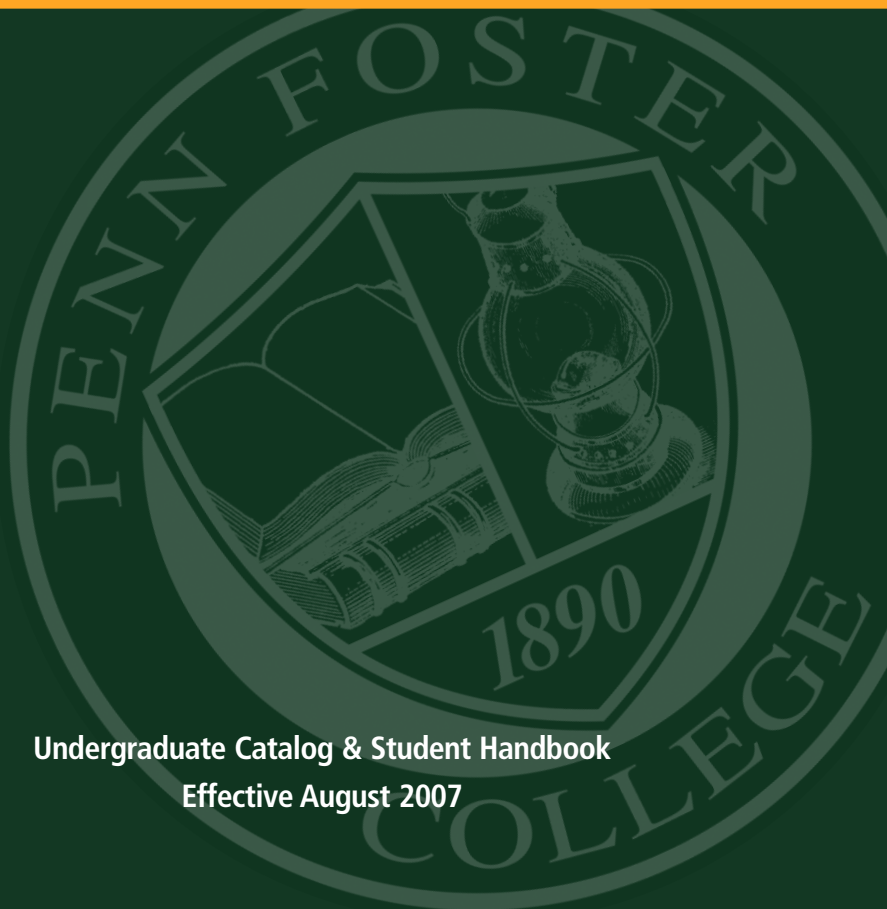




PENN FOSTER COLLEGE



Undergraduate Catalog & Student Handbook
Effective August 2007

A MESSAGE FROM THE PRESIDENT

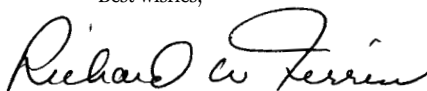
Dear Penn Foster Student,

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

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

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

Best wishes,

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

Dr. Richard W. Ferrin
President

WELCOME TO PENN FOSTER COLLEGE

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

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

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MISSION STATEMENT

Penn Foster College

Institutional Description

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

Mission

The mission of Penn Foster College is to prepare adult learners to advance or change their careers, learn new skills, and gain personal satisfaction through interactive distance study which fosters the development of lifelong learning skills.

Penn Foster College provides opportunities for students to learn effectively and achieve subject matter mastery through quality instruction, applicable technology, and a wide array of flexible student support services. Programs emphasize current marketplace skills, which enhance employability and provide broad general education offerings that develop critical thinking, effective writing, communication skills, and mathematical competence.

INSTITUTIONAL GOALS

- Provide instruction that enables adult learners to achieve their educational goals and acquire core competencies.
- Employ sound pedagogy based on academic standards of good practice.
- Maintain systems that maximize the opportunities for broadly participative interactive learning.
- Establish and communicate high standards of academic excellence for students and the institution.
- Assess student learning and institutional effectiveness systematically in order to improve the quality of student learning.
- Provide an extensive suite of quality student support services.
- Conduct fiscally responsible planning that balances continuing academic and institutional excellence within an effective financial structure.

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 Degrees. Penn Foster College has met the high standards of integrity and performance set by the Accrediting Commission of the Distance Education and Training Council (DETC), Washington, D.C., and is a fully accredited member. The DETC is a voluntary association of accredited home study schools, which was founded in 1926 to promote sound educational standards and ethical business practices within the home study field.

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

All Penn Foster College programs are affiliated with DANTES, which qualifies U.S. military personnel for tuition reimbursement.

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 182 Penn Foster College courses. The American Council on Education, the major coordinating body for all the nation’s higher education institutions, seeks to provide leadership and a unifying voice on key higher education issues and to influence public policy through advocacy, research, and program initiatives.

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

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

** 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

Students are required to have a High School Diploma or GED to enroll in a Degree program. Also, students must have access to an IBM® compatible PC with Internet access.

Penn Foster College enrolls all students without regard to race, religion, gender, age, color, national origin, or physical disability. To qualify for admission to Penn Foster College, an applicant must do the following:

1. Request program information and an enrollment application for admission to the college.
2. Complete the enrollment agreement for admission. The agreement outlines the obligations of the college and the student.
3. Submit proof of high school graduation or GED Equivalency Certificate.
4. Once the college has received and reviewed the agreement, the applicant will receive prompt notification of acceptance or rejection of the application.
5. Students are admitted to the complete program, but enrollments are processed for one semester at a time. The first semester enrollment agreement outlines the requirements for the complete degree program, but obligates the student financially for only one semester at a time.
6. Once the Basic Skills Assessment has been completed, a student's program of study is established and the first course in the curriculum is sent to the student's home. As lessons are completed, additional courses are sent to the student in the order shown in the curriculum outline, unless transfer credit has been awarded.

Application for subsequent semesters:

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

The end of semester one 1.6 cumulative QPA

The end of semester two 1.8 cumulative QPA

The end of semester three 2.0 cumulative QPA

2. If all requirements are met, students will receive a new enrollment application for the appropriate semester.
3. A \$100 down payment is required to re-enroll in a subsequent semester. The student must also be current in payments.
4. Students submit the application and the college sends out the next course in the curriculum.

Advanced Standing

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

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

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

Advanced standing credit may be granted for certain prior Penn Foster College coursework. The student who is granted Penn Foster College transfer credit must pass the Penn Foster College proctored exam for such subjects/courses in order to earn Penn Foster College credits.

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

All applicants accepted with advanced standing must complete a minimum of 50% of the total credit hours with Penn Foster College to be eligible for the Degree.

For Transfer Credit

Submit official transcripts of courses completed at other schools. A \$30 Transcript Evaluation Fee is charged for this service. If courses are accepted in transfer, monetary adjustments will be made.

Assessing Prior Learning

(Evaluation available only for Technology Resident Lab programs.)

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

Student Orientation

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

TUITION AND FEES

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

The tuition for a program includes all instruction, student services, and textbooks and study guides required to complete the program. Students retain all materials after completion of the semester.

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

Transcript Evaluation Fee	\$ 30
Assessment of Prior Learning (Engineering Technology Programs only)	\$100
Proctored Examination Fee (per semester)	\$ 20
Technology Fee (per semester)	\$ 35
Make-up Proctored Examination Fee	\$ 25
Evaluation of Proctored Exam For Transfer Credits	\$ 30
Federal Express Fee for Proctored Exam.....	\$ 15
Change of Program Fee	\$ 50
Change of Elective Fee	\$ 20
Extension Fee	\$ 75
Shipping and Handling (per semester)	\$25
Additional Transcript.....	\$10
Reinstatement Fee	\$ 25
Rush Shipment Fee (per shipment).....	\$ 10
Credit Application Fee	\$ 25

Financial Aid

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

Cancellation Policy

Students can request cancellation in any manner, but a written request is recommended. Tuition refunds will be based on the date of cancellation and the amount of semester assignments completed, as follows:

1. Cancellation within seven days after midnight of the day of signing the Student Enrollment Agreement (the “Cancellation Period”): all monies paid to Penn Foster College will be refunded.
2. After the Cancellation Period but before submitting any semester assignments to Penn Foster College for correction: a registration fee of 20% of the total program tuition or \$200, whichever is less, will be charged. The first \$50 we receive from you in student payments will be applied toward your non-refundable credit application fee, and shipping & handling charge.
3. After the Cancellation Period and after submitting at least one semester assignment to Penn Foster College for correction: financial obligation will be a registration fee, technology fee, nonrefundable fees listed above, and part of the semester tuition as follows: a) Up to and including completion of the first 10% of the semester assignments — 10% of the tuition. b) Beyond 10% and up to and including 25% of the semester assignments — 25% of the tuition. c) Beyond 25% and up to and including 50% of the semester assignments — 50% of the tuition. d) Beyond 50% of the semester assignments — full tuition cost of the semester.

ACADEMIC INTEGRITY

Expectation

All Penn Foster College students are expected to conduct themselves with the highest academic and ethical standards. Failure to do so will result in disciplinary action.

Cheating

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

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

Plagiarism

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

Online Behavior

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

Disciplinary Action

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

ACADEMIC POLICIES

Expectation

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

Failure to earn a passing (“D” or better) grade in any subject for that semester disqualifies the student as a degree candidate. To be reinstated, the student must take the course at another institution and receive a “C” or better grade. This course could then be awarded transfer credit and the student could continue with Penn Foster College.

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

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

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

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

Exam Submissions

Students can submit exams online at the school’s website, <http://Login.PennFosterCollege.edu>, by selecting the “Take an Exam” option. Special instructions are available for any essay exams that must be submitted. Students who don’t have online access can take exams via Tel-Test or Exam Express. With Tel-Test, students take exams with a touch-tone phone and get the results within minutes. Students can also submit exams by mail using Exam Express.

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

Proctored Final Examinations

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

There will be four timed, proctored final examinations, one for each of the four semesters of work. Proctor's names will be submitted by the student and approved by Penn Foster College.* Each comprehensive examination will test the student on all 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, must earn a passing grade ("D" or higher) on all courses taken during the semester, and must maintain an acceptable Quality Point Average (see Graduation Requirements).

With minor exceptions, if a student does not pass a proctored examination, a make-up proctored exam must be taken within 90 days of the original exam.

Procedure: When students approach the completion of studies in a semester, the College will notify them of all proctored exam procedures. A \$20 Proctored Examination fee must be paid each semester before the exam is sent to the proctor.

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.

Exam Results

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

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

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

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

Online Discussions

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

Dean's List

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

Academic Probation/Cancellation

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

Veterans Benefits — Standards of Progress

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

Student Grievances

Student Grievance Policy:

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

Steps in Grievance Procedure:

1. The student should contact the Department Chairman for academic issues or Student Services Manager either by phone or in writing expressing his/her concern within 30 days of receiving a response to the original complaint. The Department Chairman or Student Services Manager will respond either by phone or in writing within two weeks of receiving the complaint.
2. If the student feels that the issue is still unresolved, he/she has 30 days to express continued concerns either by phone or in writing to the Chief Academic Officer or Senior Student Services Manager. A response will be sent to the student within two weeks.
3. If the student still believes the grievance is unresolved, he/she may complete the school's grievance form within 30 days from receiving the response from the Chief Academic Officer or Senior Student Services Manager. This form can be obtained by contacting student services. The form can be emailed, faxed, or mailed to the student.
4. All grievance forms will be returned to the Chief Academic Officer, who will turn them over to the Dispute Resolution Committee. The Dispute Resolution Committee will meet and render a decision within two weeks of receipt of the grievance form. The decision of the Committee will be final and will be sent to the student in writing.
5. All grievance forms and final decision notifications will be filed in the office of the Chief Academic Officer.
6. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007; phone #: 602-542-5709; website address: <http://azppse.state.az.us>

Grade Appeal

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

GRADUATION REQUIREMENTS

Degree Audit

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

1. Earn the total number of credits required for the degree program.
2. Complete a minimum of 50% of the total credit hours through Penn Foster College.
3. 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.
4. Complete all courses required for the four semesters within six (6) years of the date of matriculation.
5. Meet all financial obligations.

Extensions

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 years. Students who do not complete the program within six years would need to re-enroll in the program that is current at that time. Previous work would be evaluated against the current curriculum to determine which courses could be transferred into the new enrollment.

Graduation Honors

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

3.4 Cum Laude

3.6 Magna Cum Laude

3.8 Summa Cum Laude

Honor Society

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

Students entering with advanced standing must complete at least 50% of the total credit hours of work in the degree program with Penn Foster College to be eligible for honors.

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 part of the shipping label on the first work box. Individual student numbers are on the ID card, and must be available when contacting the college.
- **Student Handbook** — Special information on the Penn Foster College experience. (Also available online)
- **Program Outline** — The Program Outline is included with the welcome letter found in the first shipment. The Program Outline lists all lessons in the first semester and the order in which they should be studied.
- **First Set of Lesson Materials** — The first lesson should be read thoroughly. The self-tests in each lesson help students prepare for the “open-book” exams. Questions about the lessons can be answered by going to the “Frequently Asked Questions ” (FAQ) section of the website.

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

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

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

If any of the items listed above are missing from this package, students should go to <http://login.PennFosterCollege.edu> or call the Student Service Center at **1-888-427-1000**. Students may also fax request to **480-947-2680**.

Additional Materials

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

Contacting the School

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

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

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

Online Library

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

Librarian

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

Payments

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

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

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

Family Educational Rights and Privacy Act (FERPA)

Penn Foster College respects the right to privacy for all of its students. To that end, the school maintains a privacy policy that complies with the Family Educational Rights and Privacy Act (FERPA). No information regarding an individual student record is released to anyone other than the student until a signed release form from that student has been received. Signed release forms are transferred to a laser optical scanner for permanent storage and reference. Release forms can be obtained from the Student Service Center.

Basic Skills Assessment

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

Failed Subject Replacements

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

Accommodating Students with Disabilities

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

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

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

Military Benefits

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

Change of Address

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

Transcripts

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

Career Assistance

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

Transfer of Credits

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

School Calendar

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

CURRICULUM

GENERAL EDUCATION PHILOSOPHY

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

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

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

The following General Education courses are offered either as required

subjects in the program or as electives. The curriculum outlines that follow will show the requirements for each program.

GENERAL EDUCATION COURSES

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

PENN FOSTER COLLEGE COMPETENCIES/LEARNING

OUTCOMES

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

- **Writing and interpersonal communication skills**
- **Inquiry, analytical, and problem-solving skills**
- **Quantitative skills**
- **Computer and information literacy**
- **Usable understanding of the liberal arts, natural sciences, and social science**
- **Job-specific technical skills**

ASSOCIATE OF SCIENCE

DEGREE PROGRAMS

BUSINESS DEPARTMENT

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

ACCOUNTING

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

Semester I **Credits**

	Basic Skills	0
BUS100	Business Orientation	1
ENG103	Information Literacy	1
BUS101	Introduction to Business	3
MAT106	Mathematics for Business and Finance	3
ACC111	Financial Accounting	3
	Arts & Humanities Elective (choose one)	3
	HUM 102: Art Appreciation	
	HUM 104: Music Appreciation	
	ENG 115: Introduction to Literature	

Total **14**

Proctored Final Examination

Semester II **Credits**

	CSC 104: Computer Applications	3
	ACC 112: Managerial Accounting	3
	ENG 100: English Composition	3
	BUS 110: Principles of Management	3
	HUM 106: Interpersonal Communications	1
	BUS 121: Economics 1	3

Total **16**

Proctored Final Examination

Semester III **Credits**

	ACC 201: Intermediate Accounting 1	3
	FIN 101: Financial Management	3
	ENG 121: Business and Technical Writing	3
	MAT 120: College Algebra	3
	ACC202: 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 IV **Credits**

	ACC210: Cost Accounting	3
	MAT 160: Business Statistics	3
	BUS 213: Business Law 1	3
	ACC 211: Computer Applications in Accounting	3
	Business Elective (choose one)	3

BUS 214: Business Law 2

BUS 122: Economics 2

Social Science Elective 3

(choose one)

SSC 130: Essentials of Psychology

SSC 105: Readings in World Civilization

SSC 150: Foundations of Political Science

Total **18**

Total Credits **66**

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

BUSINESS MANAGEMENT

The Business Management Program has been structured to provide a thorough background in the functional areas of business management, finance/accounting administration, and marketing and operation at the associate degree level. Training in basic computer operations and applications is also included. The program prepares men and women for a management career in business or industry. Typical areas in which a graduate will have the necessary academic background to enter are merchandising, sales management, store management, financial analysis, credit and collection management, operations management, executive administration, and customer service management.

Semester I	Credits
Basic Skills	0
BUS 100: Business Orientation	1
ENG 103: Information Literacy	1
BUS 101: Introduction to Business	3
BUS 110: Principles of Management	3
Social Science Elective (choose one)	3
SSC 130: Essentials of Psychology	
SSC 105: Readings in World Civilization	
SSC 150: Foundations of Political Science	
MAT 106: Math for Business and Finance	3
Total	14
Proctored Final Examination	
Semester II	Credits
CSC 104: Computer Applications	3
ENG 100: English Composition	3
ACC 111: Financial Accounting	3
HUM 106: Interpersonal Communications	3
MKT 101: Principles of Marketing	1
Arts & Humanities Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
Total	16
Proctored Final Examination	

Semester III	Credits
BUS 121: Economics 1	3
ACC 112: Managerial Accounting	3
MAT 120: College Algebra	3
ENG 121: Business and Technical Writing	3
HRM 101: Human Resources Management	3
Science Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
SCI 110: Earth Science	
Total	18
Proctored Final Examination	
Semester IV	Credits
FIN 101: Financial Management	3
BUS 213: Business Law 1	3
BUS 140: Organizational Behavior	3
MAT 160: Business Statistics	3
Business Elective (choose one)	3
MKT 240: Retail Management	
MKT 220: Consumer Behavior	
BUS 214: Business Law 2	
BUS 220 Effective Supervision	
BUS 122: Economics 2	
Total	15
Proctored Final Examination	
Total Credits	63
Penn Foster College reserves the right to change program content and materials when it becomes necessary.	

CRIMINAL JUSTICE

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

Semester I	Credits
Basic Skills	0
CJS100 Criminal Justice Orientation	1
ENG103 Information Literacy	1
CJS101 Introduction to Criminal Justice	3
ENG100 English Composition	3
CSC101 Computer Literacy	3
CJS123 Courts	3
SSC130 Essentials of Psychology	3
Total	17

Proctored Final Examination

Semester II	Credits
CJS108 Criminology	3
SSC105 Readings in World Civilization	3
CJS120 Police Studies	3
CJS125 Criminal Law	3
CJS105 Ethics in Criminal Justice	3
Core Criminal Justice Elective (choose one)	3
CJS130 Police: Police Management	
CJS135 Security: Introduction to Private Security	
Total	18

Proctored Final Examination

Semester III	Credits
CJS203 Criminal Procedures	3
Free Criminal Justice Elective (choose one) (The students will choose from the Free Criminal Justice Electives listed at the end.)	3
Core Criminal Justice Elective (choose one)	3
CJS220 Police: Organized Crime	
CJS225 Security: White Collar Crime	
CJS230 Criminalistics	3
Elective (choose one)	3
HUM102 Art Appreciation	
HUM104 Music Appreciation	
MAT260 Survey of Mathematics	3
Total	18

Proctored Final Examination

Semester IV	Credits
CJS235 Multicultural Law Enforcement	3
Core Criminal Justice Electives (choose one)	3
CJS240 Police: Criminal Evidence	
CJS245 Security: Security/Loss Prevention	
Free Criminal Justice Elective (choose one)	3
Core Criminal Justice Electives (choose one)	3
CJS250 Police: Community Corrections	
CJS255 Security: Computer-Based Crime	
Free Criminal Justice Elective (choose one)	3
Core Criminal Justice Electives (choose one)	3
CJS260 Police: Crisis Intervention	
CJS265 Security: Security Management	
Total	18

Proctored Final Examination

Total Credits	71
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Free Criminal Justice Electives	Credits
CJS205 Juveniles and the Legal Process	3
CJS207 Victimology	3
CJS209 Substance Abuse and Treatment in Criminal Justice	3
CJS211 Correctional Institutions	3
CJS213 Women and Criminal Justice	3
CJS215 Terrorism	3
CJS217 International Relations	3

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

EARLY CHILDHOOD EDUCATION

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

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

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

Semester I Credits

	Basic Skills	0
ECE100	Orientation to Early Childhood Education	1
CSC101	Computer Literacy	3
ENG103	Information Literacy	1
SSC130	Essentials of Psychology	3
ENG100	English Composition	3
ECE111	Fundamentals of Early Childhood Education	3
Elective	(choose one)	3
	HUM102 Art Appreciation	
	HUM104 Music Appreciation	

Total 17

Proctored Final Examination

Semester II Credits

SSC230	Child Psychology	3
SCI120	Introduction to Biology	3
ECE107	Play in the Lives of Young Children	3
ECE120	Infant and Toddler Care	3
ECE130	Health, Safety, and Nutrition for the Young Child	3
Elective	(choose one)	3
	SSC105 Readings in World Civilization	
	SSC150 Foundations of Political Science	
	ENG115 Introduction to Literature	

Total 18

Proctored Final Examination

Semester III Credits

ECE215	Curriculum for Early Childhood Education	3
ECE216	Language and Literacy Development in Young Children	3
ECE217	Developing Math and Science Skills in Young Children	3
ECE213	Art, Music and Movement	3
MAT260	Survey of Mathematics	3

Total 15

Proctored Final Examination

Semester IV Credits

ECE230	Field Experience	6
ECE203	Working with Children with Special Needs	3
ECE210	Child, Family, and Community	3
ECE212	Guidance in Early Childhood Education	3
ECE223	Working with Preschoolers	3
Elective	(choose one)	3
	ECE160 Cultural Diversity in the Early Childhood Program	
	ECE221 Administration of an Early Childhood Education Center	

Total 21

Proctored Final Examination

Total Credits 71

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

FINANCE

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

Semester I Credits

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

Total 14

Proctored Final Examination

Semester II Credits

CSC 104:	Computer Applications	3
ACC 112:	Managerial Accounting	3
ENG 100:	English Composition	3
BUS 110:	Principles of Management	3
HUM 106:	Interpersonal Communications	1
BUS 121:	Economics 1	3

Total 16

Proctored Final Examination

Semester III Credits

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

Total 18

Proctored Final Examination

Semester IV	Credits
MAT 160: Business Statistics	3
FIN 205: Securities and Investments	3
BUS 213: Business Law 1	3
ACC 211: Computer Applications in Accounting	3
Business Elective	3
(choose one)	
BUS 214: Business Law 2	
BUS 122: Economics 2	
Social Science Elective	3
(choose one)	
SSC 130: Essentials of Psychology	
SSC 105: Readings in World Civilization	
SSC 150: Foundations of Political Science	
Total	18
Proctored Final Examination	
Total Credits	66

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

HEALTH INFORMATION TECHNOLOGY

Upon completion of the program in Health Information Technology, students will be prepared for entry-level 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. Job titles include coding specialist, medical records technician, medical transcriptionist, intake coordinator and unit coordinator. A practicum is required in the fourth semester. Students are expected to complete a minimum of 200 hours proctored experience in varied health-care settings.

Semester I	Credits
Basic Skills	0
HIT100 Introduction to Health Information Technology	1
ENG103 Information Literacy	1
HIT105 Law and Ethics in Medicine	3
ENG100 English Composition	3
MAT106 Math for Business and Finance	3
HIT107 Medical Terminology	3
SCI120 Introduction to Biology	3
Total	17
Proctored Final Examination	
Semester II	Credits
HIT109 The Confidentiality of Health Information	3
HIT113 Medical Information Management and Office Practice	3
SCI140 Nutrition	3
CSC103 Introduction to Computers	3
SCI135 Anatomy and Physiology 1	3
HIT115 Reimbursement Methodologies	1
Total	16
Proctored Final Examination	
Semester III	Credits
SCI136 Anatomy and Physiology 2	3
HIT201 Quality Management/Performance Improvement	2
SSC130 Essentials of Psychology	3
HIT203 Medical Coding 1	3
HIT207 Medical Transcription 1	3
HIT204 Medical Coding 2	3
Total	17
Proctored Final Examination	
Semester IV	Credits
HIT208 Medical Transcription 2	3
HIT290 Practicum in Health Information Technology	4
BUS105 Customer Service	1
HIT209 Department Management	2
HIT210 Health-Care Statistics	3
General Education Elective (choose one)	3
HUM102 Art Appreciation	
HUM104 Music Appreciation	
ENG115 Introduction to Literature	
Total	16
Proctored Final Examination	
Total Credits	66

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

HOSPITALITY MANAGEMENT

The objective of the Hospitality Management Program is to prepare students for entry-level managerial positions in the hotel and restaurant fields. These positions include front office manager, reservations manager, sales manager, executive housekeeper, food and beverage service manager, banquet manager, and related hospitality occupations.

Semester I Credits

Basic Skills	0
BUS100 Business Orientation	1
ENG103 Information Literacy	1
HSP101 Introduction to the Hospitality Industry	3
BUS101 Introduction to Business	3
HSP110 Basics of the Catering Business	3
ENG100 English Composition	3
BUS110 Principles of Management	3
Total	17

Proctored Final Examination

Semester II Credits

HSP115 Hospitality Engineering Systems	3
HSP122 Nutrition and Menu Planning	3
General Education Elective (choose one)	3
HUM102 Art Appreciation	
HUM104 Music Appreciation	
HSP124 Beverage Operations	3
CSC103 Introduction to Computers	3
Total	15

Proctored Final Examination

Semester III Credits

HSP140 Hospitality Purchasing and Storage	3
MAT106 Math for Business and Finance	3
ENG121 Business and Technical Writing	3
HSP210 Quantity Food Production	3
HSP240 Hospitality Accounting	3
Total	15

Proctored Final Examination

Semester IV Credits

HSP250 Hospitality Marketing and Advertising	3
ENG124 Applied Research Skills	2
MAT260 Survey of Mathematics	3

General Education Elective (choose one)	3
SSC130 Essentials of Psychology	
SSC105 Readings in World Civilization	
SSC150 Foundations of Political Science	
ENG115 Introduction to Literature	
BUS121 Economics I	3
HSP245 Hospitality Law and Insurance	3

Total 17
Total Credits 64

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

HUMAN RESOURCES MANAGEMENT

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

Semester I Credits

Basic Skills	0
BUS100 Business Orientation	1
ENG103 Information Literacy	1
BUS101 Introduction to Business	3
BUS110 Principles of Management	3
HRM101 Human Resources Management	3
General Education Elective (choose one)	3
HUM102 Art Appreciation	
HUM104 Music Appreciation	
MAT106 Math for Business and Finance	3
Total	17

Proctored Final Examination

Semester II Credits

ENG100 English Composition	3
ACC111 Financial Accounting	3
ACC112 Managerial Accounting	3
BUS213 Business Law 1	3
BUS214 Business Law 2	3
HRM150 Training Concepts	3
Total	18

Proctored Examination

Semester III	Credits
HRM210 Compensation Management	3
CSC103 Introduction to Computers	3
ENG121 Business and Technical Writing	3
HRM220 Employee Benefits	3
BUS121 Economics 1	3
HUM106 Interpersonal Communication	1
Total	16

Proctored Examination

Semester IV	Credits
ENG124 Applied Research Skills	2
MAT160 Business Statistics	3
MAT260 Survey of Mathematics	3
SSC130 Essentials of Psychology	3
HRM250 Labor Relations	3
General Education Electives (choose one)	3
SCI140 Nutrition	
SCI120 Introduction to Biology	
ENG115 Introduction to Literature	
SSC105 Readings in World Civilization	
SSC150 Foundations of Political Science	
Total	17

Proctored Examination

Total Credits 68
Penn Foster College reserves the right to change program content and materials when it becomes necessary.

MARKETING

The Marketing Program provides instruction related to basic marketing skills. The principles and applications of business subjects are provided to the student at the associate degree level. This program includes information on retailing, advertising, business law, finance, business management, and marketing research.

A graduate will have the background for an entry-level position in marketing, pricing, advertising, sales, customer or dealer relations, marketing management, or marketing research.

Semester I	Credits
Basic Skills	0
BUS 100: Business Orientation	1
ENG 103: Information Literacy	1
BUS 101: Introduction to Business	3
MKT 101: Principles of Marketing	3
Social Science Elective (choose one)	3
SSC 130: Essentials of Psychology	
SSC 105: Readings in World Civilization	
SSC 150: Foundations of Political Science	

MAT 106: Math for Business and Finance	3
Total	14

Proctored Final Examination

Semester II	Credits
CSC 104: Computer Applications	3
ENG 100: English Composition	3
ACC 111: Financial Accounting	3
HUM 106: Interpersonal Communications	1
BUS 110: Principles of Management	3
Arts & Humanities Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	

Total	16
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Proctored Final Examination

Semester III	Credits
BUS 121: Economics 1	3
ACC 112: Managerial Accounting	3
MAT 120: College Algebra	3
ENG 121: Business and Technical Writing	3
MKT 210: Advertising Principles	3
Science Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
SCI 110: Earth Science	

Total	18
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Proctored Final Examination

Semester IV	Credits
MKT 160: Business Statistics	3
BUS 213: Business Law 1	3
MKT 220: Consumer Behavior	3
MAT 260: Marketing Research	3
Business Elective (choose one)	3
MKT 240: Retail Management	
BUS 122: Economics 2	
BUS 214: Business Law 2	

Total	15
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Proctored Final Examination

Total Credits 63

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

PARALEGAL STUDIES

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.

	Credits
Basic Skills	0
PLS101 Introduction to Paralegal Studies	1
ENG103 Information Literacy	1
PLS105 Legal Terminology	2
ENG100 English Composition	3
PLS110 Ethics	2
PLS113 Law and the Legal System	2
CSC101 Computer Literacy	3
Total	14

Proctored Final Examination

	Credits
HUM106 Interpersonal Communication	1
PLS114 Investigations and Interviews	2
CSC111 PC Applications	3
PLS121 Torts	3
BUS213 Business Law 1	3
BUS214 Business Law 2	3
MAT106 Mathematics for Business and Finance	3
Total	18

Proctored Final Examination

	Credits
Semester III	
BUS121 Economics 1	3
PLS202 Legal Research and Writing	4
General Education Elective (choose one)	3
SSC103 Essentials of Psychology	
SSC150 Foundations of Political Science	
PLS205 Civil Litigation	3
General Education Elective (choose one)	3
HUM102 Art Appreciation	
HUM104 Music Appreciation	
Total	16

Proctored Final Examination

	Credits
Semester IV	
PLS211 Criminal Litigation	3
ENG121 Business and Technical Writing	3
PLS213 Family Law	3
PLS215 Real Estate Law	3
PLS217 Wills and Estates	3
General Education Elective (choose one)	3
SCI140 Nutrition	
SCI120 Intro to Biology	
Total	18

Total Credits **66**

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

ASSOCIATE OF SCIENCE DEGREE PROGRAMS

TECHNOLOGY DEPARTMENT

The Technology Department of Penn Foster College offers men and women a variety of career choices: Civil Engineering Technology, Electrical Engineering Technology, Electronics Technology, Industrial Engineering Technology, Mechanical Engineering Technology, Veterinary Technician, PC Maintenance Technology, Graphic Design, and Computer Information Systems. These four-semester degree programs provide the student with the full technical background needed to qualify for careers with today's complex technological equipment.

Resident Lab

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

CIVIL ENGINEERING TECHNOLOGY

The Civil Engineering Technology Program is designed to meet the increased demand for trained Engineering Technicians. This program is designed to assist civil engineers in the planning, design, and construction of highways and buildings. There are a wide variety of entry-level employment opportunities available to individuals who have training as an engineering technician.

Semester I	Credits
Basic Skills	0
MET100 Technology Orientation	1
MAT110 Technical Mathematics I	2
SCI165 Technical Science	2
MAT122 Technical Mathematics II	2
CET111 Basic Surveying I	3
CET112 Basic Surveying II	3
CET115 Land Surveying	3
IET121 Engineering Economy	1
Total	17
Proctored Final Examination	

Semester II	Credits
MET123 Engineering Materials	2
EET160 Introduction to Microprocessors	2
MET170 Engineering Mechanics	3
CET120 Concrete	2
CET123 Topographic Drawing & Surveying	5
CET127 Earthwork	1
MET126 Mechanics of Materials	2
Total	17

Proctored Final Examination

Semester III	Credits
CET223 Geodetic Surveying	3
CET236 Structural Steel Design	3
CET239 Reinforced Concrete Design	2
MET220 Fluid Mechanics	3
CSC104 Computer Applications	3
CSC262 Introduction to Computer Programming	3
Total	17

Proctored Final Examination

Semester IV	Credits
CET241 Highway Construction and Design I	3
CET242 Highway Construction and Design II	2
MAT220 Analytic Geometry and Calculus	4
BUS140 Organizational Behavior	3
ENG121 Business and Technical Writing	3
CET249 Resident Laboratory Training	3
Total	18

Proctored Final Examination

Total Credits	69
Penn Foster College reserves the right to change program content and materials when it becomes necessary.	

COMPUTER INFORMATION SYSTEMS

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

Semester I	Credits
Basic Skills	0
INT 101 Internet Orientation	1
ENG 103 Information Literacy	1
MAT 120 College Algebra	3
CSC 104 Computer Applications	3
SSC Social Science Elective	3
CSC 105 Introduction to Programming	3
INT 114 Internet Marketing and E-Commerce	3
Total	17
Semester II	Credits
CSC 221 Advanced PC Applications	3
ENG 100 English Composition	3
INT 120 HTML Coding	3
SCI Science Elective	3
INT 125 Internet Server Environments	3
Total	15
Semester III	Credits
HUM Humanities Elective	3
MAT 222 Pre-calculus	3
INT 128 Network Protocols and Internetworking	3
CSC 218 Visual Basic®	3
INT 225 Introduction to Database Technology	3
Total	15
Semester IV	Credits
INT 215 Programming in Java™	3
CIS 235 Structured Systems Analysis	3
CIS 240 Systems Design	3
Core Elective	3
Core Elective	3
Total	15
Total Credits	62

ELECTRICAL ENGINEERING TECHNOLOGY

The Electrical Engineering Technology Program is designed to meet the needs of the electrical and electronics industries for men and women trained as engineering technicians. Such trained personnel will be qualified to assist engineers and scientists in the various branches of the electrical and electronics professions.

Semester I	Credits
Basic Skills	0
MET100 Technology Orientation	1
EET101 Fundamentals of Electricity	3
MAT110 Technical Mathematics I	2
CSC101 Computer Literacy	3
EET103 Fundamentals of Electronics	3
ENG103 Information Literacy	1
ENG100 English Composition	3
Total	16
Proctored Final Examination	
Semester II	Credits
SCI167 Physical Science	3
MAT122 Technical Mathematics II	2
EET105 Electrical/Electronic Measurements and Instruments	3
CSC110 The Microcomputer and its Applications	3
EET210 Electric Motors and Controls	3
MET101 Basic Drafting	3
Total	17
Proctored Final Examination	
Semester III	Credits
MET221 Quality Control Systems	3
EET212 Electrical Equipment	3
EET214 Interpreting the National Electric Code®	3
EET216 Electrical Installations	3
ENG121 Business and Technical Writing	3
MET240 Electro/Mechanical Control Technology	3
Total	18
Proctored Final Examination	
Semester IV	Credits
MET202 Drafting with AutoCAD®	3
Technical Elective	3
Technical Elective	3
General Education Elective	3
EET249 Resident Laboratory Training	3
Total	15
Proctored Final Examination	
Total Credits	66

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

ELECTRONICS TECHNOLOGY

The Electronics Technology Program is designed to meet the needs of the electrical and electronics industry for men and women trained as electronic technicians. Such trained personnel will be qualified to assist engineers and scientists in the various branches of the electrical and electronics professions.

Semester I		Credits
	Basic Skills	0
MET100	Technology Orientation	1
EET101	Fundamentals of Electricity	3
MAT110	Technical Mathematics I	2
CSC101	Computer Literacy	3
EET103	Fundamentals of Electronics	3
ENG103	Information Literacy	1
ENG100	English Composition	3
Total		16

Proctored Final Examination

Semester II		Credits
SCI167	Physical Science	3
MAT122	Technical Mathematics II	2
EET105	Electrical/Electronic Measurements and Instruments	3
CSC110	The Microcomputer and Its Applications	3
EET182	Electronic Circuits	3
MET101	Basic Drafting	3
Total		17

Proctored Final Examination

Semester III		Credits
MET221	Quality Control Systems	3
EET218	Basic Industrial Computer Systems	3
EET221	Pulse Circuits	3
EET222	Logic Circuits	3
ENG121	Business and Technical Writing	3
MET240	Electro/Mechanical Control Technology	3
Total		18

Proctored Final Examination

Semester IV		Credits
MET202	Drafting with AutoCAD®	3
	Technical Elective	3
	Technical Elective	3
	General Education Elective	3
EET250	Resident Laboratory Training	3
Total		15

Proctored Final Examination

Total Credits 66

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

GRAPHIC DESIGN

Graphic Design will prepare students for careers in the graphics industry as designers, commercial artists, and computer graphic designers. Such positions combine the

skills of graphic art, graphic design, Web graphic arts design, and desktop publishing. Students will receive the training and the portfolio necessary to interview for entry-level positions in advertising agencies, design studios, publishing houses, and corporate communications departments.

Semester I		Credits
	Basic Skills	0
GRD101	Graphic Design Orientation	1
GRD105	Color Theory	3
GRD110	Introduction to Graphic Design	3
CSC101	Computer Literacy	3
GRD115	Graphic Design and Production (Illustrator)	3
ENG100	English Composition	3
Total		16

Proctored Final Examination

Semester II		Credits
HUM102	Art Appreciation	3
ENG103	Information Literacy	1
GRD120	Print and Web-Based Graphic Applications (Photoshop)	3
GRD125	Graphic Design II	3
ENG121	Business and Technical Writing	3
MAT260	Survey of Mathematics	3
Total		16

Proctored Final Examination

Semester III		Credits
GRD201	Typography	3
SSC130	Essentials of Psychology	3
GRD205	Electronic Publishing	3
GRD208	Electronic Publishing Projects	3
GRD212	Corporate Design	3
Total		15

Proctored Final Examination

Semester IV		Credits
INT120	HTML Coding	3
GRD220	Web Graphic Arts Design	3
INT205	Introduction to Internet Multimedia	3
INT238	Streaming Technology, Multimedia Development, and Animation	3
GRD225	Portfolio Development	3
Total		15

Proctored Final Examination

Total Credits 62

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

INDUSTRIAL ENGINEERING TECHNOLOGY

The Industrial Engineering Technology Program is designed to meet the increased demand for trained engineering technicians. The program will prepare technicians to assist industrial engineers in the planning, quality control, or production and operation of engineering, manufacturing, or commercial operations.

There is a wide variety of entry-level employment opportunities available to individuals who have training as engineering technicians.

Semester I	Credits
Basic Skills	0
MET100 Technology Orientation	1
IET110 Manufacturing Processes	4
MAT110 Technical Mathematics I	2
CSC101 Computer Literacy	3
MET123 Engineering Materials	2
ENG103 Information Literacy	1
ENG100 English Composition	3
Total	16

Proctored Final Examination

Semester II	Credits
SCI167 Physical Science	3
MAT122 Technical Mathematics II	2
IET243 Industrial Safety	3
CSC110 The Microcomputer and its Applications	3
MET170 Engineering Mechanics	3
MET101 Basic Drafting	3
Total	17

Proctored Final Examination

Semester III	Credits
MET221 Quality Control Systems	3
IET235 Operational Analysis	2
IET237 Materials Management and Inventory Control	3
BUS140 Organizational Behavior	3
ENG121 Business and Technical Writing	3
MET240 Electro/Mechanical Control Technology	3
Total	17

Proctored Final Examination

Semester IV	Credits
MET202 Drafting with AutoCAD®	3
Technical Elective	3
Technical Elective	3
General Education Elective	3
IET260 Resident Laboratory Training	3
Total	15

Proctored Final Examination

Total Credits	65
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Penn Foster College reserves the right to change program content and materials when it becomes necessary.

MECHANICAL ENGINEERING TECHNOLOGY

The Mechanical Engineering Technology Program is designed to meet the increased demand for trained engineering technicians in manufacturing industries and design offices. Such technicians will be able to assist production, manufacturing, and design engineers in the automotive, heavy machinery, machine tool, aerospace, chemical, and other related industries.

There is a wide variety of entry-level employment opportunities available to individuals who have training as engineering technicians.

Semester I	Credits
Basic Skills	0
MET100 Technology Orientation	1
IET110 Manufacturing Processes	4
MAT110 Technical Mathematics I	2
CSC101 Computer Literacy	3
MET123 Engineering Materials	2
ENG103 Information Literacy	1
ENG100 English Composition	3
Total	16

Proctored Final Examination

Semester II	Credits
SCI167 Physical Science	3
MAT122 Technical Mathematics II	2
MET220 Fluid Mechanics	3
CSC110 The Microcomputer and Its Applications	3
MET170 Engineering Mechanics	3
MET101 Basic Drafting	3
Total	17

Proctored Final Examination

Semester III	Credits
MET221 Quality Control Systems	3
MET126 Mechanics of Materials	2
MET231 Mechanical Design I	3
MET232 Mechanical Design II	3
ENG121 Business & Technical Writing	3
MET240 Electro/Mechanical Control Technology	3
Total	17

Proctored Final Examination

Semester IV	Credits
MET202 Drafting with AutoCAD®	3
General Education Elective (choose one)	3

HUM103 Art Appreciation	
HUM104 Music Appreciation	
Technical Electives (choose 2)	5-6
MET241 Tool Design 1	
MET242 Tool Design 2	
IET249 Computer Aided Manufacturing	
MAT220 Analytic Geometry & Calculus	
MET248 Industrial Plastics	

MET249 Resident Laboratory Training	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.

PC MAINTENANCE TECHNOLOGY

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

Semester I	Credits
Basic Skills	0
PCM101 Orientation to PC Maintenance Technology	1
CSC101 Computer Literacy	3
PCM103 Introduction to PC Repair	2
ENG103 Information Literacy	1
PCM105 PC Hardware 1	3
ENG100 English Composition	3
CSC107 Introduction to Microsoft Windows®	3

Total	16
Proctored Final Examination	

Semester II	Credits
MAT106 Mathematics for Business and Finance	3
PCM106 PC Hardware 2	3
PCM107 PC Operating Systems	3
HUM106 Interpersonal Communication	1
CSC111 PC Applications	3
SSC130 Essentials of Psychology	3
Total	16

Proctored Final Examination

Semester III	Credits
INT128 Network Protocols and Internetworking	3
INT125 Internet Server Environments	3
ENG121 Business and Technical Writing	3
INT130 Internet Security	3
INT120 HTML Coding	3
SCI167 Physical Science	3
Total	18

Proctored Final Examination

Semester IV	Credits
INT215 Programming in Java™	3
INT220 Programming in CGI/Perl	3
ENG124 Applied Research Skills	2
General Education Elective (choose one)	3

HUM102 Art Appreciation	
HUM104 Music	
INT225 Introduction to Database Technology	3
INT242 Advanced Database Technology	3
Total	17

Total Credits 67

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

VETERINARY TECHNICIAN

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

The students learn animal anatomy and physiology, office management, computer skills, diagnostic imaging, pharmacology, clinical pathology, animal care and management, surgical procedures, anesthesiology, animal parasitology, animal diseases, laboratory animal science, and animal nutrition. The students are also provided with a review course for the veterinary technician examination.

Students gain valuable job experience by completing two required nine-week practicums in small and large animal care guided by a veterinarian at an approved veterinary clinic.

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

Students complete Clinical Practicum 1 after the second semester and Clinical Practicum 2 after the fourth semester. Each practicum encompasses a minimum of 225 hours of clinical experience. Students are expected to complete the required hours in approximately nine weeks. A maximum of three months is allowed for completion of each practicum. Students receive more detailed instructions about the practicums in Semesters II and IV.

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

Semester I	Credits
Basic Skills	0
VET101 Orientation to Veterinary Technology	1
VET102 Introduction to Veterinary Technology	2
CSC101 Computer Literacy	3
SCI120 Introduction to Biology	3
VET113 Animal Anatomy and Physiology I	4
MAT140 Medical Mathematics	3
ENG103 Information Literacy	1
Total	17

Proctored Final Examination

Semester II	Credits
VET105 Veterinary Office Management	2
ENG100 English Composition	3
MAT260 Survey of Mathematics	3
VET114 Animal Anatomy and Physiology II	4
VET120 Diagnostic Imaging	3
VET123 Veterinary Pharmacology	3
Proctored Final Examination	
VET130 Practicum 1	4
Total	22

Semester III	Credits
VET201 Clinical Pathology I	3
VET221 Animal Parasitology	3
VET223 Animal Diseases, Pathology, and Immunology	3
SSCI30 Essentials of Psychology	3
VET211 Surgical Procedures	3
VET213 Anesthesiology	3
Total	18

Proctored Final Examination

Semester IV	Credits
VET200 Animal Care and Management	3
ENG121 Business and Technical Writing	3
VET202 Clinical Pathology II	3
VET225 Animal Nutrition, Reproduction, Genetics, and Aging	3
VET227 Laboratory Animal Science	3
VET229 Veterinary Technician Examination Review	1
Proctored Final Examination	
VET230 Practicum 2	4
Total	20

Total Credits	77
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COURSE DESCRIPTIONS

ACCOUNTING

ACC111 Financial Accounting (3 credits)

Analyzing transactions; completing the accounting cycle; merchandising businesses; inventories, assets, and liabilities; and corporations, stocks, bonds, and cash flow. **PREREQ: None**

ACC112 Managerial Accounting (3 credits)

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

PREREQ: Financial Accounting

ACC201 Intermediate Accounting I (3 credits)

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 II (3 credits)

Inventories; investments; intangible assets; current, contingent, and estimated liabilities; premium and discount on long-term debt; stockholder's equity.

PREREQ: Intermediate Accounting I

ACC210 Cost Accounting (3 credits)

Timekeeping and payroll procedures; setting overhead rates; accounting for spoiled and defective goods; development of cost analyses; process cost accounting; job-order cost accounting.

PREREQ: Managerial Accounting

ACC211 Computer Applications in Accounting (3 credits)

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

PREREQ: Computer Applications, Financial Accounting, Managerial Accounting

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)

Business in a global environment; starting and growing a business; human resources; marketing; information and technology; finances. **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's 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)

The business environment; planning; organizing; leading and controlling.

PREREQ: None

BUS121 Economics I (3 credits)

Macroeconomics; the cost of living; monetary systems; international factors; short run economic fluctuations.

PREREQ: None

BUS122 Economics II (3 credits)

Microeconomics; supply and demand; the role of government; tax system design; labor markets. **PREREQ: Economics I**

BUS140 Organizational Behavior (3 credits)

Management approaches; human decision-making; conflict management; communication in groups; power and influence; organizational environment, structure and design; fundamental forces of change. **PREREQ: None**

BUS213 Business Law I (3 credits)

American court practice and procedure; torts; employment law; international law; environmental law; contract law.

PREREQ: None

BUS214 Business Law II (3 credits)

Sales; consumer law; commercial paper; property law; agency relationships; partnerships, organizations, and limited liability companies. **PREREQ: Business Law I**

BUS220 Effective Supervision (3 credits)

Management functions supervisors must perform; planning, organizing, leading and controlling in specific supervisory situations; Management Information Systems; effect of computers on management. **PREREQ: None**

CIVIL ENGINEERING**CET111 Basic Surveying I (3 credits)**

Tapes and accessories; electronic measurements; use of transit and theodolite; adjustment of instruments; angle measurements; trigonometric leveling; error of closure; computation of area by latitudes and departures or planimeter.

PREREQ: Technical Mathematics I & II

CET112 Basic Surveying II (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 I

CET115 Land Surveying (3 credits)

Determination of true meridian; latitudes and longitudes; subdivision of townships and sections; legal descriptions.

PREREQ: Basic Surveying II

CET120 Concrete (2 credits)

Production of concrete; design of concrete mixes; test for concrete; field methods in concrete construction.

PREREQ: Technical Mathematics I and II

CET123 Topographic Drawing and Surveying (5 credits)

Use of drafting instruments; plotting traverses; plotting cross sections and profiles; city and village maps; plane-table surveying; topographic maps; methods of control.

PREREQ: Basic Surveying I

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 II

CET223 Geodetic Surveying (3 credits)

Monuments and markers; triangulation surveys; methods of projection; subdivision of city blocks into lots.

PREREQ: Topographic Drawing and Surveying; Land Surveying

CET236 Structural Steel Design (3 credits)

Allowable unit stresses; design of connections; composite design of steel and concrete; design of column base plates.

PREREQ: Mechanics of Materials

CET239 Reinforced Concrete Design (2 credits)

Investigation and design of rectangular beams; T-beams; double-reinforced beams, and continuous beams; design of processed concrete beams.

PREREQ: Mechanics of Materials

CET241 Highway Construction and Design I (3 credits)

Soil studies; subgrades and drainage; location surveys; volume and speed studies; signs.

PREREQ: Topographic Drawing and Surveying

CET242 Highway Construction and Design II (2 credits)

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

PREREQ: Basic Surveying II; 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 III**

COMPUTER INFORMATION SYSTEMS**CIS235 Structured Systems Analysis (3 credits)**

The system development cycle; information gathering and reporting activities on the analysis phase; interaction of various participants in the systems process.

PREREQ: Introduction to Computers; Business Computer Systems and Applications or equivalent

CIS240 Systems Design (3 credits)

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

PREREQ: Structured Systems Analysis.

COMPUTER SCIENCE

CSC100 Computer Orientation (1 credit)

Introduction to at-home education; study skills and techniques; reading textbooks and study guides; reviewing for examinations. Impact of technology on individuals, business, the workplace, education, and society; the global economy; careers in technology.

PREREQ: None

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)

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

CSC105 Introduction to Programming (3 credits)

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

PREREQ: Introduction to Computers or equivalent

CSC107 Introduction to Microsoft Windows® (3 credits)

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

PREREQ: Computer Literacy

CSC110 The Microcomputer and its Application (3 credits)

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

PREREQ: None

CSC111 PC Applications (3 credits)

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

PREREQ: None

CSC218 Visual Basic® (3 credits)

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

PREREQ: PC Applications or equivalent

CSC221 Advanced PC Applications (3 credits)

Database applications; integrating word processing, spreadsheet, and presentation software applications.

PREREQ: PC Applications or equivalent

CSC246 Visual C#® (3 credits)

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

PREREQ: Visual Basic® or equivalent

CSC262 Introduction to Computer Programming (3 credits)

Overview of program creation; information organization; programming concepts; program design; program instructions; overview of major programming languages; the program development cycle; program project.

PREREQ: None

CSC249 Directed Project (3 credits)

Application of technology to a real business problem. System analysis, design, programming, and installation of an automated and manual solution.

PREREQ: Completion of Semester III Applied Computer Science

CRIMINAL JUSTICE

CJS100 Criminal Justice Orientation (1 credit)

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

CJS101 Introduction to Criminal Justice (3 credits)

Examines the purpose and functions of the criminal justice system, with attention paid to the police, courts, and corrections on the local, state, and federal levels; explains the

limitations of a system initially designed to respond to the needs of Colonial America; the course focuses on one's involvement in the criminal justice system, as citizens and as actors, and how that involvement affects the system. **PREREQ: None**

CJS105 Ethics in Criminal Justice (3 credits)

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

PREREQ: Introduction to Criminal Justice

CJS108 Criminology (3 credits)

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

PREREQ: Introduction to Criminal Justice

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

CJS125 Criminal Law (3 credits)

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

PREREQ: Introduction to Criminal Justice; Courts

CJS130 Police Management (3 credits)

Considers the development of the police subculture and how that has shaped different strategies for police management; proceeds to examine those basic organizational concepts unique to policing; looks at the different responsibilities and how to satisfy those responsibilities within the context of policing; studies the image that collective bargaining has on management of police.

PREREQ: Introduction to Criminal Justice; Ethics in Criminal Justice; Police Studies

CJS135 Introduction to Private Security (3 credits)

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

PREREQ: Introduction to Criminal Justice

CJS203 Criminal Procedures (3 credits)

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

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

CJS205 Juveniles and the Legal Process (3 credits)

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

PREREQ: Introduction to Criminal Justice; Courts; Criminal Law

CJS207 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

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

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

PREREQ: Introduction to Criminal Justice; Criminal Law

CJS211 Correctional Institutions (3 credits)

Focuses on what the public generally believes is the most common punishment: incarceration in a correctional institution; presents the early attempts at rehabilitating offenders in secure, custodial facilities;

focuses on the different types of correctional facilities that have developed, with an eye towards how issues of safety can literally shape the facility; considers issues relating to the management and operation of such facilities; explains the Supreme Court's philosophy towards "prisoner's rights" in the context of issues, such as access to counsel; looks to how treatment strategies differ based upon the nature and needs of certain groups.

PREREQ: Introduction to Criminal Justice; Courts; Criminal Law

CJS213 Women and Criminal Justice (3 credits)

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

PREREQ: Introduction to Criminal Justice

CJS215 Terrorism (3 credits)

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

PREREQ: Criminology; Police Studies

CJS217 International Relations (3 credits)

Reflects the recent direction of international relations by integrating contemporary economic issues (trade, multi-nationals) with traditional security issues (war and peace); discusses the preeminence of economic concerns in international relations and covers both the geopolitical and the geoeconomic facets of international relations; includes such case studies as the rioting at the 1999 WTO Seattle summit, the recent spy charges causing tensions between the U.S. and China, and the international debates over sovereignty versus human rights.

PREREQ: Introduction to Criminal Justice; Multicultural Law Enforcement

CJS220 Organized Crime (3 credits)

Course opens with a consideration of how organized crime has developed and the structure of organized crime; looks at the different types of criminal activity typical to organized crime; reviews international organized crime as the principles underlying organized crime would naturally lead to expansion; course closes with a consideration of the tools and means available to law enforcement to battle organized crime; each chapter includes Internet connections, which are URLs where students can go to find more information on the subject matter covered in the chapter. **PREREQ: Criminology**

CJS225 White Collar Crime (3 credits)

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

PREREQ: Courts; Criminal Law

CJS230 Criminalistics (3 credits)

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

PREREQ: Criminology

CJS235 Multicultural Law Enforcement (3 credits)

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

PREREQ: Police Studies

CJS240 Criminal Evidence (3 credits)

Examines the history of the rules used in treating prospective evidence as it looks at standards of proof; considers how a court looks at issues of relevancy and materiality to determine whether prospective evidence should be admitted at trial. It looks at the role of witnesses, the distinctions between a lay and expert witness, and at the competency of evidence; considers different forms of evidence and looks at how application of principles in the U.S. Constitution lead to the exclusion of evidence.

PREREQ: Courts; Criminal Law; Criminalistics

CJS245 Security and Loss Prevention (3 credits)

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

PREREQ: Introduction to Private Security

CJS250 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

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

EARLY CHILDHOOD EDUCATION

ECE100 Orientation to Early Childhood Education (1 credit)

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

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

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

PREREQ: Fundamentals of Early Childhood Education

ECE111 Fundamentals of Early Childhood Education (3 credits)

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

ECE120 Infant and Toddler Care (3 credits)

This course focuses on how to create a safe, healthy learning environment that helps infants and toddlers increase their physical, intellectual, and social qualities.

PREREQ: Fundamentals of Early Childhood Education

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

Information on the importance of health safety and nutrition as crucial factors in the development of young children.

Provides strategies for the monitoring of standards in the care environment and development of good habits in young children. **PREREQ: None**

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

A summary of the ways in which cultural differences influence the way children act, communicate and learn. The major focus is on the areas of language and communication, social skills, school readiness, and emergent literacy.

PREREQ: Fundamentals of Early Childhood Education, Curriculum for Early Childhood Education

ECE203 Working with Children with Special Needs (3 credits)

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

PREREQ: Child Psychology, Fundamentals of Early Childhood Education, Curriculum for Early Childhood Education

ECE210 The Child, Family and Community (3 credits)

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

PREREQ: None

ECE212 Guidance in Early Childhood Education (3 credits)

Developmentally appropriate guidance strategies that help young children to become responsible, respectful, and productive members of the community. The course stresses the need to respect the unique qualities that individual children and their families bring to the early childhood setting.

PREREQ: Fundamentals of Early Childhood Education, Curriculum for Early Childhood Education

ECE213 Art, Music, and Movement (3 credits)

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

PREREQ: Fundamentals of Early Childhood Education, Curriculum for Early Childhood Education

ECE215 Curriculum for Early Childhood Education (3 credits)

Defines and explores the fundamental components of the early childhood curriculum, including creativity, sensory experience, curiosity, exploration and discovery, growth in literacy, and concepts of mathematics and science and social science.

PREREQ: Fundamentals of Early Childhood Education

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

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

PREREQ: Fundamentals of Early Childhood Education and Curriculum for Early Childhood Education

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

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

PREREQ: Fundamentals of Early Childhood Education and Curriculum for Early Childhood Education

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

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

ECE223 Working with Preschoolers (3 credits)

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

PREREQ: Fundamentals of Early Childhood Education and Curriculum for Early Childhood Education

ECE230 Field Experience (6 credits)

During the fourth semester students will spend 300 hours in an approved early childhood center that includes infants, toddlers, and preschoolers in order to observe and participate in the direct application of theory. Students will have specific assignments during this time. They will have a maximum of six months to complete the field experience.

PREREQ: Students must be enrolled in Semester Four of the Early Childhood Education program

ELECTRICITY AND ELECTRONICS

EET101 Fundamentals of Electricity (3 credits)

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

PREREQ: None

EET103 Fundamentals of Electronics (3 credits)

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

PREREQ: Fundamentals of Electricity

EET105 Electrical/Electronic Measurements and Instruments (3 credits)

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

PREREQ: Fundamentals of Electricity; Fundamentals of Electronics

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 r-f circuits; oscillators; feedback; electronic power supply systems; industrial receivers, transmitters and video systems; servo and control systems; pulse and logic circuits; troubleshooting electronic equipment and systems; logical troubleshooting methods; measuring techniques; interpreting data and results.

PREREQ: Fundamentals of Electronics

EET210 Electric Motors and Controls (3 credits)

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

PREREQ: Fundamentals of Electricity; Fundamentals of Electronics

EET212 Electrical Equipment (3 credits)

Sizing and selecting conductors, raceways, devices, and controls incorporated in electrical systems; identifying key characteristics of electrical equipment including circuit protection, outlet, and 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

EET216 Electrical Installations (3 credits)

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

PREREQ: Fundamentals of Electricity

EET218 Basic Industrial Computer Systems (3 credits)

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

PREREQ: Fundamentals of Electronics

EET221 Pulse Circuits (3 credits)

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

PREREQ: Fundamentals of Electronics

EET222 Logic Circuits (3 credits)

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

PREREQ: Fundamentals of Electronics

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

EET236 Power Plant Operations (3 credits)

Primary operating systems of coal or natural-gas fired steam power plant; fundamental science behind power generation; fuel flow paths; water treatment systems; steam flow paths; boiler, station electrical power, and other auxiliary equipment.

PREREQ: Fundamentals of Electronics

EET249 Resident Laboratory Training (Electrical) (3 credits)

This two-week session includes the use of various measuring instruments for performing a series of comprehensive experiments. The experiments are designed to provide familiarization with instrumentation, equipment, preparation of data, and laboratory reporting techniques.

PREREQ: Semester III

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 III

ENGLISH**ENG100 English Composition (3 credits)**

Writing difficulties; grammar review (sentences, parts of speech, punctuation marks, and paragraphs); defining unfamiliar terms; finding ideas through freewriting and brainstorming; organizing ideas; principles of revising and editing; figures of speech; writing for the senses; getting the readers' attention; descriptive writing; first-person narratives; reflective and persuasive essays; thesis statements.

PREREQ: None

ENG103 Information Literacy (1 credit)

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

PREREQ: None

ENG115 Introduction to Literature (3 credits)

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

PREREQ: None

ENG121 Business and Technical Writing (3 credits)

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

PREREQ: None

ENG122 Technical Writing (3 credits)

Specialized training is offered in writing of proposals, reports, instructions, letters, abstracts, resumes, and more.

PREREQ: None

ENG124 Applied Research Skills (2 credits)

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

FINANCE

FIN101 Financial Management (3 credits)

Financial assets; investing in long-term assets; capital structure and dividend policy; financial planning and working capital management. **PREREQ: None**

FIN205 Securities and Investments (3 credits)

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

FIN210 Personal Financial Management (3 credits)

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

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 inter-action of color and its implications for designers and artists. This course also covers the physics of color, colored light, colored pigments, and the color wheel. Students are introduced to basic color principles, industry terminology, Johannes Itten's color theory and applications, with an emphasis on manipulating color.

PREREQ: Graphic Design Orientation

GRD110 Introduction to Graphic Design (3 credits)

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

PREREQ: Graphic Design Orientation

GRD115 Graphics 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

GRD120 Print and Web-Based Graphic Applications (Photoshop®) (3 credits)

Print and Web-Based Graphic Applications begins coverage of Adobe® PhotoShop® in regard to the production of print and Web-based graphics. The students learn how to use the Photoshop® software and apply smart design principles to multimedia products such as print brochures, dynamic graphics, animation, Web sites, video, and interactive CD-ROM content.

PREREQ: Graphic Design Orientation; Color Theory; Introduction to Graphic Design

GRD125 Graphic Design II (3 credits)

Graphic Design II 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**

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; Graphic Design II

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; Graphic Design II; 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: Graphics Design and Production; Print and Web-Based Graphic Applications; 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; Graphic Design II; Typography

GRD220 Web Graphic Arts Design (3 credits)

Web Graphic Arts Design teaches students about creating Web graphics using Photoshop® and ImageReady. Students create graphics for use in Web design and other Web-based projects by completing hands-on and case projects and creating professional-level Web graphics for use in their electronic portfolios in the last semester of this course.

PREREQ: Print and Web-Based Graphic Applications; HTML Coding

GRD225 Portfolio Development (3 credits)

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

HEALTH INFORMATION TECHNOLOGY

HIT100 Introduction to Health Information Technology (1 credit)

This course is designed to provide a discussion of strategies for completing the Health Information Technology program as an independent learner. In addition, it gives an introduction to health care, the health information management industry, and the role that health information technicians play in that industry. Focus is on the different elements and jobs in the health information management field. The course also provides an overview of the history of medicine and documentation, health care reimbursement, technology in health care, important professional skills, and professional organizations helpful to health information technicians.

PREREQ: None

HIT 105 Law and Ethics in Medicine (3 credits)

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)

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)

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)

This course introduces students to the management of information within a health-care setting. The course focuses on preparing, correcting, and filing medical records, as well as communicating with others inside and outside of a medical facility. It also covers health-care delivery systems; information and communication technologies; and data storage, retrieval, and security.

PREREQ: Introduction to Health Information Management, Medical Terminology, Law and Ethics in Medicine, The Confidentiality of Health Information

HIT115 Reimbursement Methodologies (1 credit)

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

HIT201 Quality (2 credits)

Management/Performance Improvement

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

PREREQ: Medical Information Management and Office Practice

HIT203 Medical Coding 1 (3 credits)

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

PREREQ: Medical Terminology

HIT204 Medical Coding 2 (3 credits)

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

PREREQ: Medical Coding 1

HIT207 Medical Transcription 1 (3 credits)

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)

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

HIT209 Department Management (2 credits)

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

HIT210 Healthcare Statistics (3 credits)

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

PREREQ: Math for Business and Finance

HIT290 Practicum in Health Information Technology (4 credits)

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

HOSPITALITY MANAGEMENT

HSP101 Introduction to the Hospitality Industry (3 credits)

Origins and history of the hotel/restaurant business; job opportunities in the front and back office, and in restaurant and banquet services. **PREREQ: None**

HSP110 Basics of the Catering Business (3 credits)

Fundamentals of catering; fees; types of events; starting your own business; the caterer's kitchen; storing staples.

PREREQ: None

HSP115 Hospitality Engineering Systems (3 credits)

Function of the engineering and maintenance departments; electrical, plumbing, heating, refrigeration and ventilation systems; the housekeeping department; sanitation. **PREREQ: None**

HSP122 Nutrition and Menu Planning (3 credits)

The digestive process; essential nutrient groups and their sources; providing healthy daily menus. **PREREQ: None**

HSP124 Beverage Operations (3 credits)

Legal control of alcohol; types of wine and wine service; types of malt beverages and distilled spirits; purchase, storage, and control of alcoholic beverages.

PREREQ: None

HSP140 Hospitality Purchasing and Storage (3 credits)

Buyers and their functions; the purchasing process; evaluating merchandise; storage areas for food and nonfood items; use and manufacture of storage areas.

PREREQ: None

HSP210 Quantity Food Production (3 credits)

Management principles and procedures; facilities; tools and equipment; menus and recipes; purchasing and storage; sanitation and safety; preparation and service of food.

PREREQ: None

HSP240 Hospitality Accounting (3 credits)

The balance sheet; income statement; recording transactions; trial balance; journal entries; cash versus accrual method of accounting; the work sheet; the accounting cycle; procedures for a merchandising business; special journals; payroll accounting. **PREREQ: None**

HSP245 Hospitality Law and Insurance (3 credits)

Law as it applies to the hospitality industry; contract law, bankruptcy and commercial paper; legal responsibilities of hotel personnel; basic insurance principles.

PREREQ: None

HSP250 Hospitality Marketing and Advertising (3 credits)

Techniques of advertising; function of advertising in marketing area; role of advertising in marketplace; marketing and advertising applications in hospitality.

PREREQ: None

HUMAN RESOURCES MANAGEMENT

HRM101 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

HRM150 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

HRM220 Employee Benefits (3 credits)

This course examines employer and employee objectives for benefit plans; design and administration of group life and group health insurance programs; government programs for workers' compensation; employer-sponsored pension plans; and the integration of government and employer-sponsored retirement benefits into an individual's retirement planning.

PREREQ: Human Resources Management, Compensation Management

HRM250 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)

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

HUM104 Music Appreciation (3 credits)

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

HUM106 Interpersonal Communication (1 credit)

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

INDUSTRIAL ENGINEERING TECHNOLOGY

IET110 Manufacturing Processes (4 credits)

Cutting tools; machine tools; welding techniques; magneforming; testing of materials; nondestructive testing techniques; micrometers; gauges; basic numerical control.

PREREQ: Technical Mathematics I

IET113 Planning and Control (3 credits)

Nature of production control; quality costs and their control; vendor relation; quality improvement; acquisition of materials; storage of materials; paperwork control.

PREREQ: Technical Mathematics I

IET117 Plant Facilities (2 credits)

Plant layout; industrial layout; growth planning; warehouse design; use of computer; materials handling; trucks; conveyors; pneumatic systems; long distance transportation.

PREREQ: Technical Mathematics I

IET121 Engineering Economy (1 credit)

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

PREREQ: Technical Mathematics I

IET230 Statistical Quality Control (3 credits)

Objectives; applications; fundamental statistical concepts; directions for simple X and R charts; fundamentals of the theory of probability; aspects of specifications and tolerances; fundamental concepts in acceptance sampling; acceptance sampling by variables; aspects of life testing and reliability.

PREREQ: Technical Mathematics I

IET235 Operational Analysis (2 credits)

Operation analysis procedures; selection of process and tooling; plant layout and material handling.

PREREQ: Technical Mathematics I

IET237 Materials Management and Inventory Control (3 credits)

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

IET239 Time Study (2 credits)

Responsibilities of labor and management in time studies; stop watches and equipment; setting the standards; fundamental motion data; time-formula construction.

PREREQ: Technical Mathematics I

IET243 Industrial Safety (3 credits)

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

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.

IET249 Computer-Aided Manufacturing (2 credits)

Basic robot manufacturing principles; fundamentals of robotics; programming applications; robot components; control systems; sensors; robot programming and languages; artificial intelligence; assembly and inspection; implementing robotics; future applications; computer numerical control (CC); machine tool measuring systems; preventative maintenance and servicing. **PREREQ: CADD**

IET250 Productivity Engineering (2 credits)

The productivity cycle; factors affecting productivity; computations in the application of the total productivity model; implementing the model; materials-based, employee-based, product-based, task-based; setting up productivity improvement programs.

PREREQ: Planning and Control; Engineering Economy

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 III**

INTERNET TECHNOLOGY

INT101 Internet Technology Orientation (1 credit)

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

PREREQ: None

INT110 Introduction to Web Development (3 credits)

Covers the fundamentals of Web design and construction; emphasis on how graphics apply to Web design; begins with the basics and moves into the more challenging aspects of interactive design; introduces foundations of Webpage design without using specific software packages; real-world examples and review questions provide reinforcement of the material learned. **PREREQ: Computer Literacy**

INT114 Internet Marketing and E-Commerce (3 credits)

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

PREREQ: Computer Literacy

INT120 HTML Coding (3 credits)

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

PREREQ: Computer Literacy; Introduction to Web Development

INT125 Internet Server Environments (3 credits)

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

PREREQ: Computer Literacy

INT128 Network Protocols and Internetworking (3 credits)

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

Internet Server Environments

INT130 Internet Security (3 credits)

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

PREREQ: Computer Literacy

INT201 Web Site Project Management (3 credits)

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

PREREQ: Introduction to Web Development

INT203 Extensible Markup Language (XML) (3 credits)

Provides users with the skills they need to learn and master the essential Web programming language, XML. It provides a thorough introduction to the Extensible Markup Language, an engine that allows users to manipulate data quickly and efficiently. This course provides real-world, step-by-step examples of application development with XML and explains how users can share and access data both on the Web and in business. With thorough hands-on projects and exercises, individuals apply concepts they've just learned for immediate reinforcement and feedback. Extensive end of chapter exercises to help reinforce XML concepts. A running case study starts at Chapter 2.

PREREQ: Computer Literacy; HTML Coding

INT205 Introduction to Internet Multimedia (3 credits)

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

PREREQ: Computer Literacy

INT210 Creating Webpages with PHP (3 credits)

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

PREREQS: Computer Literacy; HTML Coding; Internet Server Environments

INT215 Programming in Java™ (3 credits)

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

PREREQS: Computer Literacy; 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 Webpages using features such as hyperlinks, forms, data files, and databases; create truly interactive Web applications using subroutines, string manipulation, cookies, hidden fields, and redirects.

PREREQS: Computer Literacy; HTML Coding; Programming in Java™

INT225 Introduction to Database Technology (3 credits)

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

PREREQs: Internet Server Environments; Network Protocols and Internetworking

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

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

PREREQ: Introduction to Web Development; HTML Coding

INT239 Advanced Multimedia and Design (2 credits)

Course guides the production of a portfolio of multimedia designs all produced with Flash® and Dreamweaver®.

It consists of four projects: Building a Basic Website, Creating a Mini-Lesson Movie, Building an Electronic Portfolio, and Creating a Web Photo Album. It culminates with a final project, Building a Digital Autobiography.

PREREQ: Computer Literacy; Introduction to Web Development; Introduction to Internet Multimedia; Streaming Technology, Multimedia Development, and Animation

INT240 Programming with Visual Basic® (3 credits)

Covers the latest in Web-based application development; emphasizes programming, coding, and troubleshooting tips with Visual Basic.®

PREREQs: Computer Literacy; Introduction to Web Development

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

Covers the design, implementation, and management of database systems; takes the student clearly and effectively through the entire process of database development and implementation.

PREREQs: Internet Server Environments; Network Protocols and Internetworking; Introduction to Database Technology

INT243 Web-Based Graphic Applications (3 credits)

Introduction to Adobe® PhotoShop® Design Professional Series; teaches how to apply smart design principles to multimedia products such as dynamic graphics, animation, Websites, video, and interactive CD-ROM content.

PREREQ: Computer Literacy; Introduction to Web Development

INT246 Advanced E-Commerce Issues (3 credits)

Will help the e-commerce managers of today and tomorrow better direct the e-commerce process by integrating business models, marketing, and Internet technology; addresses e-commerce management issues, business model design, .com successes and failures, and legal issues relating to doing business on the Web.

PREREQ: Computer Literacy; Internet Marketing and E-Commerce

INT247 Advanced Web-Based Graphic Applications (3 credits)

This creative workshop applies the techniques of Adobe® PhotoShop® with five projects: Backgrounds and Textures, Scanning and Basic Photo Restoration, Integrating Images, Creating 3D Objects, Incorporating Text Into an Image.

PREREQ: Computer Literacy; Introduction to Web Development; Introduction to Internet Multimedia; Web-Based Graphic Applications

INT249 Web Graphic Arts Design (3 credits)

Teaches the students about creating Web graphics using Photoshop® and ImageReady. Students will create graphics for use in web design and other web-based projects by completing hands-on and case projects and creating professional-level Web graphics for use in their electronic portfolios.

PREREQ: Computer Literacy; Introduction to Web Development; Introduction to Internet Multimedia

INT250 Introduction to Data Mining (3 credits)

Shows how data mining techniques can be applied to the Web resulting in more efficient and successful advertising campaigns, better customer service, and increased profits; explains how to identify profitable customers, attract them, and then to keep them coming back; discusses how to apply data mining to specific types of online businesses such as click and mortar retailers, online retailers of digital content, advertising-driven sites, auction sites and business-to-business trading exchanges, and subscription sites.

PREREQ: Internet Marketing and E-Commerce

INT253 Customer Relationship Management (3 credits)

Teaches how to create customers and how to keep them in an e-commerce world; discusses information technology and research management, consumer behavior, as well as market segmentation, targeting, and positioning strategies.

PREREQ: Introduction to Data Mining

INT255 Web Store Programming (3 credits)

How to create a store on the Web; using automated store-building services; inside business information on setting up a Web store; critical dos and don'ts for retailing on the Web; how to advertise, market, and promote a store; how to process payments, avoid credit card fraud, and ship efficiently; the fine art of inventory management; and legal issues.

PREREQ: Computer Literacy; Introduction to Web Development; Introduction to Internet Multimedia; Internet Server Environments

INT257 Internet Business Models (3 credits)

Discusses the impact the Internet is having on the business world and what makes some .com or e-tailer businesses successful and others fail; covers such topics as regulating cyberspace, global e-commerce, competition, conflict, cooperation, taxation, privacy matters, cyberethics, successful e-businesses and those that failed, and the reasons they failed.

PREREQ: Internet Marketing and E-Commerce; Customer Relationship Management

MARKETING

MKT101 Principles of Marketing (3 credits)

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

MKT210 Advertising Principles (3 credits)

Techniques of advertising; function of advertising in the marketing area; role of advertising in the marketplace.

PREREQ: None

MKT220 Consumer Behavior (3 credits)
Influencing consumer behavior; consumer decision-making; effects on research and marketing; environmental influences; ethical responsibility. **PREREQ: None**

MKT240 Retail Management (3 credits)
Organization of retail stores; basics of retailing; management of a successful retail business; merchandising principles. **PREREQ: None**

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

MAT102 Mathematical Applications (3 credits)
This course provides a foundation in basic mathematical operations. Subjects covered include percentages, discounts, interest, pricing, depreciation, insurance, symbols and their applications, equations and formulas, and the importance of statistics. **PREREQ: None**

MAT106 Math for Business and Finance (3 credits)
Percentages; discounts; interest; present worth; sinking funds; installment buying; pricing; depreciation; investments; insurance; use of symbols and their applications, equations and formulas; importance of statistics. **PREREQ: None**

MAT110 Technical Mathematics I (2 credits)
Use of formulas; algebraic operations; use of determinants; use of exponents; logarithms. **PREREQ: None**

MAT120 College Algebra (3 credits)
This course introduces students to basic algebraic concepts. Topics covered include the real number system, exponents,

scientific notation, equations of lines, graphing, inequalities, absolute values, polynomials, factoring polynomials, and rational expressions. **PREREQ: None**

MAT122 Technical Mathematics II (2 credits)
Practical geometry; plane trigonometry; polygons and solids; angles; trigonometric functions. **PREREQ: Technical Mathematics I**

MAT140 Medical Mathematics (3 credits)
Mathematics refresher; calculating dosages and solutions. **PREREQ: None**

MAT160 Business Statistics (3 credits)
Presentation of data; frequency distribution; averages; dispersion and skewness; index numbers; time series analysis; correlation and forecasting; the theory of probability and statistical inference. **PREREQ: Math for Business and Finance**

MAT220 Analytic Geometry and Calculus (4 credits)
Rectangular coordinates, graphics of linear equation; average rate of change; applications of integrals; derivatives and their applications; applications of calculus to shapes and moments. **PREREQ: Technical Mathematics I and II**

MAT222 Precalculus (3 credits)
Covers pre-calculus concepts all college students need as prerequisites to calculus and related courses required in many undergraduate majors. Specific topics include exponential and logarithmic functions, trigonometric functions and analytical trigonometry, systems of equations, and inequalities. **PREREQ: None**

MAT245 Applied Mathematics (3 credits)
The practical application of calculus to electronics; graphic differentiation; partial derivatives; the application of double integrals to electrical circuits. **PREREQ: Analytic Geometry and Calculus**

**MAT260 Survey of Mathematics
(3 credits)**

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

PREREQ: Math for Business and Finance, Medical Math

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

MET120 Technical Materials (3 credits)

Use of metrics; fundamental laws of chemistry; metallic and nonmetallic elements; unit operations; composition and properties of materials.

PREREQ: Technical Mathematics I

MET123 Engineering Materials (2 credits)

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

**MET126 Mechanics of Materials
(2 credits)**

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

PREREQ: Engineering Mechanics

**MET170 Engineering Mechanics
(3 credits)**

Branches of engineering mechanics; free-body diagrams; kinematics; force-mass acceleration method; impulse momentum; collision of two bodies.

PREREQ: Technical Mathematics I and II

MET201 Mechanical Drawing (1 credit)

Drawing equipment; lettering; geometrical drawing problems; foreshortened views in projection; common conventions; lifting and test cover. **PREREQ: None**

MET202 Drafting with AutoCAD® (3 credits)

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

PREREQ: Basic Drafting

MET220 Fluid Mechanics (3 credits)

Properties of materials; intensity of pressure; center of pressure; flow of water in open channels; rate of discharge through water.

PREREQ: Engineering Mechanics

MET221 Quality Control Systems (3 credits)

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

PREREQ: Technical Mathematics I

MET230 Kinematics (4 credits)

Linkages; kinematics of link mechanics; spur gearing, worm and worm gears; use of gear trains; types and uses of CAM; CAM profiles.

PREREQ: Engineering Mechanics

MET231 Mechanical Design I (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 II (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 I

MET240 Electro/Mechanical Control Technology (3 credits)

Recognizing control system types; various types of feedback loops, designing digital and analog systems; operation of controlled and sensing devices; system evaluation and troubleshooting.

PREREQ: Technical Mathematics I and Physical Science

MET241 Tool Design I (3 credits)

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

PREREQ: Manufacturing Processes

MET242 Tool Design II (3 credits)

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

MET247 Computer-Aided Drafting and Design (1 credit)

Fundamentals, applications and equipment associated with CADD; CADD concepts and components; basic CADD commands and functions; constructing CADD engineering drawings; generation of color; CAD/CAM; manufacturer's equipment.

PREREQ: Intro. to Microprocessors and Technical Math II

MET248 Industrial Plastics (3 credits)

Students receive an introduction to the basic chemical principles that are relevant to the plastics industry. They will understand the properties and uses for various types of plastics, how to test and identify the plastic's properties and the effects of introducing certain additives. The course also includes a discussion of

manufacturing processes, such as molding, machining, finishing, material selection, process control and extruding.

PREREQ: None

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

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

PARALEGAL STUDIES

PLS101 Introduction to Paralegal Studies (1 credit)

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

PLS105 Legal Terminology (2 credits)

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

PLS110 Ethics (2 credits)

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

PREREQ: None

PLS113 Law and the Legal System (2 credits)

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

PREREQ: Legal Terminology and Thinking Skills

PLS114 Investigations and Interviews (2 credits)

Types of questions that can be used in an interview; identification of the objectives of an interview; ethical considerations about interviewing; summarizing the information obtained through an interview.

PREREQ: Law and the Legal System

PLS121 Torts (3 credits)

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

PREREQ: Interpersonal Communication, Investigations and Interviews

PLS202 Legal Research & Writing (4 credits)

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

PLS205 Civil Litigation (3 credits)

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

PREREQ: None

PLS211 Criminal Litigation (3 credits)

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

PLS213 Family Law (3 credits)

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

PLS215 Real Estate Law (3 credits)

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

PREREQ: None

PLS217 Wills and Estates (3 credits)

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

PREREQ: None

PC MAINTENANCE TECHNOLOGY

PCM101 Orientation to PC Maintenance Technology (1 credit)

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

**PCM103 Introduction to PC Repair
(2 credits)**

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

PREREQ: Computer Literacy

PCM105 PC Hardware 1 (3 credits)

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

PREREQ: Introduction to PC Repair

PCM106 PC Hardware 2 (3 credits)

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

PCM107 PC Operating Systems (3 credits)

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

PREREQ: PC Hardware 2

SCIENCE

**SCI110 Earth Science
(3 credits)**

Surveys a broad range of topics within the fields of geology, meteorology, oceanography, and astronomy.

PREREQ: None

**SCI120 Introduction to Biology
(3 credits)**

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)**

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

PREREQ: Introduction to Biology

**SCI136 Anatomy and Physiology 2
(3 credits)**

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)

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

SCI162 Physics (3 credits)

Heat; electricity; light; sound; the nature and properties of each; circuits; infrasonics and ultrasonics.

PREREQ: Technical Mathematics I

SCI165 Technical Science (2 credits)

Use of metrics; nature of heat; expansion of gases, fundamental laws of chemistry; organic chemistry.

PREREQ: Technical Mathematics I

SCI167 Physical Science (3 credits)

Principles that define and govern the physical universe as we know it; chemistry; physics, earth and space sciences.

PREREQ: Technical Mathematics I

SOCIAL SCIENCE

SSC105 Readings in World Civilization (3 credits)

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

SSC130 Essentials of Psychology (3 credits)

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

SSC150 Foundations of Political Science (3 credits)

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

SSC230 Child Psychology (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

VETERINARY TECHNOLOGY

VET101 Orientation to Veterinary Technology (1 credit)

Overview of veterinary medicine and veterinary technology; roles of the various members of the veterinary health care team; professional ethics and legal aspects of veterinary practice; aspects of distance education in veterinary technology and strategies for success.

PREREQ: None

VET102 Introduction to Veterinary Technology (2 credits)

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

VET105 Veterinary Office Management (2 credits)

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

VET113 Animal Anatomy and Physiology I (4 credits)

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

VET114 Animal Anatomy and Physiology II (4 credits)

Continuation of Anatomy and Physiology I; integumentary, urinary, and endocrine systems; nervous system and sensory organs.

PREREQ: Introduction to Biology, Animal Anatomy and Physiology I

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 I and II

VET123 Veterinary Pharmacology (3 credits)

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

PREREQ: Introduction to Biology, Medical Mathematics

VET130 Practicum 1 (4 credits)

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

VET200 Animal Care and Management (3 credits)

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

PREREQ: Introduction to Veterinary Technology, Animal Anatomy and Physiology I and II

VET201 Clinical Pathology I (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 I and II, Medical Mathematics

VET202 Clinical Pathology II (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 I and II, Medical Mathematics, Clinical Pathology I

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 I and II

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 I and II, Veterinary Pharmacology, Surgical Procedures

VET221 Animal Parasitology (3 credits)

Common endo- and ectoparasites, their life cycle, identification, treatment, prevention, and effects on animals; zoonotic and public health concerns and how they relate to parasites; fecal examinations.

PREREQ: Introduction to Biology, Animal Anatomy and Physiology I and II

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 I and II

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 I and II

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 I and II, Animal Parasitology

VET229 Veterinary Technician Examination Review (1 credit)

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

VET230 Practicum 2 (4 credits)

The second nine-week practicum at a veterinary hospital.

PREREQ: Practicum 1 and Semesters III and IV

ADMINISTRATION AND FACULTY

OFFICERS

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CEO

Al DeSeta

President and COO

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Director, Information Technology

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Connie C. Dempsey

Chief Academic Officer/Acting School

Director

B.S., Bloomsburg University

M.S., University of Scranton

Richard W. Ferrin

President, Penn Foster College

Ph.D., Stanford University

Ed.M., Rhode Island College

B.A., Barrington College

Thomas O'Keefe

Vice President, Business Development

B.A., NY University

Jeffrey Orr

Director, Program Development

B.S., Millersville University

Joseph Piazza

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M.B.A., Marywood University

B.S., University of Scranton

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Sharon Thole

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B.A., Communication Arts,

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Monroe College

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A.S., Walter State College

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Bettyann Karr

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