterinary Technology, Johnson College
Certified Veterinary Technician

Arianna Lightfoot

Grader, Biology
M.S., Biomedical Anthropology, SUNY
Binghamton University
B.A., Biology, Temple University

Jana Lindsey

Grader, Social Sciences
M.S., Rehabilitation Counselor, University of
Scranton
B.S., Criminal Justice, University of Scranton

Jennifer Lisa

Grader, Early Childhood Education
M.S., Early Childhood Education, Walden University
B.S., Human Resource Management, Rasmussen College

Shanna Lizardi

Full-time Instructor, Allied Health
B.S., Clinical Psychology, Marywood University
A.A., Administrative Health Care, University of Phoenix
Certified Medical Assistant

Jeannine Luby

Grader, English
M.A., Communication Arts, Marywood University
B.A., Journalism and Sociology, Pennsylvania State University

Marissa Lyman, CVT

Externship Evaluator, Veterinary Academy
B.B.A., Entrepreneurship, Wilkes University
A.S., Applied Science Veterinary Technician, Lehigh County Community College

Rachel Mackie

Adjunct Instructor, Veterinary Academy
A.S., Veterinary Technology, Vet Tech Institute
Certified Veterinary Technician

Krystal Marsh

Adjunct Instructor, English
M.A. English/Shakespeare Studies, King's College/University of London
B.A. English and Writing, Ithaca College

Ann Marie Mahoney

Senior Instructor, Computer Science
B.S., Computer Science, University of Scranton
M.S., Information Systems, Marywood University

Christopher Martin

Instructor, Fire Science Administration
B.S., Marketing, University of Notre Dame
Indiana Department of Homeland Security/
NFPA Firefighting Certifications

Ryan Mayberry

Grader, Social Science
M.S., Curriculum and Instruction, University of Scranton
B.A., History, Secondary Education, Marywood University

Dr. Dennis McCurnin

Adjunct Instructor, Veterinary Technician
Doctor of Veterinary Medicine,
Iowa State University
M.S., Surgery, Iowa State University
Diplomate, American College of Veterinary Surgeons

Tracey McGill

Grader, English
M.A. English and Creative Writing, Southern New Hampshire University
B.S., English Language and Literature, Southern New Hampshire University

Alison McHale

Medical Assistant Externship Coordinator
M.B.A., Marywood University

Vicki McLain

Instructor, Veterinary Academy
A.S., Veterinary Technology, Johnson College
Certified Veterinary Technician
Laboratory Animal Technologist (LATg)

Angela McLaughlin

Grader, Biology and Earth Science
Doctorate of Optometry & B.S. Vision Science, Salus University
B.S. Biology, Misericordia University

Nicole McNeil

Instructor ECE
M.S., Early Childhood and Students with Disabilities, Mercy College
B.B.A., Business Management, Monroe College

Joshua Mecca

Grader, Biology, Earth Science
M.S., Biotechnology, Marywood University
B.S., Biotechnology, Marywood University

Robert Messina

Instructor, Business
B.S., Accounting, University of Dayton

Kathie Miles

Grader, Early Childhood Education
M.A., Education and ECE Leadership, Keystone College
B.S., Elementary Education, College Misericordia

Jennifer Miller

Grader, Early Childhood
M.S., Early Childhood Education, Arcadia University
B.S., Elementary Education, Kutztown University
A.S., Early Childhood Education, Northampton Community College

Monica Miller

Teaching Assisting, Business
B.S., Professional Studies: Organizational
Leadership, Keystone College

Nancy Moretti

Associate Dean and Early Childhood/General
Education Department Chair
Ed.D. (ABD), Early Childhood Education,
Northcentral University
M.S., Higher Education: Leadership and
Administration, Kaplan University
M.S., Early Childhood Education Administration,
Nova Southeastern
B.A., Child Development, Concordia University
A.A.S., Early Childhood and Special Education,
Community College of RI

Imani Muhammad

Grader, College English
M.A., English, Global Studies National
University - La Jolla
B.A., English, Global Studies National
University - La Jolla

Mary Niemotka

Grader, Allied Health
M.A., Education, Wilkes University
B.A., Psychology, Wilkes University

Courtney Novak

Grader, Early Childhood Education
M.A., Early Childhood, University of Phoenix
B.S., Elementary Education, Kutztown University

Karin Novrocki

Grader, English
B.A., Humanities, Penn State University

Jody Nugent-Deal

Adjunct Instructor, Veterinary Academy
A.S., Veterinary Technology, Yuba Community
College

Karen Oakey

Grader, Allied Health
A.S., Human Services, Keystone College

Barbara O'Donnell

Grader, Allied Health
Masters in Human Resources, University
of Scranton
Bachelors in Health Care Management,
King's College
Associate in Medical Record Secretarial,
Lackawanna Jr. College

Sarah Owens

Instructor, Early Childhood Education
B.S., Early Childhood Education,
Marywood University
B.S., Special Education, Marywood University

Marlo Sholtis-Pace

Grader, Biology
M.S., Secondary Education, University
of Scranton
B.S., Biology, King's College

Chimere Parker

Grader, College English
M.A., English, Marygrove College
B.A., English, Marygrove College

Pamela Parsnik

Instructor, Human Resources Management
M.S., Human Resources Administration,
University of Scranton
B.S., Business Administration, King's College

Amy Payne

Grader, Veterinary Academy
B.S., Veterinary Technology, Michigan State
University

Erin Phillips

Grader, Music
M.S., Educational Development and Strategies,
Wilkes University
B.S., Music Education Messiah College

Christine Piazzi

Instructor, Art Appreciation & Interior Design
B.F.A., Art, Stroudsburg University
Coursework in Architecture and Interior Design,
Philadelphia College of Textile & Science

Larry Pierce

Instructor, Paralegal and Criminal Justice
J.D., Temple University School of Law

Christian Pinesett

Grader, English
Bachelor of Arts in English, Texas Christian
University
Master of Arts in English, Wake Forest
University

Reginald Pinckney

Grader, English
M.A., English, West Chester University
B.A., English, Lock Haven University

Jennifer Propp

Grader, College English
M.S., English/Teaching College Writing
B.A., English, Saint Xavier University

Jessica Quilty

Grader, English
M.A., Children's Literature, Simmons College
B.F.A., Creative Writing, University of Maine

Stephen Rachko

Teaching Assisting, Allied Health
M.S., Health Care Administration, Kings
College
B.S., Athletic Training, Kings College

Linda Rathbone

Adjunct Instructor, Veterinary Academy
A.A., Veterinary Technology, Suffolk County
Community College
A.A., Liberal Arts, Nassau Community College
Registered Veterinary Technician

Forest Reeder

Instructor, Fire Science Administration
M.S., Public Safety Administration,
Lewis University
B.S., Fire Department Administration, SIU
A.A.S, Fire Science,
Moraine Valley Community College

Nancy Redditt

Grader, English
M.A., English, Millersville University
B.A., English, West Chester University

Janice Reich

Grader, Accounting and Business Studies
M.B.A., Kutztown University
B.S., Accounting, Kutztown University

Elizabeth Reichart

Instructor, Information Literacy, Online
Librarian
MSLIS, Library, Info. Sci., Library
Media Specialist, Long Island University
B.A., Ed. Psych., Alfred University
Certification – Webmaster &
Instructional Technology
Certification – Public Librarian

Sheri Resperski

Grader, English
B.A., Education/English Literature,
Wilkes University

Laura Riechers

Grader, Veterinary Academy
B.S., Biology, University of Scranton
A.S., Veterinary Technician, Johnson College
Certified Veterinary Technician

Christina Rodriguez

Grader, Veterinary Academy
B.A., English, Marywood University
A.A.S., Veterinary Technician, Northampton
Community College
Certified Veterinary Technician

Kathy Ruane

Clinical Coordinator, Veterinary Academy
B.A., Biology, Wilkes University
A.S., Animal Health Technology,
Harcum College
Certified Veterinary Technician
Laboratory Animal Technician (LAT)

Verlinda Ruble

Grader, Early Childhood
M.A., Curriculum and Instruction,
University of Phoenix
B.S., Psychology, Kaplan University
B.A., Special Education/Varying
Exceptionalities, Warner Southern College
A.A.S., Information Technology,
Kaplan University
A.A.S., Liberal Arts, Polk Community College

Liza Rudolph

Adjunct Instructor, Veterinary Technician
B.A.S., Veterinary Technology, St. Petersburg
College
A.S., Veterinary Technology, St. Petersburg
College
VTS (CP; Canine/Feline SAIM)
Certified Veterinary Technician

Ashley Ruckman, CVT

Externship Evaluator, Veterinary Academy
A.S., Veterinary Technology, Johnson College

Katie Lynn Samuelson

Adjunct Instructor, Veterinary Academy
D.V.M., Oregon State University
B.S., Animal Science, University of California

Katherine Sanger

Grader, English
M.F.A., Creative Writing, University of Tampa
M.A., English Literature, Mercy College
M.A., Liberal Arts, Houston Baptist University

Amber Sanna, CVT

Grader, Veterinary Academy
A.S., Veterinary Technology, Vet Tech Institute

Christa Scott

Adjunct Instructor, Veterinary Academy
A.S. Veterinary Technology, Johnson College
Certified Veterinary Technician

Tessa Scrobola

Instructor, Biology
M.S., Secondary Education,
University of Scranton
B.S., Biology, King's College

Jennifer Serling

Adjunct Instructor, Veterinary Technician
B.S., Veterinary Science, University of Arizona
A.S., Veterinary Technology, Penn Foster
College

Robert B. Shafer

Department Chair, Mechanical/Engineering
Technology
B.S.M.E., Pennsylvania State University

Theresa Sinkevich

Teaching Assistant, Allied Health
Medical Assistant Diploma, Fortis Institute

Elise Skirzynski

Instructor, Veterinary Academy
B.S., Animal Biotechnology and Conservation,
Delaware Valley University
A.S., Veterinary Technician, Penn Foster
College

Heather Smith, CVT

A.S., Veterinary Technology, Johnson College

Otto W. Soyk

Instructor, Fire Science Administration
M.A., Communication & Training, Governors
State University
B.A., Liberal Arts, Governors State University
Certificate in Automotive Technology, Moraine
Valley Community College

James Stedman

Program Director, Fire Science Administration
Master of Public Administration,
Governors State University
B.S., Fire Science Management,
Southern Illinois University
A.A.S., Fire Science and Technology,
Chicago City-Wide College

Judith Stout

Instructor, Allied Health
M.S.N., University of Scranton,
B.S.N., University of Scranton

Donna Su

Grader, College English
M.A., English and Technical Writing, University of
North Texas
B.A., Art, University of Southwestern Louisiana

Ann Swartz

Full-time Instructor, Allied Health
M.S., Foods and Nutrition, Marywood University
B.S., Nutrition, Marywood University

Tammy Swenson

Grader, Early Childhood
B.S., Education

Cyndi Ticktin

Adjunct Instructor, Veterinary Academy
B.S., Biology and Animal Behavior, Millersville
University
A.S., Veterinary Technology, Lehigh Carbon
Community College

Diane Trama

Adjunct Instructor, Allied Health
B.S., Chemistry, Marywood University
Medical Technology Certificate,
Robert Packer Hospital

Dr. Michael Trapani

Ed.D. Child and Youth Studies, Nova Southeastern
University
M.S. Ed. Elementary Education, Nova Southeastern
University
B.A. Physical Education, Stetson University

Francisco Tutella

Instructor, English
M.F.A., Creative Writing
M.A., Creative Writing, Wilkes University
B.A., English Literature, University of Scranton

Katherine Valerio

Adjunct Instructor, Veterinary Academy
B.S., Biology/Minor in Chemistry,
Marywood University
A.S., Veterinary Technology, Johnson College
Certified Veterinary Technician

Christina Waggoner

Grader, College English
M.A., English, Northern Illinois University
B.A., English, Northern Illinois University

Lisa Walsh

Adjunct Instructor, Allied Health
Masters in Cardiac Rehabilitation and Exercise
Science, East Stroudsburg University
B.S., HPE/Fitness Management,
Lock Haven University

Frances Rogan-Waltz

Grader, Paralegal Studies
Paralegal Certificate, Penn State University

Amy Waterhouse

Teaching Assistant
A.A.S., Medical Assistant Fortis Institute

Lauren Webb

Grader, Early Childhood
M.S., Special Education, Slippery Rock
University
B.S., Education, Bloomsburg University
of Pennsylvania
A.A.S., Early Childhood,
Luzerne County Community College

Reshaun Webb

Instructor, ECE
B.A., Child Studies, University of the Incarnate
Word, San Antonio Texas
Pursuing M.S., Early Childhood, Walden
University

Karen Weiss

Grader, Psychology, Sociology
Master's, Counseling, Capella University
Bachelor's, Psychology, Marywood University
Associate's, Social Science, Luzerne County
Community College Certificate in Addiction Behavior

Kalyn Werner

Grader, Early Childhood Education
Master's, Reading Specialist/Special Education
Certification, Marywood University
B.S., Elementary Education, Marywood University

Danielle Wheeler

Instructor, English
M.F.A., English: Creative Writing, University of Iowa
B.A., English, Northern Illinois University

Krista Wildman

Instructor, Psychology, Sociology
M.A., History, Binghamton University SUNY
B.A., History / Psychology, Wilkes University

Diane Young

Grader, Biology
M.Ed., Curriculum and Instruction - Biology,
Kutztown University
B.S., Secondary Education - Biology, Penn
State University

Kathleen Zehner

Grader, Early Childhood Education
M.S., Classroom Technology, Wilkes University
B.A., Elementary Education, Albright College
B.A., Spanish, Albright College

Advisory Council

Veterinary Technician

Julie Legred

Certified Veterinary Technician (CVT)
AAS – University of Minnesota

Dr. Dennis McCurnin

Doctor of Veterinary Medicine (DVM)
DVM – Iowa State University
MS – Iowa State University

Lori VanValkenburg

MAEd, BAS-VT, LVT

Lynne E. Johnson-Harris

LVT, RVT, AAS – Michigan State University

Lori Renda-Francis

PhD, LVT, AAS – Macomb Community College
Bachelors in Business Administration,
Rochester College
Masters in Education, Central Michigan
University
PhD in Organizational Management with a
specialization in Leadership – Capella University

Libby Yeager

MEd Educational Leadership,
Norwich University
B.S. Biology, King's College
A.S. Science, Luzerne County
Community College

Lynn E. Johnson-Harris, LVT, RVT

A.A.S., Veterinary Technology,
Michigan State University

Anjele Campo, RVT

A.A.S., Veterinary Technology,
Delgado Community College

David Wright, DVM

DVM, Texas A&M University

Elaine Hammel, VMD

VMD, University of Pennsylvania

Nicholas Leonard, VMD

VMD, University of Pennsylvania

Elizabeth Exline

A.S., Veterinary Technician,
Penn Foster College

Amanda Fraley

Penn Foster College - 3rd Semester
Student, Veterinary Technician

Ariel Neves

Penn Foster College - 2nd Semester
Student, Veterinary Technician

Jessica Kutsch, CVT

A.S., Veterinary Technology,
St. Petersburg College

Sharon Novak, LVT

A.S., Veterinary Technician,
Penn Foster College

Wilma Abbott, LVT

A.A.S., Veterinary Technology,
Camden County College

Medical Assistant

Dr. Jill Buban

PhD, Lesley University
M.S., Curriculum and Instruction, SUNY
B.A., History, University of New Hampshire

Carol Green

North East Surgical Center
Registered Nurse, Mercy Hospital of Nursing,
Registered Nurse Program, Scranton, PA

Linda Thomas Hamock, MD

FACP, FAAP
Doctor of Medicine, Baylor
College of Medicine

Ruby Heinrich

Fortis Institute, Scranton, PA

Joseph Kishel

M.S., Healthcare Administration,
University of Scranton
B.S., Biology, University of Scranton
Diploma Nursing, Mercy Hospital School of
Nursing

Shanna Lizardi

B.S. Clinical Psychology, Marywood University
A.A., Administrative Health Care,
University of Phoenix

Susan Lutchko

A.S., Business Administration
Penn State University, Scranton, PA

Alison McHale

M.B.A., Marywood University
A.S., B.A., Western New England University
Medical Assistant Externship Coordinator,
Penn Foster College

Cynthia Zimmer

A.S., Medical Assistant
Penn Foster College, Scottsdale, AZ
Certified Medical Assistant

Business Studies

Chuck Earney

MBA, University of Wisconsin

John Schroeder

MBA, South University

Jack Trapani, III

MA, Marywood University

Brigid Bauer

Master of Public Administration,
Marywood University

Laura Haden

BS. Kings College

Raymond Haden

MBA. Bloomsburg University

Legal Studies/ Criminal Justice

Kimberly Peloquin

Masters Certificate in Commercial Contracting, Villanova
Bachelor of Science Legal Studies
Newbury College

Michelle Low

Bachelor of Science of General Studies
Westfield State College
Paralegal certificate
Bunker Hill Community College

Jamie Boyd

Master of Science in Education, Walden University
Bachelor of Science in Education, Southern Arkansas University
Associate of Arts in Paralegal Studies, Southeast Arkansas Community College

Timothy Fulk

Master of Science, Criminal Justice/Public Administration, Trine University
Bachelor of Science, Criminal Justice, Tri-State University

Early Childhood Education

Dr. Tywanda Jiles

Ed.D., Teacher Leadership, Walden University
M.S., Early Childhood Education, Special Education, Dominican University
B.S., Liberal Arts, Governors State University

Dr. William Strader

Ed.D., Early Childhood Education, University of Massachusetts
M.Ed., Early Childhood Education, William Paterson College
B.A., Psychology, Hope College

Linda Bryant

A.S., Early Childhood Education, Penn Foster College

Marsha Miller

M.Ed., Early Childhood Education, Grand Valley State University
B.S., Elementary Education, University of Michigan

Susan Billingsley

M.S., Human Development and Family Studies, Iowa State University
B.S., Child and Family Studies, Iowa State University

Technology

Brandon Nolta

M.F.A., English, Boise State University
B.S., Mathematics, University of Idaho

William J. Scannella

Masters in Technical & Scientific Communication, Miami University

Consultants

Brenda Berretta

Consultant, Criminal Justice Doctor of Education, Memphis State University
Counseling Major: Concentration in Alcohol/Drug Abuse, Minor: Criminal Justice
M.A., Criminal Justice (Major), Sociology (Minor), Memphis State University
B.S., Sociology and English, Memphis State University

George Guay

Consultant, Criminal Justice
Admitted to Bar, 1985, Commonwealth of Massachusetts
J.D., Western New England School of Law
B.A., Psychology and English, University of Vermont

Melynda Hill-Teter

Consultant, Paralegal
B.S., Information Technology, University of Phoenix
Certificate of Legal Assistantship, University of California at Santa Barbara

Linda Thomas Hamock, MD

FACP, FAAP
Doctor of Medicine, Baylor College of Medicine

Mike Wilson

Consultant, Paralegal
J.D., University of Kentucky
B.A., English, University of Kentucky



Administrative Office

14300 N. Northsight Blvd, Suite 125, Scottsdale, AZ 85260 • Tel. 480-947-6644

Student Service Center

925 Oak Street, Scranton, PA 18515 • Tel. 1-888-427-1000 • www.PennFosterCollege.edu