



# PENN FOSTER COLLEGE

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Undergraduate Student Catalog

*Everything You Need To Get Started!*



Academic Year — 2024  
January 1 - December 31

# A Message from the Chief Executive Officer



Dear Penn Foster Student,

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

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

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

Best wishes,

A handwritten signature in black ink that reads "Kermit Cook".

**Kermit Cook**

Chief Executive Officer

# Welcome to Penn Foster College

Penn Foster College is located at 3133 West Frye Road, Chandler in Arizona, and is authorized by the Arizona State Board for Private Postsecondary Education to award Associate of Science and Bachelor of Science Degrees and Undergraduate Certificates. Students may contact the college in Arizona at 480.947.6644.

Penn Foster College has contracted with the Student Service Center at 200 Hickory Street in Scranton, Pennsylvania, to offer certain student services. You will be directed throughout your catalog regarding when to use the services of the Student Service Center.

## History

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



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# Mission Statement

## Institutional Description

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

## Mission

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

## Penn Foster Institutional Goals

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

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

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

\* Prospective students must meet the minimum age requirements for enrollment into Penn Foster College programs.

# Student Core Competencies

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

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

## Accreditation and Licensure

Penn Foster College is licensed by the Arizona State Board for Private Postsecondary Education and is authorized to award Associate of Science and Bachelor of Science Degrees and Undergraduate Certificates.

Penn Foster is accredited by the Distance Education Accrediting Commission (DEAC). The DEAC is listed by the U.S. Department of Education as a recognized accrediting agency and is recognized by the Council for Higher Education Accreditation (CHEA).

Distance Education Accrediting Commission  
1101 17th Street NW, Suite 808  
Washington, D.C. 20036,  
202.234.5100 | [www.deac.org](http://www.deac.org)

Penn Foster College has been approved by Arizona to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. Visit [SARA's online directory](#) for a list of participating states.

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



# College Credit Recommendations

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

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

For more than 30 years, colleges and universities have trusted ACE CREDIT to provide reliable course equivalency information to facilitate their decisions to award academic credit. For more information, visit the [ACE CREDIT website](#).\* No form of accreditation guarantees that any learning institution will accept credits from any school as transfer credits.

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



“An investment in knowledge  
pays the best interest.”

# Admissions

Penn Foster College enrolls all students without regard to race, religion, gender, age, color, national origin, or physical disability. All Penn Foster College students are required to have a High School Diploma or GED Equivalency Certificate to enroll in a Bachelor's Degree, Associate Degree, Undergraduate Certificate and certain career diploma programs. Penn Foster College programs require that students have access to high-speed internet, a Microsoft® Windows® based computer running Windows 10® or later or an Apple® Mac® computer running macOS® or later, and an email account. There are certain exceptions to these requirements. Please visit our [computer requirements page](#) for additional details.

## Admissions Criteria

Unless listed below, Career Diploma and Certificate program applicants must typically be at least 16 years of age at the time of enrollment and have earned a high school diploma or equivalent.

Program Name	Age	Education Requirement
Business Management - Undergraduate Certificate	17	High School Diploma
CDA Credential Preparation - Undergraduate Certificate	17	High School Diploma
Early Childhood Education - Associate	17	High School Diploma
Health Care Management - Associate Degree	17	High School Diploma
Medical Assistant - Associate Degree	17	High School Diploma
Veterinary Technician - Associate Degree	17	High School Diploma
Veterinary Technology - Bachelor of Applied Science	17	High School Diploma

To qualify for admission to Penn Foster College, an applicant must do the following:

## Undergraduate Certificate Programs

1. Request program information and an enrollment agreement for admission to the college.
2. Complete the enrollment agreement for admission. The agreement outlines the obligations of the college and the student. The required down payment must be submitted with the enrollment agreement.
3. Submit complete information on high school completion. All students are required to have a High School Diploma or its recognized equivalent to enroll in a Certificate



program. A downloadable form for this purpose is available on the Forms and Handbook section of the student portal.

4. Once the college has received and reviewed the agreement, the applicant will receive prompt notification of the acceptance or rejection of the application.
5. Students enroll in the entire program at one time.
6. If previous coursework was completed at an accredited institution, official transcripts may be submitted for evaluation. Up to 75% of the total credits may be awarded in transfer. If transfer credit is awarded, an evaluation will be sent to the student.
7. All students must complete the Basic Skills Assessment as a first step in the program. Once the assessment is completed, a student's program of study is established, and the student can then begin the first course in their curriculum.
8. As lessons are completed, additional courses will become available online which can be found on the student portal.

## Associate Degree Programs

1. Request program information and an enrollment agreement for admission to the college.
2. Complete the enrollment agreement for admission. The agreement outlines the obligations of the college and the student. The required down payment must be submitted with the enrollment agreement.
3. Submit complete information on high school completion. All students are required to have a High School Diploma or its recognized equivalent to enroll in an Associate Degree program. A downloadable form for this purpose is available on the Forms and Handbook section of the student portal.
4. Once the college has received and reviewed the agreement, the applicant will receive prompt notification of the acceptance or rejection of the application.
5. Students enroll in each semester separately. Certain programs require students to complete a prerequisite semester of general education credits before full acceptance to the program of study is granted.
6. If previous coursework was completed at an accredited institution, official transcripts may be submitted for evaluation. Up to 75% of the total credits may be awarded in transfer. If transfer credit is awarded, an evaluation will be sent to the student.
7. All students must complete the Basic Skills Assessment as a first step in the program. Once the assessment is completed, a student's program of study is established and the first course in the curriculum is sent to the student.
8. As lessons are completed, additional courses will become available online which can be found on the student portal.

## Bachelor's Degree Programs

1. Request program information and an enrollment agreement for admission to the college.
2. Complete the enrollment agreement for admission. The agreement outlines the obligations of the college and the student. The required down payment must be submitted with the enrollment agreement.
3. Submit complete information on high school completion. All students are required to have a High School Diploma or its recognized equivalent to enroll in a Bachelor's Degree program. A downloadable form for this purpose is available on the Forms and Handbook section of the student portal.
4. Once the college has received and reviewed the application materials, the applicant will receive prompt notification of the acceptance or rejection of the application.
5. Students are admitted to the complete program, but enrollments are processed one semester at a time. The first enrollment agreement outlines the requirements for the complete degree program, but obligates the student financially for only one semester at a time.
6. If previous coursework was completed at an accredited institution, official transcripts may be evaluated for transfer credit. Once all official transcripts have been received and reviewed, an evaluation form will be sent to the student showing all transfer credits awarded. A maximum of 75% of the total program credits may be accepted in transfer.
7. Students will be sent the first required course and subsequent courses, based on their transfer credit evaluation and the curricular requirements.

## Application for subsequent semesters:

1. At the end of each semester, students complete a proctored exam for designated courses and final grades for each course are determined. Students must pass all courses with a minimum of a 2.0 Grade Point Average (GPA). If a student fails a course, they must repeat and pass the course before they can enroll into the next semester.
2. If all requirements are met, students will receive a new enrollment application for the appropriate semester.
3. A down payment is required to re-enroll in a subsequent semester of any degree program. The student must also be current in payments.
4. Students submit the application and the college will make their next course available on the student portal.

## If English is not your native language

All applicants whose native language is not English, or who have not earned a degree or diploma from an accredited institution where English is the principal language of instruction, must receive a TOEFL score of 500 on the paper-based test (TOEFL), or a 61 on the internet-based test (iBT). For more information, visit [TOEFL website](#). Other acceptable test results include a 6.0 on the [International English Language Test](#) (IELTS), or a 44 on the [Pearson Test of English Academic Score Report](#) (PTE Academic), or the equivalent.

*Effective October 31, 2022, Penn Foster College is no longer accepting new enrollments from veterans or their dependents who wish to use their GI Bill® or VR&E benefits as payment for their educational program(s). This change also impacts students who planned to re-enter after a withdrawal from school or those who are considering changing their program of study.*

## Advanced Standing

**Transfer Credit** - Advanced standing may, on approval by the Registrar's office or faculty, be granted to those applicants who have completed comparable work with a "C" grade or higher, from accredited institutions, as evidenced by an official college transcript or evidence of College Level Examination Program (CLEP), the ACT Proficiency Examination Program, or the College Board's Advanced Placement (AP) program. Students must meet the ACE designated passing score for CLEP exams and a score of 3 or higher on an AP exam. Students will need to submit official documentation from the outside testing agency for courses to be considered for transfer credit. Students who are granted advanced standing credit may receive a corresponding tuition adjustment to their account.

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

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

In addition, Penn Foster College considers the guidelines of the College Credit Recommendation Service (CREDIT) of the American Council on Education (ACE). ACE provides guidelines for nontraditional education experiences, such as military service. Advanced standing credit may be granted for certain prior Penn Foster coursework.

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

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

For Veterinary Technician degree students, no transfer credit will be granted toward Veterinary Technician core courses from any other college or university unless covered by an articulation agreement (this limitation does not include General Education courses). Transfer credit will be considered from other colleges and universities toward General Education courses in the Veterinary Technician degree program.

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

Students who wish to appeal their transfer credit evaluation may contact the Registrar Department at [transfercredit@pennfoster.edu](mailto:transfercredit@pennfoster.edu).

## **Articulation Agreements with Other Schools**

Penn Foster has articulation agreements with academic institutions that allow our students and graduates to transfer their applicable Penn Foster credits to these schools and earn a higher degree. Go to [Penn Foster Community page](#) for a list of these Education Partnerships.

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

### **For Externship in Medical programs:**

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

## Challenge Exams

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

## Total Credit Granted

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

All applicants accepted with advanced standing must complete a minimum of 25% of the total credit hours with Penn Foster College to be eligible for the Associate Degree, Bachelor Degree, or Undergraduate Certificate programs.

## Student Orientation

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

# Tuition and Fees

All students pay a one-time registration fee along with associated tuition fees for each program, as stated on the enrollment agreement. The tuition fees include all instruction and student services.

Penn Foster College offers affordable access to quality distance education programs and encourages students to visit the program-specific webpages to see all available tuition payment options. Students 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.

Tuition for Associate and Bachelor's Degree students ranges from \$80 to \$134 per credit depending on the program. Tuition for Undergraduate Certificate programs ranges from \$83 to \$125 per credit. The following additional non-refundable fees are charged if applicable:

Assessment of Prior Learning .....	\$100
Federal Express Fee for Proctored Exam.....	\$ 20
Extension Fee .....	\$ 125*
Shipping & Handling (per semester).....	\$ 65**
Transcript .....	\$ 15

\* *Subject to change*

\*\* *Varies by program*

## Program Costs

All costs on the following page are as of the date of Catalog publication, for students who elect to pay in full. See [website](#) program pages for current program costs, including current payment plan options.



<b>Programs</b>	<b>Tuition Charges per Semester</b>	<b>College Admissions Fee</b>	<b>Registration Fees</b>	<b>Shipping Fees</b>	<b>Total</b>
Associate of Science in Accounting	\$1,224	\$75	\$200		\$1,499
Associate of Science in Business Management	\$1,224	\$75	\$200		\$1,499
Associate of Science in Computer Information Systems	\$1,424	\$75	\$200		\$1,699
Associate of Science in Construction Technology	\$1,359	\$75	\$200	\$65	\$1,699
Associate of Science in Criminal Justice	\$1,859	\$75	\$200	\$65	\$2,199
Associate of Science in Early Childhood Education	\$1,559	\$75	\$200	\$65	\$1,899
Associate of Science in Engineering Technology	\$1,424	\$75	\$200		\$1,699
Associate of Science in Graphic Design	\$1,359	\$75	\$200	\$65	\$1,699
Associate of Science in Health Care Management	\$1,459	\$75	\$200	\$65	\$1,799
Associate of Science in Human Resources Management	\$1,424	\$75	\$200		\$1,699
Associate of Science in Industrial Electronics and Electrical Maintenance	\$1,424	\$75	\$200		\$1,699
Associate of Science in Interior Design	\$1,424	\$75	\$200		\$1,699
Associate of Science in Medical Assistant	\$1,159	\$75	\$200	\$65	\$1,499
Associate of Science in Paralegal Studies	\$1,224	\$75	\$200		\$1,499
Associate of Science in Veterinary Technician	\$1,724	\$75	\$200		\$1,999
Bachelor of Science in Business Management	\$1,159	\$75	\$200	\$65	\$1,499
Bachelor of Science in Criminal Justice	\$1,559	\$75	\$200	\$65	\$1,899
Bachelor of Applied Science in Veterinary Technology	\$1,659	\$75	\$200	\$65	\$1,999

<b>Undergraduate Certificates</b>	<b>Tuition Charges</b>	<b>College Admissions Fee</b>	<b>Registration Fees</b>	<b>Shipping Fees</b>	<b>Total</b>
Undergraduate Certificate in Accounting	\$2,624	\$75	\$200		\$2,899
Undergraduate Certificate in Business Management	\$2,624	\$75	\$200		\$2,899
Undergraduate Certificate in CDA Credential Preparation (Child Development Associate)	\$1,624	\$75	\$200		\$1,899
Undergraduate Certificate in General Studies	\$1,424	\$75	\$200		\$1,699
Undergraduate Certificate in Graphic Design	\$2,624	\$75	\$200		\$2,899
Undergraduate Certificate in Human Resources	\$2,579	\$75	\$200	\$45	\$2,899
Undergraduate Certificate in Veterinary Practice Management	\$1,724	\$75	\$200		\$1,999

## Military Grant

Penn Foster recognizes those who serve in the military. We have special offers for active duty military, veterans, and their dependents for many Penn Foster programs. Please call 1-800-275-4410 to speak with an Admissions Specialist for more details.

Eligibility Requirements:

- Discharge papers (DD214 – Honorable Discharge)
- VA Certificate of eligibility
- VA Statement of Benefits
- Current military orders

Military Grant Terms and Eligibility:

- All active duty military members, veterans, and their dependents are eligible for a post-enrollment Institutional Grant of 30% of the total enrollment.
- The grant will be applied post-enrollment for students who are able to provide the above documentation at the time of enrollment and will be applied to the account balance.
- Students who do not have the documentation at the time of enrollment or who enroll online will have 60 days to supply the eligibility documents for their grant to be applied.

## Veterans' Benefits – Chapter 31 and Chapter 33

*Effective October 31, 2022, Penn Foster College is no longer accepting new enrollments from veterans or their dependents who wish to use their GI Bill® or VR&E benefits as payment for their educational program(s). This change also impacts students who planned to re-enter after a withdrawal from school or those who are considering changing their program of study.*

Students electing to use chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits must provide a Certificate of Eligibility, a Statement of Benefits, or VA Form 28-1905 before having their completed coursework certified for VA reimbursement.

Students using chapter 31 or chapter 33 benefits who have not provided a Certificate of Eligibility, Statement of Benefits, or VA Form 28-1905 will be required to make an initial payment and regular monthly payments, or delay starting their program, until this documentation is received.

Once the student's Certificate of Eligibility, Statement of Benefits, or VA Form 28-1905 has been received, and they have completed coursework that meets the criteria for VA certification and is subsequently certified for VA reimbursement, they will not be required to make payments and will incur no late fees for a period of (90) days.

Students who receive Chapter 33 VA benefits may be required to cover tuition and fees for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

## State of California Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency



program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the Fund STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident, or are not enrolled in a residency program.” “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been

extended by another act of law.

However, no claim can be paid to any student without a Social Security number or a taxpayer identification number.

However, no claim can be paid to any student without a Social Security number or a taxpayer identification number.

## Financial Aid

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

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

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

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

All refunds will be issued within 30 days of Penn Foster’s receipt of your notice of cancellation.

## Sample Refund Calculations

Refund policies and amounts may vary by program, state, and/or payment plan chosen at time of enrollment. The full tuition protection agreement and any differences will be reflected on your specific enrollment agreement.

## Sample Degree Refund Calculation

Note: This calculation is based off a refund processed for a student in subsequent semester. Below is a sample refund for a student enrolled in College.

Tuition:	
Tuition	\$1,422.00
Lessons	29
Lessons Taken	13
Lesson Percentage	26.90%
Cancel Terms Percentage	50.00%
<b>Total Due</b>	<b>\$711.00</b>
Fees:	
Registration	\$0.00
Shipping (if applicable)	\$65.00
Administrative (if applicable)	\$0.00
<b>Total</b>	<b>\$65.00</b>
Total:	
Amount Paid by Student	\$1,487.00
<b>Refund Due to Student if Cancelled</b>	<b>\$711.00</b>

# Penn Foster Academic Integrity Policy

## Student Identity Verification

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

## Student Code of Conduct

Penn Foster has adopted a Student Code of Conduct to protect the rights of students, faculty, staff, and Penn Foster itself. This code ensures that student and faculty/staff interactions are characterized by mutual respect and civility. All Penn Foster students are required to abide by all standards and policies established by the school in their academic work and their personal conduct.

## **Students shall:**

1. Treat fellow students, faculty, and staff with courtesy, respect, and dignity and behave in a manner that reflects the integrity of the school.
2. Comply with directions of Penn Foster officials acting in the performance of their duties.
3. Accept responsibility for the consequences of their actions.
4. Abide by all published policies including, but not limited to, those that appear in Penn Foster catalogs, study materials, and enrollment agreements.
5. Never misrepresent the school or its staff in any online social communities.
6. Observe all rules on submitting work and taking examinations and will never turn in work that is not their own nor present another person's ideas as their own.
7. Never ask for, receive, or give unauthorized help on graded assignments, quizzes, projects or examinations via any method including email or the internet.

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

## **Academic Dishonesty**

Cheating can be defined as any inappropriate collaborative activity in which the work submitted to the school does not represent the work of the enrolled student. This would include submission of someone else's work, submission of answers obtained through inappropriate measures, or providing answers to another student. If cheating is suspected, the student will be notified and required to respond in writing to the charges made. The response will go before the Academic Review Board for a decision on the student's enrollment. Disciplinary action can be applied up to and including termination of the student's enrollment. Any inappropriate behavior on the part of a student or proctor in the final exam process will result in an invalid exam, which must be repeated as a make-up test.

## **Plagiarism**

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

## **Plagiarism Policy**

Plagiarism refers to deliberately using someone else's work or ideas and presenting them as one's own without proper attribution or citation. This may be intentional or accidental. If a student is found to have plagiarized a written assignment, the following guidelines apply:

1. Instructors and graders use Grammarly to assess for plagiarism.
2. Grading follows the assignment rubric and awards or deducts points accordingly. Deductions for APA formatting should not exceed the percentage specified by the formatting section of the rubric if one exists.
3. As subject matter experts, it is imperative that instructors and graders focus on grading the totality of the written assignment. While using Grammarly is required, it does not replace the instructor's or grader's knowledge and discernment skills. The goal is to increase a student's understanding and comprehension of the materials and not to merely highlight instances of plagiarism in written assignments.
4. If plagiarism is less than 20%, the paper should be graded based on the rubric, and the student provided with feedback to make improvements. However, if plagiarism results from the "copy and paste" type process where an entire section is copied, the guidelines in section five below should be used.
5. If plagiarism of 20% or above is found, the paper should be graded with a 1% along with an academic warning. It should also include information on resources in each school's Learning Resource Center (LRC), such as Penn Foster Writer's Block or Ashworth Writing Lab.
6. Different programs may have individual guidelines regarding the allowable level of plagiarism and allowable attempts. Check with your program for specifics.

## **Guidelines for Using Artificial Intelligence to Create Papers and Assignments**

Using artificial intelligence, such as ChatGPT, to write all or parts of any assignment is a form of academic dishonesty. Doing so can have the same negative consequences as plagiarism. Written assignments assess understanding of course content, critical thinking skills, research capability, and communication ability.

Academic integrity is a core educational value, and the Penn Foster Group takes academic misconduct seriously. Students and faculty are responsible for upholding academic standards, thereby maintaining the integrity and credibility of the academic community.

There are acceptable uses of Artificial intelligence in the learning process. It can be used as part of the creative process, learning to summarize and paraphrase, helping with learning the MLA and APA processes, creating outlines, brainstorming, and identifying additional resources or experts in the field.

### **A Word of Warning!**

Large Language Models like ChatGPT can have what is referred to as hallucination-like responses; when they do not know an answer, they may offer made-up facts or

statements. So, as with any resources used for research, you need to verify the results you are given. In addition, ChatGPT is only trained on information up to 2021. So, relying on that source alone will result in incomplete information. If you are going to use AI, make it one of your tools, not your only tool.

## Online Behavior

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

## Program Material Copyright Notice

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

## Disciplinary Action

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

## Academic Review Board (ARB) Process

The Academic Review Board (ARB) is tasked with reviewing student academic records and conduct to determine appropriate action in cases where the student has displayed poor academic performance and/or when a student has violated policies regarding Academic Integrity or Student Code of Conduct policies. The ARB has the full range of disciplinary decision authority up to and including cancellation/dismissal.

This is a standing committee, meeting as needed.

1. The ARB Request is submitted by a faculty member and forwarded to the ARB Chair. Other appropriate documentation/ verification of intervention measures, etc., should also be attached for review.
2. Each member reviews the student's record and indicates his/her decision recommending cancellation or retention.
3. A majority of the board members must agree to cancel the student.
4. If the ARB opts for cancellation, the ARB Chair will email an ARB cancellation letter, with appeal options included, to the student.
5. A warning letter will be emailed to the student in certain situations.

6. Decisions regarding financial liability are made by the Director, the Regulatory member, and Student Services Escalation Specialist. Financial resolution is generally a flat cancel; these decisions are made on a case-by-case basis.
7. The student has a period of 10 days from cancellation in which he or she can appeal the decision.
8. The student can appeal against the ARB's final decision on the student appeal through the grievance process outlined in the appropriate student handbook.

## Academic Policies

### Expectation

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

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

(Effective Until April 30, 2012)

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

(Effective May 1, 2012)

Students may also receive an incomplete ("I") for a course. This means all requirements have not been met. A passing grade ("P") is awarded for certain courses and/or projects. A "P" is required to complete a semester, but does not carry a grade or Grade Point equivalency.

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

Replacement subjects for some courses are available through Penn Foster College. You will be notified of course availability and the cost to repeat the subject if applicable. If a student completes a replacement subject, credit is granted only for the replacement course, if passed. The original course(s) and grade(s) will appear on the transcript, but is not included in the GPA calculation. Students can request grade forgiveness for up to

12 credits. If a student requires more than 12 credits of repeated coursework, additional replacement courses can be arranged; however both the original course grade and the repeated course grade will be computed in the GPA.

## Rapid Progression Policy

Penn Foster monitors student progress through a Weekly Rapid Progression Report. We recommend completing no more than 15 exams in a 7-day period (calendar week is Sunday through Saturday). Completing 25 or more will result in appearing on the Weekly Rapid Progression report. If a student appears three consecutive times on the report, their coursework will be reviewed by the Academic Director of their Program. The outcome of the review may result in intervention by the Director of Academic Policy, with possible referral to the Academic Review Board (ARB).\*

## Exam Submissions

Students can submit exams online at the school's website, <http://login.PennFosterCollege.edu>, by selecting the "Take an Exam" option. Special instructions are available for any essay exams that must be submitted.

## Proctored Final Examinations

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

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

To be eligible to continue as a degree candidate, the student must complete the proctored examination according to the required procedures and must earn a passing grade ("C" or higher) on all courses in the semester. In addition, students must maintain an acceptable Grade Point Average (GPA) in order to be re-enrolled in the next semester. Please refer to page 10 for the required cumulative GPA at the end of each semester. Students who do not achieve the required GPA may be discontinued from the program. Students who do not pass their proctored exams may be required to take a makeup exam.

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

\*This policy does not supersede any program completion requirements.



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

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

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

## Proctored Exam Policy

A proctored exam is an exam that is supervised by an approved person (a proctor) who ensures the identity of the Penn Foster student and the integrity of the test taking environment. Before you take a paper or online proctored exam, be sure you understand the requirements.

**Computer and Software Requirements for Online Proctored Exams**

Operating System	Required Plug-ins	Connection Speed	Date and Time	Other
Windows 7, 8, 8.1, 10	Flash is NOT required	Minimum 300kb/s upload speed <sup>^</sup>  Satellite and Dial up connections are not supported	Accurate for your local time zone	.Net Framework is NOT required
MAC 10.12, 10.13, 10.14, 10.15	Flash is NOT required	Minimum 300kb/s upload speed <sup>^</sup>  Satellite and Dial up connections are not supported	Accurate for your local time zone	Windows OS not supported on MAC

Any student taking a paper proctored exam whose exam is invalidated for any of the reasons listed below will be required to complete a retake proctored exam using the online proctored exam solution offered through a third party vendor, PSI. Any computer and software requirements for taking this exam will be the student's responsibility.

To complete an online proctored exam, students must have access to a microphone and webcam, take the exam in a quiet room alone, and show proof of identification during the exam. Their computer must also meet the system requirements listed above (up-to-date as of 06/04/2020). Please contact PSI at 1-844-644-8250 if you have any questions on system requirements.

The following are examples (not an exhaustive list) of reasons for invalidating a paper proctored exam, which will result in a student being required to take the online proctored exam as the replacement exam:

- Unauthorized use of a computer or other devices during the proctored exam.
- Making copies of the exam question sheets.
- Failing to return the exam question sheets/packet in its entirety.
- Exceeding the time allowed for the proctor exam.
- Completing the exam across multiple sessions/days without an approved accommodation.
- Plagiarizing any part of the proctor exam.
- Using notes that are not the student's to complete the exam.
- Submitting work that includes multiple sets of handwriting.
- Typing exam answers without an approved accommodation.
- Having possession of or taking the exam without direct supervision by your proctor.
- Failing to fully complete and/or writing illegibly on the exam folder.
- Collaborating with another student, previous student, proctor, and/or outside person.

In addition to the above examples (not an exhaustive list), a proctored exam (paper or remote) can be invalidated and will result in a paper or online proctor retake exam for the following reasons:

- Damaged to an extent that interferes with our ability to evaluate it.
- Illegible to the extent that we cannot evaluate it.
- Exam is taken or received outside of the five week exam window.
- Evidence that the exam was accessed and/or completed beyond the permitted time frame.
- Exams that are not completed using blue or black ink.
- Failure to include and/or verify student identification.
- During any Veterinary Academy proctors, if scrap paper or resources are used excluding a simple, four-function calculator.
- If a calculator on your phone is used.

## Exam Results

Multiple choice exams are taken online. They are easy to use and give instant feedback. Most essay and project exams will also be submitted online. Students must access the Penn Foster student portal to get evaluations as well as receive feedback. The evaluations will tell students which answers (if any) were incorrect. If students have a question or problem with the exam evaluation, they should contact the school immediately.

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

For all other exams (subjective, non-multiple choice exams), retakes are required for a failed first attempt, and not offered if the exam was passed. The highest score

### Multiple choice Exam Retake Policies

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

a student can earn on a retake exam is 70%. The retake grade becomes the final grade. Retakes on proctored exams are only required if the course grade is failing. Each program may contain one or more practical exercises, projects, or externships that must be successfully completed in order to meet the requirements for graduation. Some of these may be graded on a pass/fail basis.

## Online Discussions/Webinars

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

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

## Satisfactory Academic Progress Policy

### Standards of Progress:

Learners are expected to successfully complete each semester before enrolling in the subsequent semester and must repeat any failed subject.

Learners are given one year to complete each semester. Learners may progress more quickly through the semester, but are contractually required to complete it within one year. Time frames may vary for international learners due to shipping times.

Learners may request an extension for a fee, but the entire Associate Degree program must be completed within six years, and the entire Bachelor's Degree program must be completed in eight years. Learners who do not complete a degree program within the required time limit must be re-enrolled and evaluated against the current program for internal transfer credit.

Learners who do not demonstrate satisfactory progress may be academically cancelled from the program, or denied admission to the subsequent semester. Re-enrollment in a program is not allowed if the learner was enrolled in the same program and was academically failed. Re-enrollment in another program will require review of previous coursework to determine eligibility.

### **Academic Probation/Cancellation**

Learners 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 learner's record being submitted to the Academic Review Board. The Academic Review Board members will consider the academic progress of the learner and, with the approval of the Director of Academic Policy, determine if cancellation is required. If cancelled, the learner will be notified in the mail, and the Refund Policy will be applied.

### **Semester structure:**

Learners are admitted to the complete program, but enrollments are processed one semester at a time. The application process for each semester after the first is below. As lessons are completed, the next course will be available. After passing all courses in the first semester, learners will receive materials for re-enrollment into the next semester.

### **Application for subsequent semester:**

1. At the end of each semester, students complete a proctored exam for designated courses and final grades for each course are determined. Students must pass all courses with a minimum of a 2.0 Grade Point Average (GPA). If a student fails a course, they must repeat and pass the course before they can enroll into the next semester.
2. If all requirements are met, learners will receive a new enrollment application for the appropriate semester.
3. A down payment is required to re-enroll in a subsequent semester of any degree program. The learner must also be current in payments.
4. Learners submit the application and the college will make their next course available on the learner portal.

## Veterans Benefits — Standards of Progress

*Effective October 31, 2022, Penn Foster College is no longer accepting new enrollments from veterans or their dependents who wish to use their GI Bill® or VR&E benefits as payment for their educational program(s). This change also impacts students who planned to re-enter after a withdrawal from school or those who are considering changing their program of study.*

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

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

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

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

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

# Student Grievances

## Student Grievance Policy:

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

## Steps in Grievance Procedure:

1. The student should contact the Academic Team Lead for academic issues or Student Services either by phone or in writing expressing his/ her concern within 30 days of receiving a response to the original complaint. The Academic Team Lead or Student Services will respond either by phone or in writing within two weeks of receiving the complaint.
2. If the student feels that the issue is still unresolved, they has 30 days to express continued concerns either by phone or in writing to the Academic Program Director or Student Services. A response will be sent to the student within 2 weeks.
3. If the student still believes the grievance is unresolved, they may complete the school's grievance form within 30 days from receiving the response from the Chief Learning Officer and Academic Program Director or Student Services. This form can be obtained by contacting Student Service Center. The form can be emailed, faxed, or mailed to the student.
4. All grievance forms will be returned to the Chief Learning Officer or Academic Program Director, who will turn them over to the Academic Review Board. The Academic Review Board will meet and render a decision within two weeks of receipt of the grievance form. The decision of the Academic Review Board 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 Academic Program Director.
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 1740 W. Adams Street, Suite 3008, Phoenix, AZ 85007, phone # [602-542-5709](tel:602-542-5709), or visit the <https://ppse.az.gov/>.

The student may also contact the DEAC at 1101 17th Street NW, Suite 808 Washington, D.C. 20036 and at <https://www.deac.org/>. Telephone: [202-234-5100](tel:202-234-5100)

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

Veteran complaint queries can be addressed to our VA Support Team at [vafax@pennfoster.edu](mailto:vafax@pennfoster.edu)

## SARA Complaint Resolution Process

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

If a student has a complaint regarding treatment by a member of the faculty or suspects a conflict of interest, the student should report this complaint to the Academic Team Lead of the Department in which the student is enrolled. If the student has consulted with the appropriate supervisor and still believes that the matter has not been dealt with satisfactorily or equitably, the student should contact the Director of Faculty Affairs. If the complaint is still not resolved, the student must submit a formal written signed complaint to the school's Academic Review Board for further consideration.

## Grade Appeal

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

# Graduation Requirements

## Undergraduate Certificate Requirements

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

1. Earn the total number of credits required for the Certificate program.
2. Pass all courses.
3. Complete a minimum of 25% of the total credit hours through Penn Foster College.
4. Achieve a cumulative Grade Point Average (GPA) of 2.0 or higher in all studies.
5. Complete all courses required for the Certificate within the required contractual time frame.
6. Meet all financial obligations.\*

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

## Associate Degree Requirements

Students who complete the final proctored exam for the fourth semester will be eligible for graduation. To be awarded an Associate of Science Degree, a candidate must:

1. Earn the total number of credits required for the degree program.
2. Pass all courses.
3. Complete a minimum of 25% of the total credit hours through Penn Foster College.
4. Achieve a cumulative Grade Point Average (GPA) of 2.0 or higher in all studies.
5. Complete all courses required for the four semesters within six (6) years of enrollment.
6. Meet all financial obligations.\*

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





## Bachelor's Degree Requirements

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

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

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

## Extensions

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

## Graduation Honors

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

**3.4 Cum Laude**

**3.6 Magna Cum Laude**

**3.8 Summa Cum Laude**

## Honor Society

Degree students who complete at least 30 credits with Penn Foster College and achieve a minimum 3.4 or higher cumulative 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 the Alpha Epsilon Chapter of the DET Honor Society.

The Honor Society does not apply to Undergraduate Certificate Programs.

# Student Services

## How the Program Works

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

- **ID Card** — The Student ID Card is included with a welcome letter that arrives in the mail.
- **Student Catalog** — Special information on the Penn Foster College experience.  
(Available online)
- **Program Outline** — The Program Outline lists all courses in the program and is available online at the student's home page.
- **First Set of Lesson Materials** — The first lesson should be read thoroughly. The self-tests in each lesson help students prepare for the “open-book” exams. Questions about the lessons can be answered by going to the “Frequently Asked Questions ” (FAQ) section of the website.

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

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

## Additional Materials

As lessons are completed, the next course will be available. Proctored final exams are administered for select courses at the end of the semester. Information on this process can be found in the Proctored Exam Information booklet, available under “View Forms and Handbooks” on the student portal. After passing all courses in the first semester, students will receive materials for re-enrollment into the next semester.

## Contacting the School

Courses at Penn Foster College are designed to ensure success. Students who have questions or problems with any course are encouraged to visit the website at <http://Login.PennFosterCollege.edu>. The Penn Foster College website features information on the school and details on every program offered, as well as links to other educational resources. From the website, students can view their records, take exams, and email instructors ([edserv@pennfoster.edu](mailto:edserv@pennfoster.edu)). Visit the site at [www.PennFosterCollege.edu](http://www.PennFosterCollege.edu).

Students who need to call the college or speak with an instructor can call 1-888-427-0600. Instructors are on duty to answer questions from 7 a.m. to 4 p.m.,

Mountain Time (9 a.m. to 6 p.m., Eastern Time), Monday through Friday. After that time, and on weekends and holidays, students may leave a message; calls will be returned the next business day. Callers must have their student numbers available.

## Online Library

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

## Payments

Payments can be made by visiting our website, by phone, or by mail. If mailing payment, please send to:

**Student Service Center**  
**200 Hickory Street**  
**Scranton, PA 18505**

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

## Basic Skills Assessment

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

## Failed Subject Replacements

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

# Privacy

Effective Date: 9/23/2024

Last Updated: 9/23/2024

Privacy is important to everyone. At PF Carrus Careers, LLC d/b/a Penn Foster Group (“Penn Foster”), we care about your privacy as well and want you to feel comfortable and secure in your use of our websites (including all related Penn Foster webpages, websites or other online services such as any mobile app we may offer, the (“Sites”) and any dealings you have with us offline. The purpose of this Privacy Policy is to describe for you the types of information we collect from you and how we store and use that information. **By viewing and using the Sites, you are, to the extent permitted by applicable law, accepting this Privacy Policy with respect to information collected by the Sites.**

If you are under the age of 18, you have certain additional rights with respect to the removal of Content which you may provide to the Sites. These rights are set forth in Section 16 below.

**Please Note: This Privacy Policy may be modified at any time so you should visit this page periodically to check for updates. The current version of this Privacy Policy can always be found under the Privacy Policy button on the Sites. You can tell if there have been changes to the Privacy Policy by checking the “Last Updated” date at the top of this page.**

The key items the privacy policy addresses include:

- Categories of Personal Information We Collect
- Personal Information in Publicly Accessible Areas
- How We Collect Personal Information Directly From You
- How We Collect and Use Information About Your Use of the Sites
- How We Collect and Use Personal Financial Information
- How We Use Personal Information and Learner Records
- When We Disclose Personal Information to Third Parties Who May Offer Products or Services that May be of Value to You.
- When We Disclose Personal Information to Partners in Education
- When We Disclose Personal Information to Employers or Sponsors
- When We Disclose Personal Information to Contractors and Service Providers
- When We Disclose Personal Information to Licensing, Certifying and Accrediting Organizations
- Disclosures of Personal Information in Litigation, Investigations or Enforcement Actions or for Security Reasons
- Disclosures in Conjunction with a Change in Control or Similar Event.
- Your Access Rights
- Children’s Privacy
- Information Security and Storage

- Rights to Opt Out of Online Communications
- Additional State Disclosures

**1. Categories of Personal Information We Collect.** Depending on the Sites you use and your interactions with us, we collect the following categories of Personal Information about you:

- Identifiers, such as name, number of children in household, age of children, housing type, transportation, hobbies, and employment), contact details (e.g., phone number, email address, postal address);
- Demographics, such as age, date of birth, gender, marital status, and primary language;
- Education Information such as course assignment work, exams, academic records, confidential enrollment information, prior education, and learners’ personal, program-related communications with Penn Foster;
- Internet or other electronic network activity information, such as browser versions, internet domain, your computer’s operating system pages most visited, duration and time of visit, the links you followed to enter and leave our site, your IP address as well as standard fields from our web log reporting software;
- Geolocation information;
- Inferences, such as those reflecting your preferences, characteristics, abilities, or aptitudes;
- Sensitive Personal Information, as defined under applicable local law, such as certain demographic information, including your ethnicity, account login credentials and passwords, social security number, financial account information, medical or health insurance information, and credit card or debit card information.

In addition, Penn Foster generates, collects and stores, through its learning management systems, additional information and materials personal to or provided by learners enrolled in Penn Foster programs, such as inferences drawn from any of the information identified above (collectively, “Learner Records”). Please note that Penn Foster uses automatic logic to ensure that prospective learners meet any prerequisite enrollment requirements such as age and/or minimum educational attainment to make admissions decisions depending on the program that the prospective learner would like to enroll in.

Information from Third Parties: We may also collect Personal Information about you from third parties, as well as our affiliate sister companies<sup>1</sup> to perform certain functions such as collections activities or to customize our marketing efforts.

The information we collect depends upon how you interact with us. Note that we may be required by law to collect certain information about you or as a consequence of any contractual relationship we have with you. Failure to provide this information may prevent or delay the fulfillment of these obligations

**2. Personal Information in Publicly Accessible Areas.** Some interactive portions of our Sites are open and visible to the larger public and/or people and entities engaged in providing or supporting Penn Foster programs. If you include personally identifying information in materials you contribute to the Sites, via postings, chat rooms, or otherwise, that Personal Information will be available to members of the larger public. We therefore strongly encourage you not to include personally identifying information in your interactions in public forums made available through the Sites, such as in postings or in chat rooms, or in your Username.

**3. How We Collect Personal Information Directly From You.** We collect Personal Information that you voluntarily provide to us. For example, when you register as a User on the Sites in order to participate in the Sites activities, we ask you for Personal Information such as your name, email address, and telephone number. We may also collect this information if you contact us requesting information, participate in or provide feedback on the Sites or Site activities, or forward information from the Sites to internet addresses outside of the Sites. In addition, if you are a learner, we collect and store your Learner Records consistent with our business practices, certifying and licensing institutions, and applicable United States and state laws and regulations.

**4. How We Collect and Use Information About Your Use of the Sites.** We and our third party business partners use common tracking tools such as cookies, clear GIFs (also referred to as web beacons or pixel tags), device identifiers or IP addresses to collect information about your use of the Sites. These tools, described in more detail below, are associated with standard internet protocols and are commonly implemented on web sites. The information collected through these tools is primarily used for aggregate, statistical reporting and stored in log files. Log files are simply transaction records that web servers maintain and record information, such as: service provider IP addresses, browser versions, referring websites, search terms used, average number of pages requested, average duration of visit, and/or total visitor traffic.

- Cookies are small files web sites place on your hard drive that allow sites to identify you. For example, if you allow a site to remember your login name or password, the site places a cookie on your computer. Cookies cannot read any other information on your hard drive. If you do not wish to receive cookies or want to be notified of when they are placed, your browser may permit you to do so.
- GIFs can tell us whether you have visited a Web page or received or opened a message we send to you.
- An IP address is a number that's automatically assigned to your computer by your Internet service provider whenever you're on the Internet. In addition to logging your IP Address, our server may also record the referring page that linked you to us (e.g., another web site or a search engine); the pages you visit and how long you stay on the Sites; and other Web usage activity and data. In some cases, your IP address stays the same from browser session to browser session; but if you use a consumer internet access provider, your IP address probably varies from session to session.

The information we collect about your use of the Sites may be used to measure the Sites' traffic, help us to evaluate and improve the Sites, provide data points for marketing and business analysis, and better serve our Users. It is in our legitimate interests to evaluate and improve the Sites so that we may better serve our Users. Our third party business partners, such as analytics and advertising partners, may also use these technologies to collect information about your online activities over time and across different services.

**5. How We Collect and Use Information from Other Sources.** We may also collect Personal Information about you from other sources, such as third parties and our corporate affiliates, to perform certain functions such as collections activities or to customize our marketing efforts.

We may use third parties to show you Penn Foster ads when you visit different sites on the internet. These third parties use cookies to collect information and show ads based on your prior visits to the Penn Foster website. You can opt out of the use of cookies by these third parties by visiting the [Network Advertising Initiative opt-out page](#) or the [Digital Advertising Alliance opt-out page](#). You can opt out of the use of cookies generally by having your browser disable cookies or warn you before accepting a cookie. However, opting out of these third parties' use of cookies or the use of cookies generally may impact your user experience. For more information on cookies, including how you can delete or reject cookies, please refer to your web browser help file.

**6. How We Collect and Use Personal Financial Information.** We collect Personal Financial Information you provide only when you are applying for or enrolling in a Penn Foster academic program, purchasing products or services from Penn Foster, or involved in other financial transactions with Penn Foster, and we use this information only in connection with your application, enrollment, purchases and other financial transactions. We collect this information so we can comply with our contractual obligations to you or interact with you in furtherance of initiating a contractual arrangement (e.g., if you are applying to enroll) and so that we can comply with our legal obligations. Personal Financial Information is retained by Penn Foster as required by law and its internal business practices. If you are not currently enrolled in a Penn Foster program and have no outstanding, pending, or contractual financial obligation to Penn Foster, you may ask that we delete your financial information and we will do so subject to legal, regulatory, and licensing obligations.

**7. How We Use Personal Information and Learner Records.** We use your Personal Information for our business purposes in multiple ways:

- Deliver products and perform services you purchase. This is so we can comply with our contractual obligations to you or engage in pre-contractual measures (e.g., if you apply to enroll in one of our programs).
- Respond to your requests for information. It is in our legitimate interests to respond to your requests for information.

- Contact you regarding products and services in which we believe you may be interested. It is in our legitimate interest to provide relevant and interesting advertising messages. Where necessary, we will obtain your consent before sending such marketing messages.
- Notify you about community events and activities. It is in our legitimate interests to notify you about events and activities that may be of interest to you.
- Ask you questions about your interests and your experience on the Sites. It is in our legitimate interests to learn more about your experience with the Sites.
- To perform proactive outreach to encourage and engage you in your studies
- To offer savings opportunities and/or promotional items only available to Penn Foster learners

By supplying your contact information when requesting information or signing up in one of our courses, you authorize Penn Foster and its agents (outsource calls centers and academic partners) to contact you (using the information you provide to us) about Penn Foster or its agents' products and services, including product releases and updates, seminars, events, surveys, trainings, and special offers. You can opt out of future communications from Penn Foster by sending an email to [PFdatarequest@pennfoster.edu](mailto:PFdatarequest@pennfoster.edu) or call us at **1-800-214-5231**.

Additionally, if you are a Penn Foster learner, we may also use your Personal Information including Learners Records to:

- Support and monitor your progress through the program in which you are enrolled. We do this so we can comply with our contractual obligations to you.
- Offer you various learner support services. It is in our legitimate interests to offer support to our learners.
- Ask you questions regarding your satisfaction with the program. It is in our legitimate interests to learn more about your experience with the program.
- Maintain your academic records. We do this so we can comply with our contractual obligations to you.
- Complying with our obligations. We process your Personal Information to, for example, carry out fraud prevention checks or comply with other legal, accreditation or regulatory requirements, where required by law or where in our legitimate interests to do so.
- Maintain close communications with you in order to provide you with a rich, fulfilling and personalized academic experience. It is in our legitimate interests to communicate with our learners and provide a personalized learning experience.

We do not use or disclose sensitive Personal Information for purposes other than permitted under applicable local law. Penn Foster may disclose the following categories of personal information without your consent:



- Student Name
- Program Name
- Birthdate
- Dates of Attendance
- Enrollment Status (enrolled, graduated, cancelled)
- Honors and Awards

If you do not want Penn Foster to disclose these categories of personal information, you can opt out by sending an email to [PFdatarequest@pennfoster.edu](mailto:PFdatarequest@pennfoster.edu) or call us at **1-800-214-5231**.

We may aggregate and/or deidentify your Personal Information and use it for any purpose, including product and service development and improvement activities. To the extent we deidentify any data originally based on Personal Information, we will maintain and use such data only in deidentified form and will not attempt to reidentify the data.

**8. When We Disclose Personal Information to Third Parties Who May Offer Products or Services that May be of Value to You.** We may provide your Personal Information (exclusive of Learner Records) to affiliates and unaffiliated third parties, who offer products or services we believe may be of value to you. Within the preceding 12 months, this may include identifiers, such as your email address. Such third parties are only allowed to use your Personal Information to contact you regarding those products or services and you are able to “opt out” from receiving such contacts at any time through the “opt out” procedures of those third parties. (See also Section 21 (“Rights to Opt Out of Online Communications”) below). For clarity, if you’ve provided consent to receive text messages from us, we do not share that consent with unaffiliated third parties for their own telemarketing use unless you have consented to that disclosure.

**9. When We Disclose Personal Information to Partners in Education.** Penn Foster often collaborates with school districts, individual schools, colleges and universities, vocational schools, organizations like the Job Corps, and other private educational or education-related programs (each an “Educational Partner”) to provide a broad range of educational programs responsive to different types of learners’ requirements. We may disclose Personal Information, including Personally Identifying Information, Learner Records and Personal Financial Information of learners enrolled in these collaborative or partnership education programs to the associated Educational Partner. Within the preceding 12 months, this may include identifiers, educational records, and certain financial information.

Penn Foster Group may disclose student records to Tennessee state authorities as it relates to attendance or student education records for compulsory age students.

**10. When We Disclose Personal Information to Employers or Sponsors.** We may share program progress, completion status and scores with employers or potential employers with whom a learner has applied or expressed interest; sponsor paying all or part of the learner fees; third party resolution agencies; third-party organizations through whom a learner has signed up with Penn Foster. We may share financial status (fee balance) with a sponsor who is paying all or part of learner fees.

**11. When We Disclose Personal Information to Contractors and Service Providers.** We may use vendors (including contractors, business partners, investors and their representatives, and service providers) to help us with certain aspects of our operations and this may require disclosure of your Personal Information to them. Within the preceding 12 months, this may include identifiers, demographics, education information, internet activity, geolocation information, inferences, and sensitive Personal Information as that term is defined under applicable law. For example, we use third party financial institutions to help us process payments and we may use third party agencies to help us with debt collection. We may also use vendors to help us to operate the Sites, deliver products and provide learner services. Such vendors may collect and analyze your communications with us on a real-time basis.

**12. When We Disclose Personal Information to Licensing, Certifying and Accrediting Organizations.** Penn Foster schools are nationally and regionally accredited and are also licensed by certain states. From time to time Penn Foster will seek additional certifications, accreditations and similar confirmations of quality and eligibility from third party institutions as part of the schools' mission. Penn Foster may disclose Personal Information to each of these accrediting, certifying and licensing bodies as reasonably required to maintain, renew or establish Penn Foster's accreditation, licenses, certifications and other institutional qualifications. Within the preceding 12 months, this may include identifiers, demographics, and education information. All such bodies are committed to maintaining the confidentiality of student Personal Information.

**13. Disclosures of Personal Information in Litigation, Investigations or Enforcement Actions or for Security Reasons.** We may disclose your Personal Information when compelled or requested to do so by government or law enforcement authorities or when otherwise required or permitted by law, such as to respond to court orders and subpoenas or regulatory agency requests. We also may disclose Personal Information when we have reason to believe that someone is causing or threatening to cause injury to, or interfering or threatening to interfere with, the rights or property interests of Penn Foster or its affiliates (or their respective employees, agents, consultants, contractors or representatives), Penn Foster learners or alumni, other Site Users, Penn Foster business partners (including Education Partners and service providers), accrediting/licensing/certifying bodies, or other persons or entities that could be harmed by such activities.

**14. Disclosures in Conjunction with a Change in Control or Similar Event.** If Penn Foster undergoes or contemplates undergoing a business transition, such as a merger or acquisition by another company, or a sale of all or a substantial portion of its assets, your Personal Information may be among the assets transferred or subject to new ownership. Changes in the terms governing the collection, storage or use of any third party successor in interest or transferee of your Personal Information will be communicated to you by Penn Foster or such third party via email, the applicable website, or a comparable means notification.

**15. Your Access Rights.** You may review and correct the Personally Identifying Information that is retained by Penn Foster in your account after you login. You may review and correct the Personal Financial Information that is retained by Penn Foster in your account by contacting Penn Foster at [stuserv@pennfoster.edu](mailto:stuserv@pennfoster.edu). If you are a learner, you may also review your Learner Records through your Learner Portal account or by contacting Penn Foster at [stuserv@pennfoster.edu](mailto:stuserv@pennfoster.edu). For information relating to rights you may have under applicable state law, see the Additional State Disclosures Section below.

**16. Children's Privacy.** The Sites do not knowingly collect information from (a) children under the age of 13 and does not offer products, services or activities targeted at children under the age of 13, or (b) individuals older than 13 but under the age of legal majority in their state of residence whose registration or participation on the Sites has not been authorized by their parent or legal guardian. If you have reason to believe that a child has provided personal information to us, please contact us and we will attempt to remove that information from our databases.

**17. Special Rule for Site Users under 18.** If you are under the age of 18, you may at any time request Penn Foster to remove from the Sites any Content (as defined in the Site Terms of Use) you provide to or post on the Sites by sending your request to [stuserv@pennfoster.edu](mailto:stuserv@pennfoster.edu). However, please understand that Penn Foster's removal of such Content may not be complete or comprehensive. Removal of Content may be limited to making Content no longer visible to the public or other Site Users. In addition, Penn Foster reserves the right not to remove Content you have provided if Penn Foster is required to maintain the Content pursuant to federal or state legal requirements, if the Content has been independently provided to the Site by a third party, if the Content is anonymized, or if you have been compensated for providing the Content to the Sites. Any Personal Information and Learner Records retained by Penn Foster will continue to be governed by the terms of this Privacy Policy.

**18. Third Party "Linked-To" Web Sites.** The Sites may contain links to third party web sites which are neither operated nor controlled by Penn Foster. This Privacy Policy does not address the information practices of those third-party web sites, and we encourage you to read the legal notices posted on such websites, including their Terms of Use and Privacy Policies. To be clear, Penn Foster has no responsibility or liability for your experience

with, and the data collection and use practices of, such third-party websites. All inquiries concerning the terms and policies of third-party websites should be addressed to the third party hosting the respective website.

**19. Information Security and Storage.** The protection of your Personal Information is very important to us. To that end, we take reasonable steps to protect the Personal Information you share with us from unauthorized access or disclosure. However, you should know that no security measures are impenetrable and no company, including Penn Foster, can fully eliminate security risks to its telecommunications and computer systems. In addition, due to the inherent nature of the Internet as an open global communications vehicle, we cannot guarantee that information, during transmission through the Internet, will not be destroyed, hacked, hijacked, misdirected, stolen, modified or otherwise interfered with or misused. **Accordingly, your transmission of information to or through the Sites is at your own risk.**

**20. Retention Period.** We retain your Personally Identifying Information, Personal Financial Information, and Learner Records for as long as we have a relationship with you. When deciding how long to keep this information after our relationship with you has ended, we take into account our legal obligations. We also retain records to investigate or defend against potential legal claims. If there is any information that we are unable to delete entirely from our systems for technical reasons, we will put in place appropriate measures to prevent any further processing or use of the data.

**21. Rights to “Opt Out” of Online Communications.** If you are receiving emails, texts or similar online communications from Penn Foster, it is because you consented or we understood from your participation on our Sites that you were interested in receiving ongoing information from us. If at any point you no longer wish to receive such communications, you may at any time “unsubscribe” from these communications by following the ‘opt out’ directions to be found at or near the end of the communication. Learners can also “opt out” from certain communications on the Learner Portal by editing their personal account preferences. If you have any questions about the opt-out process, you can contact us at [stuserv@pennfoster.edu](mailto:stuserv@pennfoster.edu). Please note that if we have already shared your personal contact information with one of our business partners, unsubscribing from our communications list will not prevent these third parties from continuing to email or text you. You will have to send an opt-out request to those third parties directly. Opportunities to “opt out” from receiving emails and texts are usually found on these companies’ websites or at the end of their emails or texts.

**22. Additional State Disclosures.** This section provides information required under various state privacy laws about how we handle certain personal information we have collected, used, and disclosed.

Collect. As we describe in more detail in the section above titled Categories of Personal

Information We Collect, we collect personal information online and offline directly from consumers, automatically when consumers use the PENN FOSTER website or contact PENN FOSTER by phone, and from third parties (such as from our sister companies) and have collected the following categories of personal information in the past 12 months:

- Identifiers, such as your name, email address, or IP address.
- Information that identifies, relates to, describes, or is capable of being associated with you, including your address or phone number (and other data elements listed at Cal. Civ. Code 1798.80(e))
- Commercial information (e.g., records of products or services purchased, obtained, or considered).
- Protected classification characteristics under California or federal law, such as age.
- Internet or other similar network activity, such as information on your use of the PENN FOSTER website.
- Geolocation data.
- Audio, electronic, visual, thermal, olfactory, or similar information.
- Professional or employment-related information.
- Sensitive information, as defined under applicable law, such as your Social
- Social security number, demographic information, account login credential and passwords, and credit card or debit card information.

Use. The section above entitled Use of Information discloses how the categories of personal information we collect are used.

Disclose. As we describe in more detail in the above Disclosure sections, we may disclose the following categories of your personal information for business purposes with funding services, payment processing services, background check services, placement/internship services, and employment/hiring partners, advertisers and affiliate sister companies, or other business partners: (1) identifiers, (2) information that identifies, relates to, describes, or is capable of being associated with you, including your address or phone number (and other data elements listed at Cal. Civ. Code 1798.80(e)), and (3) professional and employment-related information. We may also disclose the following categories of personal information for business purposes with advertisers: (1) identifiers and (2) Internet or other similar network activity. We do not use or disclose sensitive Personal Information for purposes other than permitted under applicable local law.

Certain laws also require us to provide you with information about certain disclosures of personal information to third parties, where the disclosure involves monetary or other consideration. Some laws treat these disclosures as “sales” of information, even if no money changes hands. Some of the disclosures we have made in the last 12 months may constitute “sales” or “sharing” for cross-contextual behavioral advertising under local law and involve the disclosure of the following types of personal information to partners, advertisers, and our affiliate sister companies: (1) identifiers; (2) information that identifies, relates to, describes, or

is capable of being associated with you, including your address or phone number (and other data elements listed at Cal. Civ. Code 1798.80(e)), (3) professional and employment-related information; and (4) Internet or other similar network activity. We disclose this information to contact you regarding products and services in which we believe you may be interested, including through personalized marketing and advertising.

Under applicable local law, you may have certain additional rights regarding the Personal Information we hold about you. Depending on where you live, and subject to certain exceptions, you may have the right to make the following requests, at no charge:

- **Copy:** You may request, up to twice every 12 months, a copy of the specific pieces of Personal Information that we have collected, used or disclosed about you in the prior 12 months and to have this delivered, free of charge, either (a) by mail or (b) electronically in a portable and, to the extent technically feasible, readily useable format that allows you to transmit this information to another entity without hindrance.
- **Correct:** You may request the correction of your Personal Information that we have collected about you if it is inaccurate or incomplete.
- **Deletion:** You may request the deletion of your Personal Information that we have collected about you.
- **Know:** You may request that we provide certain information about how we have handled your Personal Information, including the categories and sources of Personal Information we collect, the purposes for which we collect and disclose that information, and the categories of third parties to whom we disclose that information for a business purpose as well as the associated categories of disclosed Personal Information.

To exercise any of these rights, please submit your request at [PFdatarequest@pennfoster.edu](mailto:PFdatarequest@pennfoster.edu) or call us at **1-800-214-5231**. We may need to verify your identity before completing your rights request by, for example, requesting additional information from you. You may designate an agent to make a request on your behalf. That agent must have access to your account in order for us to verify the request. The agent must also provide proof that you gave the agent signed permission to submit the request on your behalf.

You may also have a right to appeal a decision we make relating to requests to exercise your rights under applicable local law. To appeal a decision, please contact us by emailing [PFdatarequest@pennfoster.edu](mailto:PFdatarequest@pennfoster.edu).

You may also have the right to opt out of the use of your Personal Information for targeted advertising, as that term is defined under applicable law. You may exercise your right to opt out of the use of your personal information by clicking [here](#) and following the instructions.

Where applicable, you may exercise your right to opt out of "sales" by clicking this [Do Not Sell or Share My Personal Information link](#) and following the instructions. We do not knowingly "sell" or "share" personal information from consumers under 16 years old.

**Non-Discrimination.** We will not discriminate against you, including by denying or providing a different level or quality of goods or services should you choose to exercise your options under applicable state law.

Please contact us at the contact information below, if you have any questions regarding this Section.

**23. Construction of Privacy Policy.** This Privacy Policy supersedes any other representations, agreements, statements or understandings with respect to the terms pursuant to which Penn Foster collects, stores and uses information relating to you which is collected by the Sites. This Privacy Policy may not be modified, extended, limited, waived or terminated except with the written consent of Penn Foster. If any portion of this Privacy Policy is deemed void or unenforceable, then that provision shall be deemed severable from the Privacy Policy and the remaining terms shall remain in full force and effect. The word “including” shall be construed to mean “including but not limited to.”

**24. Modification to Privacy Policy.** As noted above, Penn Foster reserves the right to modify this Privacy Policy at any time and will notify Users by posting the modified version of its Privacy Policy on this webpage. Under certain circumstances, we may also elect to notify registered Users of changes or updates to this Privacy Policy by additional means, such as posting a notice on the front page of the Sites or by sending you an e-mail but you should not rely on receiving such additional notice.

## SECURITY

PENN FOSTER website(s) have security measures in place to protect against the loss, misuse, and alteration of the information under our control. We utilize industry standard SSL encryption when accepting your credit card information during the online sign-up process.

**QUESTIONS or CONCERNS?** Penn Foster is the controller responsible for the Personal Information it processes about you. **If you have any questions or concerns about this Privacy Policy or its application, or for general questions about the Sites, please contact Penn Foster at [stuserv@pennfoster.edu](mailto:stuserv@pennfoster.edu).**

## NON-DISCRIMINATION STATEMENT

Penn Foster College does not discriminate in admissions, access to, operation of, treatment or employment in its programs and activities on the basis of race, color, national origin, religion, creed, ethnicity, disability, age, marital status, sex, gender, sexual orientation, gender identity, veteran status, or any other legally protected status.

## 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.

Penn Foster College complies with Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR part 104 (barring discrimination on the basis of disability), and the Americans with Disabilities Act (ADA) of 1990 and the implementing regulations in 29 CFR part 1630 (1991). The school will offer a reasonable accommodation for any qualified student with documented 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 must complete the ADA form which is available on the student portal and submit it along with documented evidence of disability to [ADArequest@pennfoster.edu](mailto:ADArequest@pennfoster.edu) to be eligible for any accommodations. All completed requests for accommodations will be reviewed by the ADA Review Committee within five (5) business days. Students will receive written communication outlining the decision of the committee.

## Change of Address

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

## Transcripts

Copies of your official Penn Foster College transcript are available in your student portal. Navigate to the “Forms & Resources” menu, and click the “Official Transcript Request” button to access the Parchment Ordering Service, where you can order digital and/or paper copies of your transcript. Transcripts may be sent directly to you or to someone else (e.g. an employer or another school). You will need to have available the email or physical address where the transcript will be sent to complete the order. It is a \$15.00 fee for all transcript orders.

## Career Assistance

Penn Foster offers resources to current students and alumni to help with career planning and job search efforts. The Learning Resource Center, which is located in the library, includes 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.

Penn Foster also maintains a job board site where students and graduates are encouraged to search through jobs that are posted directly by employers.

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

## Transfer of Credits

Students planning to continue their education with another school after earning a degree or certificate from Penn Foster College should check with that school regarding credit transfer policies. Credits earned at Penn Foster College may transfer to some, but not all, learning institutions. Many of the courses have been reviewed by the ACE College Credit Recommendation Service and are listed in the National Guide to Educational Credit for Training Programs. Many colleges use the recommendations made by ACE to determine credit transfer values. No form of accreditation guarantees that any learning institution will accept credits from any school as transfer credits.

## School Calendar

Penn Foster College operates 12 months of the year. Penn Foster Business Hours (including Student Service Center and instructor availability) are Monday through Friday from 9:00 a.m. to 6:00 p.m. E.T. Call 1-888-427-0600 for instructor inquiries, 1-800-471-3232 for admission inquiries, and 1-888-427-1000 for current student service inquiries.. The school is closed for 8 holidays during the year. The holidays usually include New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The other days may vary. The school’s phones will have a “closed” message on these holidays.

Penn Foster does not have a traditional academic calendar because programs are self-paced and students can enroll at any time.



# Curriculum

International students may visit:

[http://www.pennfostercollegeintl.com/programs\\_degrees.html](http://www.pennfostercollegeintl.com/programs_degrees.html)

for program and pricing details.

## General Education Philosophy

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

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

General education courses provide students with quantitative and critical thinking skills, communication skills, and an understanding of society and

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

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

## General Education Courses

Arts & Humanities	Credits
Art Appreciation	3
Introduction to Literature	3
Music Appreciation	3
Communications	
Interpersonal Communication	1
Career Readiness	1

Speech	3	analytical, & problem-solving skills	
<b>English</b>		• Demonstrate effective written & interpersonal communication skills	
Advanced Composition	3		
Business and Technical Writing	3		
English Composition	3	Basic Skills	0
Foundation Skills in English	3	CSC 104: Computer Applications	3
Information Literacy	1	Science Elective (choose one)	3
<b>Mathematics</b>		SCI 121: Introduction to Biology for Veterinary Technicians	
Business Statistics	3	SCI 110: Earth Science	
Computer Applications	3	SCI 140: Nutrition	
Foundation Skills in Math	3	Social Science Elective (choose one)	3
Intermediate Algebra	3	SSC 105: World Civilizations	
Precalculus	3	SSC 125: Introduction to Sociology	
Research and Statistics	3	SSC 130: Essentials of Psychology	
<b>Natural Science</b>		Arts & Humanities Elective (choose one)	3
Earth Science	3	HUM 102: Art Appreciation	
Essentials of Biochemistry	3	HUM 104: Music Appreciation	
Introduction to Biology	3	ENG 115: Introduction to Literature	
Nutrition	3	ENG 100: English Composition	3
Physical Science	3	Total	15
		Proctored Final Examination	
<b>Social Sciences</b>			
Economics 1 (non-business major)	3		
Economics 2 (non-business major)	3		
Essentials of Psychology	3		
Introduction to Sociology	3		
Organizational Behavior	3		
Sociology of Diversity	3		
World Civilizations	3		

## General Studies Undergraduate Certificate

This program is appropriate for adults looking to earn credits in general education subjects. Credits earned in this certificate may be used to meet general education requirements in Penn Foster degree programs. Students wishing to transfer credits earned in this certificate to other colleges should check with the college to determine if the credits will be accepted in transfer. For tuition details, please visit [our tuition page](#).

### Program Goal

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

### Program Outcomes

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

- Demonstrate computer & information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, & social sciences
- Demonstrate a high level of inquiry,

## Business Department

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

## Accounting Undergraduate Certificate

This program is appropriate for adults looking to learn new job skills, refresh or refine existing accounting knowledge used in a current position, or improve the performance of a small business by better understanding the essentials of accounting and finance. In addition, all of the course credits earned with this program are transferable to an Associate of Science Degree in Accounting. For tuition details, please visit our [Accounting Undergraduate Certificate tuition page](#).

### Program Goal

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

## Program Outcomes

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

- Discuss the basic theories, principles and processes involved in various functional areas
- Create financial statements that show an understanding of the accounting cycle, are accurate, and comply with generally accepted accounting procedures
- Explain issues of internal control of cash in balance and cash flow statements and external financial reporting
- List how to create, organize, and maintain financial records
- Outline how to assess financial data and make best-practices recommendations to management

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

## Accounting Associate of Science

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

### Program Goal

The Accounting Associate Degree program is primarily designed to prepare students for

opportunities in entry-level positions in the field of accounting but can also be used as a foundation for further training.

## Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer and information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Discuss the basic theories, principles, and processes involved in various functional areas
- Explain issues of internal control of cash in balance and cash flow statements and external financial reporting
- List how to create, organize, and maintain financial records
- Discuss ethical and legal standards of the business environment

### Semester 1

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

### Semester 2

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

### Semester 3

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

ACC 202: Intermediate Accounting 2	3
Science Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
SCI 110: Earth Science	
<b>Total</b>	<b>18</b>
Proctored Final Examination	
<b>Semester 4</b>	
ACC 210: Cost Accounting	3
MAT 210: Business Statistics	3
BUS 213: Business Law 1	3
ACC 211: Computer Applications in Accounting	3
ENG 200: Speech	3
Social Science Elective (choose one)	3
SSC 130: Essentials of Psychology	
SSC 105: World Civilizations	
SSC 125: Introduction to Sociology	
<b>Total</b>	<b>18</b>
<b>Total Credits</b>	<b>68</b>

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

## Business Management Undergraduate Certificate

This program is appropriate for adults seeking to learn new job skills, refresh or refine existing business management knowledge used in a current position, or improve the performance of a small business by better understanding the essentials of business and finance. In addition, all of the course credits earned with this program are transferable to an Associate of Science Degree in Business Management. For tuition details, please visit our [Business Management Undergraduate Certificate tuition page](#).

### Program Goal

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

### Program Outcomes

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

- Understand the Penn Foster distance learning process, the materials used in the program, successful study skills and techniques, individual life goals and steps

- needed to fulfill them, similarities between personal financial goals and business goals, the basics of setting up a budget and starting up and maintaining a business
- Discuss the various functions of business including competition, economics, accounting, technology and information systems, marketing, management through the phases of starting and growing a business, and management of financial and human resources along with the ethical and social responsibilities of business
- Discuss both the business environment and the manager's role in decision-making, planning, organizing, leading, controlling, and developing an ethical perspective
- Demonstrate understanding of basic mathematical operations including percentages, discounts, interest, present worth, sinking funds, installment buying, pricing, depreciation, investments, insurance, use of symbols and their applications, equations and formulas, and the importance of statistics
- Compose professional documents using word processing, spreadsheet, and presentation software, and integrate the applications
- Explain the principles of financial accounting including analyzing transactions, completing the accounting cycle, merchandising businesses, inventories, assets, liabilities, stocks, bonds, and cash flow
- Explain the law of supply and demand, cost of living, monetary systems, international factors, and short run economic fluctuations
- Discuss managerial accounting including budgeting and performance evaluation, decentralized operations; differential analysis, product pricing, and capital investment analysis, and cost activities
- Discuss the dynamic interaction of personnel functions with each other and with the objectives of an objection
- Demonstrate methods of organizing material for a professional setting by composing business memos, emails, outlines, reports, and proposals using the ABC method
- Discuss the legal environment of business, including American court practice and procedure, torts, employment law, international law, environmental law, and contract law

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

## Business Management Associate of Science

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

For tuition details, please visit our [Business Management Associate of Science tuition page](#).

### Program Goal

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

### Program Outcomes

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

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

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

### Semester 1

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

### Semester 2

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

<b>Total</b>	<b>18</b>
Proctored Final Examination	

### Semester 3

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

ENG 121: Business and Technical Writing	3
HRM 201: Human Resources Management	3
Science Elective (choose one)	3
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
SCI 110: Earth Science	

**Total** **18**  
Proctored Final Examination

#### Semester 4

FIN 101: Financial Management	3
BUS 213: Business Law 1	3
BUS 340: Organizational Behavior	3
MAT 210: Business Statistics	3
ENG 200: Speech	3

**Total** **15**  
Proctored Final Examination

**Total Credits** **65**

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

## Business Management Bachelor of Science

The Business and Legal Studies at Penn Foster College is an Educational Member of the International Assembly for Collegiate Business Education (IACBE) and has affirmed its commitment to excellence in business education. The objective of the BS in Business Management is to prepare students for professional opportunities in management by providing a thorough background in the functional areas of modern business, such as human resources resources, finance/accounting, administration, marketing, and operations. Students will obtain skills they can apply immediately in the business workplace and the professional practices and benefits of general education required for lifelong personal growth in today's global economy. This program also provides a foundation for graduate studies. List how to create, organize, and maintain financial records. For tuition details, please visit our [Business Management Bachelor's of Science tuition page](#).

### Program Goal

The objective of the Business Management Bachelor of Science degree is to prepare students for professional opportunities in management by providing a thorough background in the functional areas of modern business, such as human resources, finance/ accounting, administration, marketing, and operations. Students will obtain skills they can apply immediately in the business workplace and

the professional practices and benefits of general education required for life-long personal growth in today's global economy. In addition, this program provides a foundation for further studies.

### Program Outcomes

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

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

### Semester 1

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

MAT 106: Mathematics for Business  
and Finance 3

**Total 14**

Proctored Final Examination

### Semester 2

CSC 104: Computer Applications 3

ENG 100: English Composition 3

MAT 115: Intermediate Algebra 3

ACC 111: Financial Accounting 3

SCI 140: Nutrition 3

**Total 15**

Proctored Final Examination

### Semester 3

SSC 105: World Civilizations 3

ENG 121: Business and Technical Writing 3

ACC 112: Managerial Accounting 3

ENG 200: Speech 3

BUS 121: Economics 1 (Macroeconomics) 3

**Total 15**

Proctored Final Examination

### Semester 4

HUM 102: Art Appreciation 3

MAT 210: Business Statistics 3

CSC 221: Advanced PC Applications 3

BUS 122: Economics 2 (Microeconomics) 3

Elective (See Table) 3

**Total 15**

Proctored Final Examination

### Semester 5

SSC 130: Essentials of Psychology 3

MKT 301: Marketing 3

ENG 300: Advanced Composition 3

HRM 201: HR Management 3

Elective (See Table) 3

**Total 15**

Proctored Final Examination

### Semester 6

BUS 315: Legal Environment of Business 3

FIN 310: Corporate Finance 3

SCI 120: Introduction to Biology 3

Business Elective (See Table) 3

BUS 340: Organizational Behavior 3

**Total 15**

Proctored Final Examination

### Semester 7

BUS 415: Business Research Methods 3

BUS 400: Business Ethics 3

Elective (See Table) 3

Business Elective (See Table) 3

BUS 430: International Business 3

**Total 15**

Proctored Final Examination

### Semester 8

BUS 425: Strategic Business Management 3

Elective (See Table) 3

Business Elective (See Table) 3

Business Elective (See Table) 3

BUS 450: Senior Capstone: Business 4

**Total 16**

Proctored Final Examination

**Total Credits 120**

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

### Electives

#### (Course Number/Title/Prerequisites)

ACC 201: Intermediate Accounting ACC112

ACC 202: Intermediate Accounting ACC201

ACC 210: Cost Accounting ACC112

ACC 211: Computer Applications in Accounting

ACC112

HRM 210: Compensation Management HRM201

FIN 101: Financial Management

FIN 210: Personal Financial Management

INT 205: Introduction to the Internet CSC104

COM 110: Public Relations 1 ENG300

COM 115: Public Relations 2 COM110

### Business Electives

#### (Course Number/Title/Prerequisites)

MKT 320: Consumer Behavior MKT301

HRM 350: Labor Relations HRM201

FIN 305: Securities and Investments

MKT 310: Advertising Principles MKT301

MKT 340: Retail Management MKT301

HRM 320: Employee Benefits HRM201, HRM210

HRM 355: Training Concepts BUS110, HRM201

BUS 330: Risk Management BUS110

## Criminal Justice Associate of Science

The Criminal Justice Program prepares students with an in-depth study of topics necessary for a career in criminal justice such as criminology, criminal law, police studies, private security, organized and white-collar crime, criminalistics, community corrections, security management, and crisis intervention. The program prepares students to obtain entry-level positions in security, prison, or police work. For tuition details, please visit our [Criminal Justice Associate of Science tuition page](#).

### Program Goal

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



## Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer and information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Discuss the legal system in the United States, including the origins and history of the law, the development of common law, statutory law, constitutional law and how this affects the criminal justice system
- Analyze the substantive and procedural operations of the criminal justice system with focus on the prosecutorial, judicial, and defense functions
- Evaluate issues of justice, professionalism and ethics within law enforcement, the courts, and the private sector security industry
- Examine the external and internal factors that control the dynamics of law enforcement from the police, prosecution, and defense perspectives as they apply to ethical, moral, and legal applications
- Discuss the origins and development of the law of search and seizure on the federal and state levels, the ethical and legal issues surrounding the exclusionary rule as it impacts the Fourth and Fifth Amendments, and the workings of an adversarial system of justice
- Discuss the principles of criminal responsibility and the requirement of culpable mental states, the various defenses used to negate or to mitigate criminal liability, victims' interaction with the criminal justice system, and the prevailing theories and philosophies for criminal punishment including restitution, retribution, rehabilitation.
- Discuss and compare recognized biological, psychological, and sociological theories about the causes of criminal behavior and the types of criminal behavior and methods for predicting future crime.
- Analyze the management and organizational components in the modern police organization and the various methods and theories of policing, including reactive, proactive, problem-solving, community policing.

## Semester 1

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

## Semester 2

SSC125: Introduction to Sociology	3
CJS238: Criminal Law	3
CJS105: Ethics in Criminal Justice	3
Science Elective (Choose one)	3
SCI110: Earth Science	
SCI120: Introduction to Biology	
SCI140: Nutrition	
CJS120: Police Studies	3
CJS210: Crime Scene Investigation Basics	3
<b>Total</b>	<b>18</b>
Proctored Final Examination	

## Semester 3

CJS203: Criminal Procedures	3
CJS130: Police Management	3
CJS135: Introduction to Private Security	3
CJS211: Correctional Institutions	3
MAT115: Intermediate Algebra	3
Arts & Humanities Elective (Choose one)	3
ENG115: Introduction to Literature	
HUM102: Art Appreciation	
HUM104: Music Appreciation	
<b>Total</b>	<b>18</b>
Proctored Final Examination	

## Semester 4

CJS235: Multicultural Law Enforcement	3
CJS205: Juveniles and the Legal Process	3
CJS308: Criminology	3
Free Elective	3
Free Elective	3
Free Elective	3
<b>Total</b>	<b>18</b>
Proctored Final Examination	
<b>Total Credits</b>	<b>71</b>

## Free Criminal Justice Electives Credits

Course Number	Credits	Prerequisites
CJS215: Terrorism	3	CJS120
CJS220: Organized Crime	3	CJS101
CJS225: White Collar Crime	3	CJS123,
CJS238		

CJS245: Security & Loss Prevention	3CJS135
CJS255: Computer-Based Crime	3CJS101
CJS260: Crisis Intervention	3CJS120
CJS265: Security Management	3CJS135
CJS307: Victimology	3CJS101, CJS105, CJS238
CJS350: Community Corrections	3CJS120

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

## Criminal Justice Bachelor of Science

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

Students obtaining their BS degree in Criminal Justice will have the academic and practical skill set needed to pursue a career in the criminal justice field. The most common career paths include law enforcement, investigative, and security positions, in both the public and private sectors, on local, state, and federal levels; administrative positions within the courts; and probation, parole, corrections, and forensic science careers. For tuition details, please visit our [Criminal Justice Bachelor of Science tuition page](#).

### Program Goal

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

### Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer and information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Apply the procedures used to obtain, evaluate, and communicate information in a legal environment
- Explain the typical levels of management and organizational components in the modern police organization and other major entities of the criminal justice system and different leadership styles and theories
- Discuss the legal system in the United States, including the origins and history of the law, the development of common law, statutory law, constitutional law and how this affects the criminal justice system
- Analyze the substantive and procedural operations of the criminal justice system with focus on the prosecutorial, judicial, and defense functions
- Evaluate issues of justice, professionalism, and ethics within law enforcement and the courts
- Examine the external and internal factors that control the dynamics of law enforcement from the police, prosecution, and defense perspectives as they apply to ethical, moral, and legal applications
- Discuss the origins and development of the law of search and seizure on the federal and state levels, the ethical and legal issues surrounding the exclusionary rule as it impacts the Fourth and Fifth Amendments, and the workings of an adversarial system of justice
- Evaluate the relationship between victims and the criminal justice system and provide details of the interaction of victims with the police, prosecutors, court, and defense attorneys
- Discuss the principles of criminal responsibility and the requirement of culpable mental states, the various defenses used to negate or to mitigate criminal liability, and the prevailing theories and philosophies for criminal punishment including restitution, retribution, and rehabilitation
- Discuss and compare recognized biological, psychological, and sociological theories about the causes of criminal behavior and the types of criminal behavior and methods for predicting future crime.
- Analyze the various methods and theories of policing, including reactive, proactive, problem-

- solving, community policing
- Analyze theories of corrections, rehabilitation, and punishment and how they affect correctional management practices
- Describe the juvenile court process, including the rights of juveniles, detention and its alternatives, and how juveniles are processed in adult criminal court
- Analyze the different types of evidence, such as crime scene evidence, documentary evidence, witness testimony, and scientific evidence.
- Describe the admissibility requirements for the various forms of evidence as well as the attendant ethical and legal issues presented

### Semester 1

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

### Semester 2

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

### Semester 3

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

### Semester 4

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

### Semester 5

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

Proctored Final Examination

### Semester 6

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

Proctored Final Examination

### Semester 7

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

Proctored Final Examination

### Semester 8

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

Proctored Final Examination

**Total Credits 121**

### Electives

#### (Course Number/Title/Prerequisites)

CJS 220: Organized Crime CJS101
CJS 225: White Collar Crime CJS123, CJS238
CJS 215: Terrorism CJS120, CJS308
CJS 210: Crime Scene Investigation
CJS 255: Computer-Based Crime CJS101
CJS 260: Crisis Intervention CJS120
CJS 235: Multicultural Law Enforcement CJS120
PLS 213: Family Law
BUS 315: Legal Environment of Business

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

# CDA Credential Preparation Undergraduate Certificate

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

After enrolling, students will select a concentration, based on the student's preferred childcare setting. This concentration becomes the focus of their studies, guiding the development of items for the portfolio submission and the selection of a core elective. This program meets the CDA credential requirements for 120 hours of formal education related to professional childcare and for the development of the professional portfolio. For tuition details, please visit our [CDA Credential Preparation Undergraduate Certificate tuition page](#).

## Program Goal

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

## Program Outcomes

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

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

- Understand the components needed to ensure a well-run, purposeful program responsive to participant needs
- Identify the requirements needed to maintain a commitment to professionalism

Basic Skills	0
ECE 100: Orientation to Early Childhood Education	1
ECE 130: Health, Safety, and Nutrition for the Young Child	3
ECE 210: Child, Family, and Community	3
ECE 220: Child Growth and Development	3
Core Elective (choose one)	3
ECE 120: Infant and Toddler Care	
ECE 223: Working with Preschoolers	
ECE 225: Family Child Care	
<b>Total</b>	<b>13</b>

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

# Early Childhood Education Associate of Science

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

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

Field work is required in each semester and in semester 4 students are expected to complete a minimum of 300 hours in a licensed early childhood center that has a developmentally appropriate program that includes infants,

toddlers, and preschoolers. For tuition details, please visit our [Early Childhood Education Associate of Science tuition page](#).

### Program Goal

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

### Program Outcomes

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

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

### Semester 1

Basic Skills	0
ECE 100: Orientation to Early Childhood Education	1
ILS 103: Information Literacy	1
ECE 130: Health, Safety, and Nutrition for the Young Child	3
SSC 130: Essentials of Psychology	3
CSC104: Computer Applications	3
ECE 011: ECE Site Selection 1	0
ECE 111: Fundamentals of Early Childhood Education	3
<b>Total</b>	<b>14</b>
Proctored Final Examination	

### Semester 2

ECE 012: ECE Site Selection 2	0
ECE 220: Child Growth and Development	3
ECE 215: Curriculum for Early Childhood Education	3
ECE Elective (choose one)	3
ECE 213: Art, Music, and Movement	
ECE 216: Language and Literacy Development in Young Children	
ECE 217: Developing Math and Science Skills in Young Children	
ECE 160: Cultural Diversity in the Early Childhood Program	
ECE 221: Administration of an Early Childhood Education Center	
ECE 225: Family Child Care	
ECE 240: Assessment in Early Childhood Education	
ENG 100: English Composition	3
Humanities Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
<b>Total</b>	<b>15</b>
Proctored Final Examination	

### Semester 3

ECE 013: ECE Site Selection 3	0
ECE 223: Working with Preschoolers	3
ECE 120: Infant and Toddler Care	3
Science Elective (choose one)	3
SCI 110: Earth Science	
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
HUM 106: Interpersonal Communication	1
ECE 107: Play in the Lives of Young Children	3
ECE 203: Working with Children with Special Needs	3
<b>Total</b>	<b>16</b>
Proctored Final Examination	

### Semester 4

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

ECE 225: Family Child Care	6
ECE 240: Assessment in Education	18
ECE 230: Field Experience	6
<b>Total</b>	<b>18</b>
Proctored Final Examination	
<b>Total Credits</b>	<b>63</b>

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

## Healthcare Management Associate of Science

Upon completion of the program in Healthcare Management, students will be prepared for positions in the medical records departments of hospitals, ambulatory and long-term care facilities, psychiatric facilities, insurance companies, and state and federal agencies. In these venues, students will be prepared to analyze health data for completeness, accuracy, and quality. They will code health data and deal with medical and legal issues regarding health records and quality improvement. A practicum is required in the fourth semester. Students are expected to complete a minimum of 160 hours proctored experience in varied healthcare settings.

### Penn Foster Healthcare Management Practicum Participation Requirements:

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

Students will need access to high-speed internet, a Microsoft® Windows® based computer running Windows 10® or later, Microsoft® Office 2019 or 365, and an email account to complete their program with Penn Foster.

For tuition details, please visit our [Healthcare Management Associate of Science tuition page](#).

### Program Goal

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

### Program Outcomes

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

- Recognize how to improve efficiency and quality in delivering healthcare services
- Describe why it's important to keep up-to-date on new laws and regulations
- Identify how to supervise assistant administrators in facilities that are large enough to need them
- Discuss the management of the facility's finances, such as patient fees and billing
- Explain the creation of work schedules
- Recognize how to represent the facility at investor meetings or on governing boards
- List the steps to keep and organize records of the facility's services
- Recognize appropriate and professional communication concerning members of the medical staff and department heads

### Semester 1

HIT 100: Introduction to Allied Health	1
ALH 105: Law, Ethics, and Confidentiality in Allied Health	3
ILS 103: Information Literacy	1
ENG 100: English Composition	3
HIT 107: Medical Terminology	3
MAT 106: Mathematics for Business and Finance	3
CSC 104: Computer Applications	3

**Total** **17**

Proctored Final Examination

### Semester 2

HUM 106: Interpersonal Communication	1
ALH 225: Healthcare Management	3
SCI 135: Anatomy and Physiology 1	3
SCI 136: Anatomy and Physiology 2	3
ACC 113: Basic Accounting	3
General Education Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	

**Total** **16**

Proctored Final Examination

### Semester 3

HRM 201: Human Resources Management	3
HIT 201: Quality Management/Performance Improvement	2
HIT 130: Electronic Medical Records	3
HIT 203: Medical Coding	3
HIT 115: Reimbursement Methodologies	3

**Total** **14**

Proctored Final Examination

## Semester 4

BUS 350: Supervision and Leadership	3
HIT 209: Department Management	2
HIT 210: Healthcare Statistics	3
SSC 130: Essentials of Psychology	3
ALH280: Practicum in Healthcare Management	4

**Total** **15**

Proctored Final Examination

**Total Credits** **62**

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

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

## Human Resources Undergraduate Certificate

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

### Program Goal

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

### Program Outcomes

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

- Discuss features, founders, and benefits of various management perspectives, skills required by managers, and the need for an ethical business structure and a diverse business environment
- Explain specific responsibilities of and skills needed for human resource management (HRM), types of illegal discrimination, and techniques to conduct successful interviews and choose prospective employees appropriately
- Demonstrate methods of organizing material for a professional setting by composing

business memos, emails, outlines, reports, and proposals using the ABC method

- Discuss features and examples of various compensation strategies, calculate appropriate pay increases, and analyze features of total compensation
- Explain accepted theories regarding training and the management of the training function in organizations, and identify successful and unsuccessful training practices
- Describe the legally required social insurance programs for employees in the United States, the difference between group and individual insurance, and the requirements for qualified pension plans, and evaluate benefit packages to determine comprehensive plan coverage
- Explain the features of labor organizations, the effects of labor unions on employees and businesses, and how labor organizations fit into the business structure of the United States

Basic Skills	0
BUS 100: Business Orientation	1
BUS 110: Principles of Management	3
HRM 201: HR Management	3
ENG 121: Business and Technical Writing	3
HRM 210: Compensation Management	3
HRM 355: Training Concepts	3
HRM 320: Employee Benefits	3
HRM 350: Labor Relations	3
<b>Total</b>	<b>22</b>

Proctored Final Examination

## Human Resources Management Associate of Science

The Human Resources Management Program prepares students to perform administrative duties related to human resources management, including data entry, preparation of employee catalogs, and research. Graduates will also be able to classify jobs, interview job applicants, assist in the orientation, train new employees, and administer employee benefits. For tuition details, please visit our [Human Resources Management Associate Degree tuition page](#).

### Program Goal

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

## Program Outcomes

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

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

### Semester 1

BUS 100: Business Orientation	1
ILS 103: Information Literacy	1
BUS 101: Introduction to Business	3
BUS 110: Principles of Management	3
HUM 102: Art Appreciation	3
HRM 201: Human Resources Management	3
MAT 106: Mathematics for Business and Finance	3
<b>Total</b>	<b>17</b>
Proctored Final Examination	

### Semester 2

CSC 104: Computer Applications	3
ENG 100: English Composition	3
Arts & Humanities Elective (Choose one)	3
ENG 115: Introduction to Literature	
HUM 104: Music Appreciation	
Science Elective (Choose one)	3
SCI 120: Introduction to Biology	
SCI 140: Nutrition	
SCI 110: Earth Science	
HRM 355: Training Concepts	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	

### Semester 3

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

### Semester 4

MAT 115: Intermediate Algebra	3
ENG 200: Speech	3
MAT 210: Business Statistics	3
HRM 350: Labor Relations	3
BUS 315: Legal Environment of Business	3
BUS 340: Organizational Behavior	3
<b>Total</b>	<b>18</b>
Proctored Final Examination	
<b>Total Credits</b>	<b>68</b>

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

## Interior Design Associate of Science

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

Students will need access to high-speed internet, a Microsoft® Windows® based computer running Windows 10® or later or an Apple® Mac® computer running macOS® or later, Microsoft® Office 2019 or 365, and an email account to complete their program with Penn Foster. For tuition details, please visit our [Interior Design Associate Degree tuition page](#).



## Program Goal

The Interior Design associate degree program prepares students for an entry-level position in the field of interior design. This program provides 45 of the 60 credits toward meeting the educational requirement for the National Council for Interior Design Qualification (NCIDQ) licensing exam. Students must also complete at least 5,280 hours of work experience under the supervision of a licensed and/or NCIDQ-certified designer before becoming eligible to sit for the exam.

## Program Outcomes

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

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

- Discuss how to adhere to design codes and regulations for interior spaces
- Define how to establish a business and focus on the details of proper business practices
- Demonstrate an understanding of design requirements and processes by specializing in a particular topic area in one of three electives choices

### Semester 1

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

### Semester 2

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

### Semester 3

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

### Semester 4

BCT 201: Residential Design	3
BCT 202: Commercial Design 1	3
BCT 215: Codes for Interiors	3
BCT 225: Professional Practice	3
MAT 115: Intermediate Algebra	3
Interior Design Elective (choose one)	3
BCT 230: Kitchen and Bath Design	
BCT 248: Commercial Design 2	
<b>Total</b>	<b>18</b>
Proctored Final Examination	
<b>Total Credits</b>	<b>67</b>

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

## Medical Assistant Associate of Science

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

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

Students will also be required to complete a medical externship in the fourth semester. When students complete Clinical Procedures Theory, Medical Surgical Procedure, and Clinical Procedures Lab, they'll begin externing in a healthcare setting. Students will use knowledge and skills derived from the Medical Assistant Program to demonstrate competencies in the areas of clinical, administrative, and general medical assisting. The externship will require at least 160 hours of practice. Students are encouraged to participate in the selection of externship sites.

Students will need access to high-speed internet, a Microsoft® Windows® based computer running Windows 10® or later, Microsoft® Office 2019 or 365, and an email

account to complete their program with Penn Foster. Student must also have the ability to install software, watch and listen to videos via speakers or headset, and have the ability to connect to Universal Serial Bus (USB) devices on their computer. Students will need to have access to a recording device. Students must have a clear understanding on how to operate the recording device and the ability to upload recorded files. For tuition details, please visit our [Medical Assistant Associate Degree tuition page](#).

### Program Goal

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

### Program Outcomes

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

- Demonstrate a high-level of proficiency in analytical, quantitative, and problem-solving skills
- Demonstrate computer and information literacy
- Demonstrate effective written and interpersonal communication skills using correct medical terminology
- Discuss elements of the liberal arts and social sciences as they relate to human behavior and expression
- Explain the role, responsibilities, scope of practice, standards of care, and credentials of medical assistants
- Using correct terminology, differentiate among the structures and their functions within the six levels of structural organization of the human body
- Explain the importance of diet and nutrition including the elements of a proper diet, nutrition guidelines, and options for patients that require special diets or diet modifications
- Identify etiology, processes, symptoms, and treatments for common diseases
- Apply ethical standards and legal responsibilities, including those related to the confidentiality of personal health information, to patient care
- Perform clinical and laboratory procedures applicable to the role of medical assistant in medical office and laboratory settings

- Perform administrative duties applicable to the role of a medical assistant in medical office and laboratory settings.

<b>Semester 1</b>	<b>Credits</b>
HIT 100: Introduction to Allied Health	1
ILS 103: Information Literacy	1
CSC 104: Computer Applications	3
ENG 100: English Composition	3
ALH 105: Law, Ethics, and Confidentiality in Allied Health	3
HIT 107: Medical Terminology	3
<b>Total</b>	<b>14</b>
Proctored Final Examination	

<b>Semester 2</b>	<b>Credits</b>
SCI 140: Nutrition	3
SCI 135: Anatomy and Physiology I	3
SCI 136: Anatomy and Physiology II	3
Arts and Humanities Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
ENG 115: Introduction to Literature	
ENG 121: Business and Technical Writing	3
HUM 106: Interpersonal Communication	1
<b>Total</b>	<b>16</b>
Proctored Final Examination	

<b>Semester 3</b>	<b>Credits</b>
HIT 115: Reimbursement Methodologies	3
HIT 203: Medical Coding	3
HIT 130: Electronic Medical Records	3
SCI 130: Essentials of Psychology	3
MAT 115: Intermediate Algebra	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	

<b>Semester 4</b>	<b>Credits</b>
ALH 201: Pharmacology	3
ALH 210: Clinical Procedures Theory	3
MAS 215: Medical Surgical Procedures	3
MAS 205: Clinical Procedures Lab	3
MAS 225: Externship	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	
<b>Total Credits</b>	<b>60</b>

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

## Paralegal Studies Associate of Science

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

### Program Goal

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

### Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer & information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Discuss the legal system in the United States, including the origins and history of the law and the development of common law, statutory law, and constitutional law
- Understand when communications with clients and others are privileged and how to avoid conflicts of interest
- Recognize and use legal terminology appropriately
- Recognize ethical violations and understand ethical rules that regulate conduct of lawyers and paralegals
- Identify the paralegal's role in the interview process and discuss proper investigation techniques, including interviewing clients and witnesses and understanding types of testamentary evidence
- Discuss torts and defenses to tort actions and understand negligence, liability, and

- workers' compensation
- Describe different forms of business organization, the elements of contracts and rules pertaining to contracts, ownership of property, creditors and bankruptcy, and the law of agency
- Write an effective legal memorandum, state and characterize facts and legal arguments to best advance a legal position
- Research primary and secondary sources to determine relevant case law, find statutes and other information from appropriate sources using Lexis.com and other internet sources, and correctly cite sources
- Understand jurisdiction, venue, and evidence law, describe some important hearsay exceptions
- Understand how to prepare, file, and serve complaints and motions
- Explain criminal law and procedure, the elements of crimes, criminal defense, and the role of the Constitution
- Discuss the fundamental principles of law dealing with marriage, divorce, and parenthood
- Understand the paralegal's role in real estate transactions, including contracts, title abstraction, deeds, mortgages, closing documents, and leases; prepare preliminary drafts of commonly used documents
- Discuss the responsibilities of practicing paralegals in the field of wills, trusts, and estate administration, including preparing preliminary drafts of wills and trusts

### Semester 1

PLS 101: Introduction to Paralegal Studies	1
ILS 103: Information Literacy	1
PLS 105: Legal Terminology	2
PLS 110: Ethics	2
CSC 104: Computer Applications	3
ENG 100: English Composition	3
CJS 123: Courts	3
PLS 114: Investigations and Interviews	2
<b>Total</b>	<b>17</b>
Proctored Final Examination	

### Semester 2

MAT 106: Mathematics for Business and Finance	3
PLS 121: Torts	3
ENG 121: Business and Technical Writing	3
BUS 121: Economics 1	3
Science Elective (Choose one)	3
SCI 110: Earth Science	
SCI 120: Introduction to Biology	
SCI 140: Nutrition	

HUM 102: Art Appreciation	3
<b>Total</b>	<b>18</b>
Proctored Final Examination	

### Semester 3

PLS 202: Legal Research and Writing	4
Social Science Elective (Choose one)	3
SSC 105: World Civilizations	
SSC 125: Introduction to Sociology	
SSC 130: Essentials of Psychology	
PLS 205: Civil Litigation	3
Arts & Humanities Elective (Choose one)	3
ENG 115: Introduction to Literature	
HUM 104: Music Appreciation	
MAT 115: Intermediate Algebra	3
<b>Total</b>	<b>16</b>
Proctored Final Examination	

### Semester 4

PLS 211: Criminal Litigation	3
BUS 315: Legal Environment of Business	3
PLS 213: Family Law	3
PLS 215: Real Estate Law	3
PLS 217: Wills, Trusts, and Estate Administration	3
ENG 200: Speech	3
<b>Total</b>	<b>18</b>
<b>Total Credits</b>	<b>69</b>

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

## Engineering Technology Associate of Science

The Engineering Technology Associate Degree Program enables students to prepare and qualify for positions as an engineering technician in areas such as manufacturing plants, laboratories, construction companies, government agencies, engineering firms, and building contractors. For tuition details, please visit our [Engineering Technology Degree tuition page](#).

### Program Goal

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

### Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry,

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

### Semester 1

MET 100: Orientation to Engineering Technology	1
MAT 100: Foundation Skills in Math	3
ENG 101: Foundation Skills in Writing	3
CSC 104: Computer Applications	3
EST 100: Introduction to Technical Drawings	3
SCI 167: Physical Science	3
<b>Total</b>	<b>16</b>

Proctored Final Examination

### Semester 2

EST 110: Manufacturing Materials and Processes	3
MAT 115: Intermediate Algebra	3
MET 202: Drafting with AutoCAD®	3
ENG 100: English Composition	3
EET 115: Electrical-Electronics Theory	3
<b>Total</b>	<b>15</b>

Proctored Final Examination

### Semester 3

MET 170: Engineering Mechanics	3
MET 221: Quality Control Systems	3
MAT 222: Precalculus	3
Arts & Humanities Elective (choose two)	6
ENG 115: Introduction to Literature	
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
<b>Total</b>	<b>15</b>

Proctored Final Examination

### Semester 4

EST 210: AutoCAD® Applications – Engineering Technology	3
Technical Electives (choose two)	6
EST 200: Fluid Power	
IET 232: Programmable Logic Controllers	
IET 237: Materials Management and Inventory Control	
IET 243: Industrial Safety	
MET 231: Mechanical Design 1	
MET 232: Mechanical Design 2	
MET 240: Electromechanical Control Technology	
MET 243: Tool Design	
MET 248: Industrial Plastics	
Social Science Elective (choose two)	6
BUS 121: Economics 1	
SSC 125: Introduction to Sociology	
SSC 130: Essentials of Psychology	
MET 300: Precision Machining	3
<b>Total</b>	<b>18</b>

Proctored Final Examination

**Total Credits** **64**

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

# Computer Information Systems Associate of Science

The Computer Information Systems program will prepare students to obtain careers as entry-level application computer programmers, systems analysts, database administrators, and support specialists. Students will learn to use word processing, spreadsheet, database, and presentation software, HTML coding, programming in Java,<sup>™</sup> systems analysis and design, programming with Visual Basic,<sup>®</sup> internet server environments, internet networking, and database technology. Students will need access to high-speed internet, a Microsoft<sup>®</sup> Windows<sup>®</sup> based computer running Windows 10<sup>®</sup> or later, Microsoft<sup>®</sup> Office 2019 or 365, and an email account to complete their program with Penn Foster. For tuition details, please visit our [Computer Information Systems Associate Degree tuition page](#).

## Program Goal

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

## Program Outcomes

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

- Demonstrate the ability to create programs following basic problem-solving principles and guidelines common to all programming languages
- Demonstrate the ability to create and integrate documents using word processing, spreadsheet, and presentation software applications
- Demonstrate an understanding of communication systems used by computers to form networks and identify different networking implementation strategies and technologies available
- Demonstrate the ability to create and maintain a database and how the collected data can be deployed
- Demonstrate an understanding of the system development cycle and the role of the systems analyst in developing business applications
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective written and interpersonal communication skills
- Demonstrate effective quantitative skills

- Demonstrate computer and information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences

## Semester 1

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

**Total** **17**

## Semester 2

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

**Total** **15**

## Semester 3

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

**Total** **15**

## Semester 4

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

**Total** **18**

**Total Credits** **65**

# Construction Technology Associate of Science

The Construction Technology Program enables students to prepare and qualify for more advanced positions in residential and light commercial construction, applying the learned principles of building technologies. The program provides a breadth of theory and knowledge in core subjects, electives, and general-education studies that provide the technical and managerial expertise that will allow for future advancement. For tuition details please visit our [Construction Technology Associate Degree tuition page](#).

## Program Goal

The program goal for the A.S. in Construction Technology degree is to prepare students to enter positions in residential and light commercial construction. Students will learn technical and managerial skills that will allow for future advancement.

## Program Outcomes

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

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

## Semester 1

MET 100: Orientation to Engineering Technology	1
MAT 100: Foundation Skills in Math	3
ENG 101: Foundation Skills in Writing	3
CSC 104: Computer Applications	3
EST 100: Introduction to Technical Drawings	3
SCI 167: Physical Science	3
<b>Total</b>	<b>16</b>
Proctored Final Examination	

## Semester 2

BCT 110: Introduction to Construction Technology	3
MET 202: Drafting with AutoCAD®	3
ENG 121: Business and Technical Writing	3
MAT 115: Intermediate Algebra	3
BCT 215: Construction Materials and Methods	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	

## Semester 3

MAT 222: Precalculus	3
BCT 210: Statics/Strengths of Construction Materials	3
BCT 249: Basic Surveying and Measurement	3
Social Science Elective (choose two)	6
SSC 105: World Civilizations	
SSC 125: Introduction to Sociology	
SSC 130: Essentials of Psychology	
EST 215: AutoCAD Applications — Construction	3
<b>Total</b>	<b>18</b>
Proctored Final Examination	

## Semester 4

Technical Elective (choose two)	6
BCT 160: Architectural Drawing	
BCT 220: Building Systems	
BCT 250: Codes and Specifications	
BCT 280: Architectural Design	
BCT 260: Construction Estimating	
BCT 275: Construction Planning and Control	
BCT 255: Green Building Practices	
Arts & Humanities Elective (choose two)	6
ENG 115: Introduction to Literature	
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
BCT 300: Drafting and Engineering Mechanics	3
<b>Total</b>	<b>15</b>
Proctored Final Examination	
<b>Total Credits</b>	<b>64</b>

## Graphic Design Undergraduate Certificate

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

For tuition details, please visit our [Graphic Design Undergraduate Certificate tuition page](#).

### Program Goal

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

### Program Outcomes

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

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

- Create an effective, interactive web-based portfolio to use during a job search

GRD 101: Graphic Design Orientation	1
GRD 105: Color Theory	3
GRD 110: Introduction to Graphic Design	3
GRD 115: Graphic Design and Production (Illustrator®)	3
GRD 130: Photo Image Editing 1	3
GRD 135: Photo Image Editing 2	3
GRD 201: Typography	3
GRD 205: Electronic Publishing	3
GRD 212: Corporate Design	3
GRD 220: Web Design	3
GRD 225: Portfolio Development	3
<b>Total</b>	<b>31</b>
Proctored Final Examination	

## Graphic Design Associate of Science

Graphic Design will prepare students for careers in the graphics industry as designers, commercial artists, and computer graphic designers. Such positions combine the skills of graphic art, graphic design, web graphic arts design, and desktop publishing. Students will receive the training and the portfolio necessary to interview for entry-level positions in advertising agencies, design studios, publishing houses, and corporate communications departments. For tuition details, please visit our [Graphic Design Associate Degree tuition page](#).

### Program Goal

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

### Program Outcomes

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

- Identify different career options available to digital artists





- Understand the correct use of color and its effectiveness in creating designs
- Describe the formal elements of design, including line, shape, form, direction, texture, value, color, and composition
- Use Adobe Illustrator® to create graphics illustrations for print, multimedia, and the web
- Use Adobe Photoshop® to create high quality photos, graphics for product illustrations, logos, animations, and websites
- Use Adobe Illustrator® or Adobe Photoshop® to enhance words, phrases, or quotations, to communicate effectively with the audience, and use both traditional and contemporary typographic skill
- Use Adobe InDesign® to design an image, brochure, magazine, or web page to reach target audiences with printed publications that can be repurposed into interactive digital documents for delivery on the web and on mobile and tablet devices
- Use brand information to design a package that's appropriate for the target audiences
- Discuss general manufacturing and printing processes related to packaging design
- Design and launch a web page using HTML and XHTML
- Design user friendly and visually appealing web pages that include multimedia features such as animation
- Use Adobe Animate® and basic animation skills to create effective, entertaining, and interactive animations
- Create an effective, interactive web-based portfolio to use during a job search
- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer & information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences

### Semester 1

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

### Semester 2

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

### Semester 3

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

### Semester 4

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

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

## Industrial Electronics & Electrical Maintenance Technology Associate of Science

The Industrial Electronics and Electrical Maintenance Technology Associate Degree Program enables students to prepare and qualify for positions where they will be able to help design, troubleshoot, and maintain electrical and electronic equipment. For tuition details please visit our [Industrial Electronics & Electrical Maintenance Technology Associate Degree tuition page](#).

## Program Goal

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

## Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate proficient computer and information literacy skills
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Recognize the work habits and characteristics that are demonstrated by successful technicians, including the codes and standards that technicians must know
- Read and interpret various types of technical drawings, including those used in electrical/electronics applications, and understand the basics of computer-aided design (CAD)
- Develop schematics, line drawings, and panel prints used for the design, manufacture, and maintenance of electrical and electronics systems
- Identify the basic concepts, terminology, and applications relating to electricity, including the components and operation of electrical systems
- Recognize the components and applications of circuits, and list how to troubleshoot circuits
- Identify the basic concepts, terminology, and applications relating to electronics, including the components and operation of electronic systems
- Explain how to test and diagnose electrical and electronic equipment using measuring and diagnostic devices, such as multimeters and oscilloscopes
- Describe the operation of transformers, and identify various types, including single- and three-phase transformers
- Identify electrical-system installation and design processes, and evaluate sample installations to ensure code compliance
- Identify various types of electric motors & describe how they're controlled, list the steps to use when troubleshooting electric motors & controllers
- Demonstrate an understanding of the hands-

on, technical skills employed by electrical and electronics technicians in a laboratory setting, including the topics of measurements, circuitry, transformers, and motors

- Design circuits in AutoCAD using principles of AC and DC theory

### Semester 1

MET 100: Orientation to Engineering Technology	1
MAT 100: Foundation Skills in Math	3
ENG 101: Foundation Skills in Writing	3
CSC 104: Computer Applications	3
EST 100: Introduction to Technical Drawings	3
SCI 167: Physical Science	3

**Total** **16**

Proctored Final Examination

### Semester 2

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

**Total** **15**

Proctored Final Examination

### Semester 3

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

**Total** **15**

Proctored Final Examination

### Semester 4

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

HUM 104: Music Appreciation	3
EET 300: Drafting Electrical and Electronic Schematics	3
<b>Total</b>	<b>18</b>
Proctored Final Examination	
<b>Total Credits</b>	<b>64</b>

## Veterinary Technician Associate of Science

The Mission Statement of the Veterinary Technician Program here at Penn Foster College is to develop veterinary technicians that have both excellent “people” skills as well as excellent “technical” skills. Our Veterinary Technician Program will challenge students to be the **BEST**, they can be! It will provide them with a balance of academics and clinical skills in both the online classroom as well as the veterinary communities where they live, allowing them to achieve a high degree of knowledge, hands-on technical skills, and people skills. Our program has full accreditation with the American Veterinary Medical Association (AVMA) through their Committee on Veterinary Technician Education and Activities (CVTEA). Graduates of our program will have career opportunities in private veterinary practice, research, industry, government, educational institutions, and more. The program is a four-semester program, with clinical externship experiences occurring at the end of both Semester 2 and 4. Students are responsible for locating and securing their externship placement.

### Physical Requirements

Working as a veterinary technician is physically demanding. Veterinary technicians must be able to walk and stand for long periods of time. The ability to reach, bend, climb, and crouch is needed to perform job responsibilities. Other requirements include the ability to lift and carry 50 pounds without assistance, to see, to speak (in English), and to hear well enough to communicate observations about animals, and to possess arm and hand steadiness — as well as finger dexterity — to operate equipment and work with animals. Students will learn many important fundamentals needed in their careers in the following academic courses: animal anatomy and physiology, office management, computer skills, diagnostic imaging, pharmacology, clinical pathology, animal care and management, surgical procedures, anesthesiology,

animal parasitology, animal diseases, laboratory animal science, and animal nutrition.

Students are encouraged to prioritize their time schedule while in the program in order to focus on the excellent education they'll receive during the program. Graduates will be joining the veterinary technician profession as trained and skilled professionals upon successfully passing the Veterinary Technician National Examination (VTNE) graduates will become credentialed veterinary technicians. And depending on the state lived in, the graduate who successfully passes the VTNE will either be a licensed veterinary technician (LVT), registered veterinary technician (RVT), or a certified veterinary technician (CVT). Our VTNE results are available via the Penn Foster website.

There are many job opportunities and responsibilities. After graduation, they includes but aren't limited to the following areas: managing a veterinary practice, operating and maintaining a veterinary pharmacy, providing postoperative nursing care and therapeutic support, assisting veterinarians in surgical procedures, administering anesthesia and monitoring anesthetized animals, performing laboratory tests, and properly handling and restraining all species of animals. For tuition details, please visit our [Veterinary Technician Associate Degree tuition page](#).

### Student Health Policies

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

Veterinary Technology students should inform the program faculty immediately if there's any health condition that will interfere with their participation in the Clinical Externships. It's important to note that all students are required to perform all skills in each of the Clinical Externships in order to graduate from the program. Program faculty can discuss the options the student has for waiting to complete the Clinical Externship Course. Students will also need to keep our normal enrollment guidelines in mind.

They may have to purchase a study time extension, or re-enroll into the program depending on the length of time that has passed. There are additional guidelines in the following Pregnancy Policy for students who may become pregnant.

### Student Health and Safety

The clinical training environment for veterinary technicians contains exposures to risks inherent to the activities performed. These may include, but are not limited to, bodily injury, communicable and infectious diseases, mental stress, and property damage. Students should be able to meet the general physical requirements stated in "Physical Requirements" section of the student catalog.

Students need to be aware of the risk of zoonotic disease (Rabies, ringworm, brucellosis, intestinal parasites, toxoplasmosis, etc.) that is associated with participation in the required externships and with the veterinary technician profession in general. Zoonotic diseases are diseases that can be passed between animals and people. Individuals working in the veterinary field are generally considered to be at high risk for encountering zoonotic diseases due to their daily interactions with animals.

It is advisable that you consult with your personal physician to determine and procure any immunizations (rabies, tetanus, and so on) or preventive health procedures that are recommended for your safety in performance of the skills.

Students are strongly encouraged but not required to have received the human rabies pre-exposure prophylaxis vaccine series prior to their first externship. Some externship sites may require students to be fully vaccinated for human rabies, and all students are encouraged to discuss the benefits of vaccination with their personal physician. After discussion with their personal physician, students can elect to waive the rabies vaccination. Choosing not to receive the pre-exposure rabies vaccine may delay or hinder the student's ability to complete the required externships in the program.

A rabies vaccination form/ waiver is provided in ELMS by CORE as part of a student's externship paperwork and will inform the school of the student's vaccination status. Students must provide vaccination form or the waiver as part of the externship requirements.

Students will be handling animals during Clinical Externship 1 and Clinical Externship 2. Because of the professional nature of the program, the college is in no way liable for students being bitten or scratched while handling animals during their clinical externship courses. It is our policy that students shouldn't handle aggressive animals during their clinical externships. Students should be handling only nonaggressive animals with a known rabies vaccine history. Even with these policies in place, animals can be unpredictable, and bites, scratches, and other injuries may occur. If a student gets injured during their clinical externship, they should follow the clinic's protocol and seek appropriate medical care as soon as possible. Students are also required to submit documentation regarding any injuries they received during the externship that required medical attention in the Incident section in ELMS by CORE.

The CDC recommends that most bite wounds be immediately gently irrigated with water or a dilute water povidone-iodine solution and seek appropriate medical care as soon as possible. The program leaves the determination of the necessity of the post-exposure prophylaxis to the student and the health care professional treating them. The animal that produced the bite must undergo a 10 day hold period regardless of vaccination status and the site should follow reporting as dictated by local and state guidelines. Students are required to inform the program's clinical coordinator within 24 to 48 hours of receiving the injury in the Incident section of ELMS by CORE.

Students are required to have and maintain health insurance coverage during both Externship 1 and Externship 2 and are responsible for all costs of treatment. The program does not assist with any cost or fees in relation to health care costs, including receiving the human rabies pre-exposure prophylaxis vaccine series. The CDC website has information on patient assistance programs for the underinsured. Students are encouraged to contact their health insurance provider to enquire about coverage.

### Rabies Policy

Penn Foster College's Associate of Science in Veterinary Technology degree program strongly encourages but does not require students to receive the human rabies pre-exposure prophylaxis vaccine series. After discussing with their personal physician and reviewing the program's Rabies Policy, students may choose to

waive the rabies vaccination series.

It is Penn Foster's policy that students handle only domestic animals during their clinicals.

During their Externship 1 and Externship 2, students who are not fully vaccinated for human rabies are prohibited from:

- Working with animals or handling animal specimens that have been or have potentially been exposed to rabies.
- Handling animals (dog, cat, equine, ferret, food, and fiber species) that are not fully vaccinated for rabies or have an unknown rabies vaccination status unless the state where the externship site is located has been declared rabies free (both dogs and cats) by a government body.

Students who are not fully vaccinated for rabies will be required to:

- Follow Penn Foster's Veterinary Technician Program's Rabies Mitigation Plan
- Submit proof of rabies vaccination (medical record, health certificate, rabies certificate with owner information redacted) for each animal the student handles during their externship skills. Animals must be fully vaccinated at the time of contact.

Fully vaccinated students are highly encouraged to handle only animals with a known vaccine status while completing their clinical courses. Per CDC guidelines the program has defined a "fully vaccinated student" to be: A student that has completed the human rabies vaccination series (three or two vaccination series) within the last three years or had a rabies titer showing adequate immunity within the past three years.

All students regardless of vaccination status are required to submit a patient log for each animal they handle during their externship skills. The log must include the patient's name, signalment, date and type of rabies vaccination last received (if applicable).

The program has developed a Rabies Mitigation Plan for unvaccinated students, which is located in the college catalog, to reduce the likelihood of student exposure to rabies and align with CVTEA Accreditation Policy and Procedures.

### **Comprehensive Rabies Mitigation Plan Procedures:**

#### **1. Vaccination of animals (cats, dogs, horses, food and fiber species).**

- a. Penn Foster College requires students who

are not fully vaccinated to provide proof of current rabies vaccination for each animal they handle during their externship. Animals must be fully vaccinated at the time of handling.

Note: If the animal resides in a state that has been declared rabies free (both dogs and cats) by a government body, the student and program will follow the state's regulations on animal vaccination policies.

b. All students, regardless of rabies vaccination status, are required to submit a patient log, including patient name, signalment, date and type of most recent rabies vaccine, for each skill that requires animal handling.

c. Fast track labs are required to send copies of vaccine history for all animals that are used for student instruction and handling yearly. Unvaccinated students are only permitted to handle animals that are fully vaccinated.

#### **2. Hold/seroconversion period post rabies vaccination (per CDC-28 days).**

a. Per CDC guidelines, the program has defined a "fully vaccinated animal" to be: An animal that has been vaccinated for rabies and completed the 28-day seroconversion time after a first-time rabies vaccination. Animals that have received a prior rabies vaccination are fully vaccinated immediately after their booster. Booster vaccinations should be given as directed on the manufacturer's label.

i. Students that are not fully vaccinated for human rabies are prohibited from handling animals that have not been fully vaccinated against rabies unless the animal resides in a state that has been declared rabies free by a government body. In that case, the student and program will follow the state's regulations on animal vaccination policies.

1. Per CDC guidelines the program has defined a "fully vaccinated student" to be: A student that has completed the human rabies vaccination series (three or two vaccination series) within the last three years or had a rabies titer showing adequate immunity within the past three years, or had a one dose booster between three weeks and three years following the first vaccine in the 2 dose vaccine series.

#### **3. Hold/observation period for vaccinated animals exposed to rabies (45 days, per Compendium of Animal Rabies Prevention and Control, 2016).**

a. If during an externship, a student handles an animal (dog, cat, ferret, and livestock) that is current on their rabies vaccine but has been exposed to a confirmed or rabies suspect, the externship site is expected to:

i. Ensure the animal immediately receive veterinary medical care for assessment, wound cleansing, and booster vaccination. The animal should be kept under the owner's control and observed for 45 days. (per Compendium of Animal Rabies Prevention and Control, 2016)

ii. Notify the Program's Clinical Coordinator of the incident, by filing an incident report within 48 hours of the known exposure.

iii. Provide the Program with documentation of booster vaccination and hold period including location and handling procedures during the hold.

#### **4. Communication to external parties – animal sources, off-campus sites, clinic sites.**

a. The mentorship agreement that is completed by the student's clinical site supervisor for the clinical experience states that the site supervisor had been provided with, read, and agreed to the Program's Rabies Policy.

b. The comprehensive Rabies Mitigation Plan is published in the student catalog.

#### **5. Communication to internal parties**

a. Once finalized, the Comprehensive Rabies Mitigation Plan, Student Vaccination Policy, and comprehensive information about rabies as a disease will be communicated to and signed off by the Program's Chief Executive Officer and General Counsel.

#### **6. Communication to students.**

a. All students are educated through the following on the risks of rabies prior to completing any clinical experiences.

i. Information on the risk of rabies is provided to prospective students on the Program's website. Prospective students are encouraged to review the Program's Health and Safety Policies prior to enrollment.

ii. The Program's Health and Safety Policies, which include the Rabies Policy are included in the student catalog. Further, all students sign the enrollment agreement indicating that they have read and fully understand the student catalog. The student catalog informs students of their risk of rabies.

iii. The Program's Health and Safety Policies are included in each of the externship courses. Students need to complete a student agreement as part of the clinical experience approval process. In this agreement the students verify that they have read, understood, agreed to adhere to all policies including health and safety.

iv. Students who chose not to receive the Rabies pre-exposure prophylaxis series must sign a waiver. Students are informed and must complete this requirement prior to each of their two externships.

b. In the event that during a student's externship, a student handles a rabies positive animal or an animal exhibiting signs of rabies, it is the responsibility of the student's externship site to:

i. Immediately notify the student that has come into contact with the animal and provide information on the animal's rabies status.

1. The student should be directed to obtain immediate medical attention and if bitten, wound care. It will be left up to the discretion of the student's medical provider on whether post-exposure prophylaxis is required.

ii. Follow all state and local health department regulations regarding reporting.

iii. Notify the Program's Clinical Coordinator within 24 to 48 hours by email.

iv. Provide the Program with a copy of any state and local health department reports.

c. Students are required to wear task appropriate personal protective equipment ("PPE") when performing externship skills. Students submit videos to their instructor as part of the clinical requirements. During review of the video, the instructor checks to make sure that students have the appropriate PPE.

d. Penn Foster College's Associate of Science in Veterinary Technology program strongly suggests but does not require students to receive the human rabies pre-exposure prophylaxis vaccine series. After discussing with their personal physician and reviewing the program's Rabies Policy, students may choose to waive the rabies vaccination series.

e. Documentation that the student is aware of where to receive rabies vaccine availability and cost assistance (if applicable). <https://www.cdc.gov/rabies/resources/availability.html>

#### **7. Comprehensive risk assessment taking into account local rabies prevalence.**

a. Comprehensive Risk Assessment Document

b. More information on rabies in the United States can be located on the CDC's website Rabies | CDC

#### **Student Pregnancy Policy**

Students who become pregnant while enrolled in the Veterinary Technology Program have the option to voluntarily inform the program faculty of their pregnancy. This must be given to the program in writing and must include the expected date of delivery. A student won't be considered

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

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

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

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

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

### **Animal Usage**

Clinical procedures shouldn't be performed on animals more often than once every three days, and no animal may be used for more than three total procedures, unless the attending veterinarian determines that there's a medical reason to perform the procedure. Students are allowed a maximum of two attempts per procedure per animal.

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

1. Penn Foster's Veterinary Academy is committed to the ethical and humane care and use of animals in teaching situations. If a clinical supervisor, student, or faculty member is aware of any potential violation to the stated animal care and use criteria or observes the mistreatment of animals, they're strongly encouraged to report their concerns.

2. Concerns can be reported directly to the chair and veterinarian by emailing to [vettechpracticum@pennfoster.edu](mailto:vettechpracticum@pennfoster.edu) Attention: Vicki McLain (Chair).

3. The chair will compose a written document of the issue, the committee's actions/recommendations, and any other pertinent information.

4. Depending on the committee's recommendations, the document may be forwarded to the Institution Official, the Program Director, and the appropriate state veterinary board if deemed necessary.

5. Any action deemed necessary will be clearly documented and handled as appropriate. All information will be filed with the IACUC documents.

6. Penn Foster's Veterinary Academy will not tolerate the harassment or any retaliation directed at anyone who reports actual or possible

violations. The Penn Foster IACUC will protect the positions and reputations of those who, in good faith, make allegations of animal welfare violations. Investigations will be conducted as carefully and discreetly as possible.

### Meetings

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

The meeting minutes are kept by the chair, who will prepare and distribute them after the meeting to each committee member, the program director, and the institutional officer (IO).

If there's a need to appoint a new member of the IACUC, they must be approved by the CEO, and the incoming member must accept the position.

### VTNE Policy

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

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

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

maximum time allowed in the program (see standards of progression in the student handbook).

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

### Program Goal

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

### Program Outcomes

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

- Demonstrate effective written and interpersonal communication skills
- Demonstrate a high level of inquiry, analytical, and problem-solving skills
- Demonstrate effective quantitative skills
- Demonstrate computer & information literacy
- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- **Office and Hospital Procedures, Client Relations, and Communication**
  - Participate in facility management utilizing traditional and electronic media and appropriate medical terminology and abbreviations
  - Communicate in a professional manner in all formats—written, oral, non-verbal, and electronic
  - Follow and uphold applicable laws and the veterinary technology profession's ethical codes to provide high quality care to patients
- **Pharmacy and Pharmacology**
  - Safely and effectively administer prescribed drugs to patients
- **Nursing**
  - Demonstrate and perform patient assessment techniques in a variety of animal species
  - Understand and demonstrate husbandry, nutrition, and therapeutic and dentistry techniques appropriate to various animal



- species
- **Anesthesia**
  - Safely and effectively manage and maintain patients in all phases of anesthesia
- **Surgical Nursing**
  - Understand and integrate all aspects of patient management for common surgical procedures in a variety of animal species
  - Understand and provide the appropriate instruments, supplies, and environment to maintain asepsis during surgical procedures
- **Laboratory Procedures**
  - Properly package, handle, and store specimens for laboratory analysis
  - Properly carry out analysis of laboratory specimens
- **Imaging**
  - Safely and effectively produce diagnostic radiographic and non-radiographic images
- **Laboratory Animal Procedures**
  - Safely and effectively handle common laboratory animals used in animal research
- **Avian, Exotic, Small Mammals, and Fish Procedures**
  - Understand the approach to providing safe and effective care for birds, reptiles, amphibians, guinea pigs, hamsters, gerbils, and ferrets

Proctored Final Examination	4
VET 131: Clinical Externship 1	4
<b>Total</b>	<b>22</b>
<b>Semester 3</b>	
VET 201: Clinical Pathology 1	3
VET 202: Clinical Pathology 2	3
Arts and Humanities Elective (choose one)	3
HUM 102: Art Appreciation	
HUM 104: Music Appreciation	
VET 212: Anesthesia for Veterinary Technicians	3
VET 214: Surgical Nursing for Veterinary Technicians	3
VET 222: Clinical Parasitology for Veterinary Technicians	3
Proctored Examination	
<b>Total</b>	<b>18</b>
<b>Semester 4</b>	
VET 220: Radiography for Veterinary Technicians	3
VET 224: Small and Large Animal Medicine	3
SSC 130: Essentials of Psychology	3
VET 225: Animal Nutrition, Reproduction, Genetics, and Aging	3
VET 228: Laboratory Animal Medicine and Nursing	3
VET 229: Veterinary Technician National Examination Review	1
Proctored Final Examination	
VET 231: Clinical Externship 2	4
<b>Total</b>	<b>20</b>
<b>Total Credits</b>	<b>72</b>

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

<b>Semester 1</b>	
ILS 103: Information Literacy	1
SCI 121: Introduction to Biology for Veterinary Technicians	3
VET103: Introduction to Veterinary Technology	1
VET104: Foundations of Veterinary Technology	1
VET 115: Animal Anatomy and Physiology 1	3
VET 116: Animal Anatomy and Physiology 2	3
<b>Total</b>	<b>12</b>

<b>Semester 2</b>	
ENG 100: English Composition	3
VET 106: Veterinary Office Management and Skill with People	3
MAT 102: Mathematical Applications	3
VET 110: Medical Nursing for Veterinary Technicians	3
MAT 140: Medical Mathematics	3
VET 124: Pharmacology for Veterinary Technicians	3

## Veterinary Practice Management Undergraduate Certificate

The Penn Foster Veterinary Practice Management Undergraduate Certificate will provide you with the education to develop strategies, procedures, policies, and management skills to run the daily operations of a veterinary business and to satisfy the college semester hours required for CVPM certification. A veterinary practice manager is an individual who is responsible for the day-to-day business operations of the veterinary practice. For tuition details please visit our [Veterinary Practice Management Undergraduate Certificate tuition page](#).

## Program Goal

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

## Program Outcomes

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

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

### Semester 1

BUS 100: Business Orientation	1
BUS 110: Principles of Management	3
ACC 113: Basic Accounting	3
VET 250: Veterinary Practice Management	3
HRM 201: Human Resources Management	3
MKT 301: Marketing	3
BUS 400: Business Ethics	3
<b>Total</b>	<b>19</b>

# Veterinary Technology Bachelor of Applied Science

## Program Goal

To prepare students for additional career pathway opportunities above and beyond the entry-level general practice opportunities afforded by an Associate Degree in Veterinary Technology. These would include both additional clinical opportunities as well as hospital management opportunities.

The Bachelor of Applied Science Degree in Veterinary Technology is a Bachelor's completion degree program. Students must have an Associate's degree from an AVMA accredited program in order to enroll into program. Students are required to transfer in 60 credits from an AVMA accredited program. The program consists of 61 credits. The student will complete the program with 121 credits.

## Program Outcomes

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

- Demonstrate effective written communication skills
- Demonstrate effective interpersonal communication skills in a professional manner in all formats – written, oral, non-verbal, and electronic
- Demonstrate a high level of analytical, problem-solving, and critical thinking skills
- Demonstrate an understanding of and integrate all aspects of patient surgical management in a variety of animal species
- Demonstrate an understanding of and integrate all aspects of patient preventative healthcare as well as medical management in a variety of animal species
- Demonstrate an understanding of a Veterinary Technician Specialty (VTS) or of a Certified Veterinary Practice Manager (CVPM)
- Demonstrate an understanding of leadership and management skills as a manager of a veterinary practice or a research/corporate institution

### Semester 1

HUM 108: Career Readiness	1
VET 302: Understanding the Human-Animal Bond	3
ENG 300: Advanced Composition	3

Mathematics Elective (choose one)	3	VET 306: Safety and Regulatory Compliance in Veterinary Medicine	1
MAT 115: Intermediate Algebra		BUS 350: Supervision and Leadership	3
MAT 210: Business Statistics		VET 402: Veterinary Emergency and Critical Care	3
VET 305: Advanced Veterinary Pharmacology	3	HRM 201: Human Resources Management	3
BUS 110: Principles of Management	3	General Education Elective (choose one)	3
<b>Total</b>	<b>16</b>	ENG 200: Speech	
<b>Semester 2</b>		FIN 210: Personal Financial Management	
VET 307: Introduction to Research in Veterinary Technology	1	SSC 310: Sociology of Diversity	
SCI 300: Essentials of Biochemistry	3	BUS 340: Organizational Behavior	
ACC 113: Basic Accounting	3	CSC 221: Advanced PC Applications	
General Education Elective (choose one)	3	BUS 315: Legal Environment of Business	
ENG 200: Speech		<b>Total</b>	<b>16</b>
FIN 210: Personal Financial Management		<b>Semester 4</b>	
SSC 310: Sociology of Diversity		MKT 301: Marketing	1
BUS 340: Organizational Behavior		VET 403: Advanced Animal Anesthesia and Surgical Nursing	3
CSC 221: Advanced PC Applications		BUS 400: Business Ethics	3
BUS 315: Legal Environment of Business		VET 450: Veterinary Technology Capstone	4
VET 303: Preventive Healthcare and Integrative Medicine for Animals	3	<b>Total</b>	<b>13</b>
VET 250: Medicine Practice Management	3	<b>Total Credits</b>	<b>61</b>
<b>Total</b>	<b>16</b>		
<b>Semester 3</b>			
VET 304: Advanced Animal Medicine and Domestic Animal Species Nursing	3		

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

## Course Descriptions

### Accounting

#### **ACC111 Financial Accounting (3 credits)**

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

#### **ACC112 Managerial Accounting (3 credits)**

This course provides an introduction to managerial accounting; analysis; C-V-P and management; budgeting and performance evaluation; decentralized operations; differential analysis and product pricing; capital investment analysis; and cost activities. PREREQ: Financial Accounting

#### **ACC113 Basic Accounting (3 credits)**

This course meets the needs of students who need to understand accounting language but

aren't planning on becoming accountants. Students will learn what accounting information is, what it means, and how it's used. Topics covered include financial statements, return on investment, bookkeeping process, cost accounting, and report systems. PREREQ: None

#### **ACC201 Intermediate Accounting 1 (3 credits)**

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

#### **ACC202 Intermediate Accounting 2 (3 credits)**

This course will provide students with an expansion on materials presented in Intermediate Accounting 1. Topics examined and discussed

include: inventories; investments; intangible assets; current, contingent, and estimated liabilities; premium and discount on long-term debt; stockholder's equity. PREREQ: Intermediate Accounting 1

### **ACC210 Cost Accounting (3 credits)**

This course will provide information related to cost accounting. All businesses—whether they make things, sell things, or sell services—must be able to predict, record, and control their costs. They need this information to run their companies effectively and efficiently and to inform external parties about profitability and financial structure. Cost accounting represents an important bridge between financial and managerial accounting. Some cost accounting topics in this course may require numerical analysis and calculations. PREREQ: Managerial Accounting

### **ACC211 Computer Applications in Accounting (3 credits)**

Builds on concepts learned in Financial and Managerial Accounting and covers Sage 50 Accounting. Combines real-world accounting systems and examples with computer-based solutions. The course is a blend of problem-solving, reading, case projects, and computer applications to problems encountered in today's accounting environment. PREREQ: Computer Applications, Financial Accounting, Managerial Accounting

## **Allied Health**

### **ALH201 Pharmacology (3 credits) 135 Lecture hours**

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

### **ALH209 Clinical Procedures Theory 1 (1 credit) 45 Lecture hours**

Students are introduced to Clinical Procedures Theory. Topics include an overview of the medical assisting profession, healthcare settings and the healthcare team, the history of medicine, therapeutic communication skills, coping skills for the medical assistant, the therapeutic approach to the patient with a life-threatening illness, legal considerations, ethical considerations emergency procedures

and first aid, infection control and medical asepsis, the patient history and documentation, vital signs and measurements, the physical examination, basic pharmacology, the calculation of medications, and dosage and medication administration. PREREQ: Pharmacology, Anatomy and Physiology 1, Anatomy and Physiology 2

### **ALH210 Clinical Procedures Theory (3 credits) 135 Lecture hours**

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

### **ALH211 Clinical Procedures Theory 2 (2 credits) 90 Lecture hours**

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

### **ALH215 HIPAA Compliance (3 credits) 135 Lecture hours**

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

### **ALH225 Healthcare Management (3 credits)**

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

### **ALH280 Practicum in Healthcare Management (4 credits)**

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

## **Business**

### **BUS100 Business Orientation (1 credit)**

Introduction to distance learning; study skills and techniques; reading textbooks and study guides; reviewing for examinations. Four basic life goals, individual life goals, and steps needed to fulfill them; similarities between personal financial goals and business goals; determining personal financial goals; setting up a budget; researching, planning, starting up, and maintaining a business. PREREQ: None

### **BUS101 Introduction to Business (3 credits)**

This course outlines the elements of business and the challenges businesses face in a global environment, such as competition and economic factors. You'll learn why accounting, technology and information systems, marketing, and management are essential to starting and growing a business. You'll also learn the basics of managing financial and human resources and the ethical and social responsibilities required of a successful manager. PREREQ: None

### **BUS105 Customer Service (1 credit)**

Customer service is presented as an integral part of any career, in terms of understanding what customer service encompasses and why it is essential; recognizing, understanding, and meeting customer needs and communicating

with customers, including verbal and nonverbal messages, active listening skills, dealing with hostility, and necessary skills in various mediums such as internet and telephone. PREREQ: None

### **BUS110 Principles of Management (3 credits)**

This course familiarizes the student with both the business environment and the manager's role within it. It covers decision-making, planning, organizing, leading, and controlling, as well as developing an ethical perspective. PREREQ: None

### **BUS115 Introduction to Supervision and Leadership (1 credit)**

This course introduces the student to effective leadership and interpersonal skills needed to succeed in a supervisory position. This course provides students with an understanding of the significance of the supervisor, including key opportunities available in the industrial sectors. Students will learn the importance of effective communication, problem-solving to overcome obstacles, creating successful working relationships among team members, and the skills required to successfully hire, manage, and terminate employees. PREREQ: Economics 1

### **BUS121 Economics 1 (3 credits)**

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

### **BUS122 Economics 2 (3 credits)**

This course will provide an overview of microeconomics and the modern market economy. Supply and demand, the role of government, public sector, tax system design, firm behavior; organization of industry, and labor markets will be examined and discussed. PREREQ: Economics 1

### **BUS213 Business Law 1 (3 credits)**

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

**BUS214 Business Law 2 (3 credits)**

This course is a continuation of Business Law 1. Topics covered include sales; consumer law; negotiable instruments; personal and real property law; wills and trusts; insurance; secured transactions; bankruptcy; torts and crimes. PREREQ: Business Law 1

**BUS220 Supply Chain Management (3 credits)**

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

**BUS310 Merchandising Planning and Buying (3 credits)**

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

**BUS315 Legal Environment of Business (3 credits)**

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

**BUS330 Risk Management (3 credits)**

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

**BUS340 Organizational Behavior (3 credits)**

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

**BUS350 Supervision and Leadership (3 Credits)**

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

**BUS400 Business Ethics (3 credits)**

This course explores the ethical and moral responsibilities of businesses in a capitalist system. It examines different approaches to ethics and morality, including the principles of egoism, utilitarianism, Kant's categorical imperative, and Rawls's theory of justice. The course also focuses on how different moral philosophies might best be applied to business organizations and their activities. Many examples and case studies are used to explain how the ethical issues facing businesses ultimately affect everyone. PREREQ: Business Law 1 or Legal Environment of Business

**BUS415 Business Research Methods (3 credits)**

This course will provide you with a foundational understanding of the scientific method and approach to a variety of research projects likely to be useful to businesses. This course focuses on human subjects and experimental design research, which has grown in use and application in business. The skills you'll develop in this course are highly valued in today's business environment. Focus most of your time and effort on learning new terms and the presented research structures and formats. Finally, you'll review research reports and their design. PREREQ: Intermediate Algebra; Business Statistics; Advanced Composition; Advanced PC Applications

## **BUS425 Strategic Business Management (3 credits)**

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

## **BUS430 International Business (3 credits)**

This course introduces the concept of globalization through the lens of national, political, economic, legal, and cultural differences. It explores global trade through business theories, government policies, foreign direct investments, and regional economic integration. Students will learn how international trade emphasizes the role of the foreign exchange market, international monetary system, and global capital markets. Students will also examine the different methods international businesses use to enter developed and emerging markets. By the end of this course, students will understand the critical functions of international business. PREREQ: Introduction to Business; Principles of Management; Marketing; Corporate Finance

## **BUS450 Senior Capstone: Business (4 credits)**

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

# Civil Engineering

## **CET111 Basic Surveying 1 (3 credits)**

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

## **CET112 Basic Surveying 2 (3 credits)**

Tangents and horizontal curves; grades and vertical curves; transition curves; field layout of simple, compound, and spiral curves; elevations on vertical curves. PREREQ: Basic Surveying 1

## **CET115 Land Surveying (3 credits)**

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

## **CET120 Concrete (2 credits)**

Production of concrete; design of concrete mixes; test for concrete; field methods in concrete construction. PREREQ: Foundation Skills in Math

## **CET123 Topographic Drawing and Surveying (5 credits)**

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

## **CET127 Earthwork (1 credit)**

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

## **CET223 Geodetic Surveying (3 credits)**

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

## **CET236 Structural Steel Design (3 credits)**

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

**CET239 Reinforced Concrete Design**  
**(2 credits)**

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

**CET241 Highway Construction and Design 1**  
**(3 credits)**

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

**CET242 Highway Construction and Design 2**  
**(2 credits)**

Stabilized soil-bound surfaces; design of concrete pavements; design of pipe culverts. PREREQ: Basic Surveying 2; Concrete

## Communication

**COM110 Public Relations 1 (3 credits)**

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

**COM115 Public Relations 2 (3 credits)**

Public Relations 2 begins with an overview of public relations, including such topics as ethics, professionalism, public relations departments and firms, research techniques, planning and evaluating a public relations program, and the communication process. The course also includes the preparation and handling of news releases, media alerts, and pitch letters. Finally, the course covers topics that affect a public relations employee: conflict management, public opinion, new technologies in public relations, corporate public relations, public relations and the government, global public relations, and public relations for nonprofit organizations. PREREQ: Public Relations 1

## Computer Information Systems

**CIS235 Structured Systems Analysis**  
**(3 credits)**

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

**CIS240 Systems Design (3 credits)**

Role of the systems analyst in developing business applications; hierarchy charts; IPO; decision tables; structured English. PREREQ: Structured Systems Analysis.

**CIS245 Structured Systems Analysis and Design**  
**(3 credits)**

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

## Computer Science

**CSC101 Computer Literacy (3 credits)**

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

**CSC103 Introduction to Computers**  
**(3 credits)**

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

**CSC104 Computer Applications**  
**(3 credits) 135 Lecture hours**

Students will learn about PC applications in word processing, spreadsheets, and presentation software, as well as how to create documents, spreadsheets, and presentations. Students will also learn how to integrate the applications. PREREQ: None



### **CSC105 Introduction to Programming (3 credits)**

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

### **CSC107 Introduction to Microsoft® Windows® (3 credits)**

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

### **CSC108 Essential Computer Skills (3 Credits)**

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

### **CSC110 The Microcomputer 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

### **CSC115 Office Applications (1 credit)**

This course will teach you how to use three popular tools from the Microsoft Office Suite—Word, Excel, and PowerPoint. In this course, you'll learn how to use Word to create and edit text documents, insert figures and tables, and format pages for a variety of uses. You'll then learn how to use Excel to organize and format data, including charts, formulas, and more complex tables. Next, you'll learn how to use PowerPoint to create and deliver slide show presentations. Finally, you'll complete a computer application graded project, which will test the skills acquired in Word, Excel, and PowerPoint. PREREQ: None

### **CSC218 Visual Basic® (3 credits)**

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

### **CSC221 Advanced PC Applications (3 credits)**

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

### **CSC246 Visual C#® (3 credits)**

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

### **CSC 275 Computer Forensics (3 credits)**

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

## **Construction Technology**

### **BCT110 Introduction to Construction Technology (3 credits)**

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

**BCT125 Construction Materials and Methods (3 credits)**

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

**BCT160 Architectural Drawing (3 credits)**

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

**BCT210 Statics/Strengths of Construction Materials (3 credits)**

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

**EST215 AutoCAD® Applications – Construction (3 credits)**

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

**BCT220 Building Systems (3 credits)**

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

**BCT240 Basic Surveying and Measurement (3 credits)**

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

**BCT250 Codes and Specifications (3 credits)**

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

**BCT255 Green Building Practices (3 credits)**

Students learn building techniques and practices aimed at reducing the consumption of traditional fossil fuels and energy sources. The course includes focused units on improved insulation practices and materials, alternative energy adaptations for residential and small commercial buildings, and efficiency adaptations to traditional HVAC systems. PREREQ: None

**BCT260 Construction Estimating (3 credits)**

This course covers unit-price cost estimating, quantity takeoff, labor, material, mechanical and electrical systems, equipment unit pricing, and computer-aided estimation applications. Students will also examine bidding strategies, worker and equipment productivity, and value engineering. PREREQ: None

**BCT275 Construction Planning and Control (3 credits)**

In this course, students learn to review and analyze requirements and preparation of construction planning and scheduling. The course covers scheduling techniques, resource and equipment allocation, time-cost relationships, as well as monitoring and controlling the work progress. Students learn PC applications for scheduling and planning. PREREQ: None

**BCT280 Architectural Design (3 credits)**

Students are introduced to the basic fundamentals of architectural design. Concepts include proportion, relationship of masses, figure, ground, shades, color and symmetry, with emphasis on the physical properties of

architectural design. Students will also learn the basic relationships of spaces and specific program requirements governing the creation of these spaces. PREREQ: Drafting with AutoCAD®

## Criminal Justice

### **CJS100 Criminal Justice Orientation (1 credit)**

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

### **CJS101 Introduction to Criminal Justice (3 credits)**

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

### **CJS105 Ethics in Criminal Justice (3 credits)**

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

### **CJS120 Police Studies (3 credits)**

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

### **CJS123 Courts (3 credits)**

This course looks at the relationship among the judiciary, defense, and prosecution involved in the United States Courts system. Your studies start with an overview of the basic structures of courts. You'll also look to the successive steps involved in prosecutions and cover topics such

as plea bargains, trials, juries, sentencing, and appeals. PREREQ: Introduction to Criminal Justice

### **CJS238 Criminal Law (3 credits)**

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

### **CJS130 Police Management (3 credits)**

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

### **CJS135 Introduction to Private Security (3 credits)**

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

### **CJS203 Criminal Procedures (3 credits)**

Examines issues involved in the search and arrest of individuals, as well as issues dealing with self-incrimination and access to counsel through the lens of the Bill of Rights protections that focus on prosecution; presents

the rationale underlying decisions like the Miranda warning and the Terry stop-and-frisk. PREREQ: Introduction to Criminal Justice; Police Studies; Courts; Criminal Law

### **CJS205 Juveniles and the Legal Process (3 credits)**

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

### **CJS210 Crime Scene Investigation Basics (3 credits)**

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

### **CJS211 Correctional Institutions (3 credits)**

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

### **CJS215 Terrorism (3 credits)**

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

### **CJS220 Organized Crime (3 credits)**

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

### **CJS225 White Collar Crime (3 credits)**

Presents the distinctions between crimes of violence and property-based crimes; specifies what constitutes white collar crime; explores how criminal activity often causes more damage to society than do crimes of violence; looks at the laws involved in prosecuting such crimes; and how to detect and gather evidence of such crimes. Also looks at corporate crime and political crime. PREREQ: Courts; Criminal Law

### **CJS230 Criminalistics (3 credits)**

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

### **CJS235 Multicultural Law Enforcement (3 credits)**

Provides a comprehensive review of the impact that race, gender, and ethnicity have on criminal justice; includes research on police practices, sentencing, and corrections, with attention paid to racial profiling and how certain

ethnic groups receive disparate treatment; discusses how discrimination affects criminal justice. PREREQ: Police Studies

### **CJS238 Criminal Law (3 credits)**

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

### **CJS245 Security and Loss Prevention (3 credits)**

This course examines the range of issues involved in security management, across disciplines and around the world. This includes industrial security in light of business concerns. Your study material also examines the context for security and legal aspects of security management and loss prevention. Specific security applications and the investigation process of gathering information used to assess security systems is also presented in this course. PREREQ: Introduction to Private Security

### **CJS255 Computer-Based Crime (3 credits)**

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

### **CJS260 Crisis Intervention (3 credits)**

Presents the latest research, theories, and techniques of what to do in a crisis, along with case material based on real crisis situations; presents the skills and strategies needed to take crisis intervention theory and technique out of the classroom and onto the street; details a six-step model to give practitioners a systematic way of dealing with people in crisis (Defining

the Problem, Ensuring Client Safety, Providing Support, Examining Alternatives, Making Plans, and Obtaining Commitment). Throughout the textbook, the model is applied to many different crisis situations, such as suicide, domestic violence, sexual assault, addiction, post-traumatic stress disorder, and school violence. PREREQ: Police Studies

### **CJS265 Security Management (3 credits)**

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

### **CJS308 Criminology (3 credits)**

Criminology is the discipline that studies crime and criminal behavior. In this course, you'll study the causes of crime, reactions, and different forms of criminal behavior. Criminology is focused on the study of the phenomena of crime and criminality. The study of crime (criminology) is interesting because it's a topic that relates to everyone. Various theories explain the causes of crime. As you read the textbook, you'll be able to see the many interrelationships of the criminal enterprise, the criminal justice system, and the study of the reasons for criminality. At the end of this course you'll have a far greater, deeper understanding of the intricacies of crime. PREREQ: Introduction to Criminal Justice

### **CJS307 Victimology (3 credits)**

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

### **CJS350 Community Corrections (3 credits)**

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

### **CJS400 Administration of Justice (3 Credits)**

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

### **CJS415 Evidence (3 credits)**

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

### **CJS450 Senior Capstone: Criminal Justice (4 Credits)**

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

## **Early Childhood Education**

### **ECE100 Orientation to Early Childhood Education (1 credit)**

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

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

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

### **ECE111 Fundamentals of Early Childhood Education (3 credits)**

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

### **ECE120 Infant and Toddler Care (3 credits)**

The course focuses on trust and mutual respect as the basic building blocks of all future development. Infants who can trust that they'll be cared for and who are treated with respect and love develop into healthy, curious, affectionate toddlers. PREREQ: Orientation to Early Childhood Education; Child Growth and Development

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

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

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

This course focuses on how cultural influences affect professional practices and the children and families educators interact with. The major focus is on the areas of language and communication, social skills, school readiness, and emergent literacy. PREREQ: Fundamentals of Early Childhood Education; Curriculum for Early Childhood Education

### **ECE203 Working with Children with Special Needs (3 credits)**

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

### **ECE210 Child, Family, and Community (3 credits)**

This course serves as a guide for students of early childhood education to the body of current research on interactions between families, schools, and communities. PREREQ: None

### **ECE212 Guidance in Early Childhood Education (3 credits)**

Guidance is the use of positive strategies to teach children the skills they need to succeed by helping them solve problems and handle confusing emotions as well as teaching them developmentally appropriate expectations. This course will explore the many ways that teachers can work with children and families, using effective guidance strategies in a variety of settings. PREREQ: Fundamentals of Early Childhood Education; Curriculum for Early Childhood Education.

### **ECE213 Art, Music, and Movement (3 credits)**

This course explores the ideas of art, music, and movement and their roles within a child's development. By tailoring teaching strategies, assessment techniques, and environments to the creative needs of students, teachers reach one of the most important goals of teaching: to make learning fun. PREREQ: Fundamentals of Early Childhood Education; Curriculum for Early Childhood Education

### **ECE215 Curriculum for Early Childhood Education (3 credits)**

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

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

This course is designed to provide early childhood education professionals with a new approach to teaching early literacy skills with a multicultural perspective. The multicultural approach to literacy presented in this course provides an understanding of how children develop literacy skills and cultural awareness. The four major components of communication—speaking, listening, writing, and reading—are fully explored with each age group. PREREQ: None

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

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

### **ECE220 Child Growth and Development (3 credits)**

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

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

A comprehensive view of the procedures involved in establishing and administering a child care education program. Administrators will need to have the knowledge, skills, and dispositions to work with communities, families, and staff in providing high-quality early childhood education. PREREQ: None

### **ECE223 Working with Preschoolers (3 credits)**

This course is packed with ideas that will help early childhood professionals to establish an effective and developmentally appropriate learning environment built with interest centers that allow for individualization. PREREQ: Orientation to Early Childhood Education, Child Growth and Development

### **ECE225 Family Child Care (3 credits)**

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

### **ECE230 Field Experience (6 credits)**

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

They will have a maximum of six months to complete the field experience. PREREQ: Students must be enrolled in Semester Four of the Early Childhood Education Program

### **ECE240 Assessment in Early Childhood Education (3 credits)**

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

## **Electricity and Electronics**

### **EET101 Fundamentals of Electricity (3 credits)**

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

### **EET103 Fundamentals of Electronics (3 credits)**

This course introduces the basic concepts, terminology, and applications relating to electronics such as rectification, basic semiconductor components, switching devices, electron tubes, optoelectronics, and fiber-optic components. The course also covers electronic

hardware, power supplies, amplifiers, oscillators, and modulation and demodulation. PREREQ: Fundamentals of Electricity

### **EET105 Electrical/Electronic Measurements and Instruments (3 credits)**

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

### **EET115 Electrical-Electronics Theory (3 credits)**

This course provides a foundation in electrical and electronics terminology, theory, and concepts essential for students in a wide range of technology programs. Students learn the basic principles of electricity and the fundamental applications of Ohm's law to circuit analysis, as well as magnetism and electromagnetism, and alternating current theory and circuit applications. The student also learns theory and applications of most basic components, devices, and machines, including capacitors, inductors, batteries, DC and AC motors, conductors, insulators, and basic rectification devices. PREREQ: None

### **EET160 Introduction to Microprocessor (2 credits)**

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

### **EET182 Electronic Circuits (3 credits)**

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

### **EET210 Electric Motors 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, outlets, 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

### **EET215 Electronic Process Control (3 credits)**

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

### **EET216 Electrical Installations (3 credits)**

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

### **EET218 Basic Industrial Computer Systems (3 credits)**

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

### **EET221 Pulse Circuits (3 credits)**

Pulse circuits; pulse techniques; pulse generators; timing and synchronization; troubleshooting pulse circuits. PREREQ: Fundamentals of Electronics

### **EET222 Logic Circuits (3 credits)**

Logic devices and diagrams; logic families; troubleshooting logic circuits. PREREQ: Fundamentals of Electronics

### **EET233 Telecommunications 1 (3 credits)**

History and impact of telecommunications technology; transmission and reception of amplitude modulated signals; frequency modulation technology; single-sideband technology; telephone technology; network systems; digital communications coding and transmission. PREREQ: Fundamentals of Electronics

### **EET234 Telecommunications 2 (3 credits)**

Design of transmission lines; wave propagation; antennas; radar systems; microwave communications systems; laser communications; fiber optic technology. PREREQ: Fundamentals of Electronics

### **EET235 Digital Electronics (3 credits)**

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

### **EET236 Power Plant Operations (3 credits)**

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

### **EET300 Drafting Electrical and Electronic Schematics (3 credits)**

In this course, you'll learn basic skills for DC theory and AC theory related to circuits, learn the electrical measurement skills needed to build a circuit, as well as learn how to create schematic drawings using AutoCAD.

# Engineering Science Technology

## **EST100 Introduction to Technical Drawings (3 Credits)**

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

## **EST110 Manufacturing Materials and Practices (3 credits)**

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

## **EST200 Fluid Power (3 credits)**

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

## **EST210 AutoCAD® Applications – Engineering Technology (3 credits)**

In this course, you'll learn the standard rules and practices used to generate detailed parts drawings and assemblies, and how to apply AutoCAD software to the actual execution of the drawing process. You'll also learn to visualize objects in the views that are required for orthographic projections, rules for correct dimensioning and tolerancing, and where to locate dimensional information for standard machine elements. PREREQ: MET202

## **EST220 AutoCAD® Applications – Electrical/Electronics (3 credits)**

Students are presented with a broad introduction into two-dimensional and three-dimensional computer-aided design (CAD) focused on electrical/electronics specific applications. Students will use AutoCad® in hands-on exercises, assignments, and projects. PREREQ: Drafting with AutoCAD®

## English

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

This course teaches the skills and techniques of effectively developing, drafting, and revising college-level essays toward a specific purpose and audience: active reading, prewriting strategies, sentence and paragraph structure, thesis statements, varied patterns of development (such as illustration, comparison and contrast, and classification), critical reading toward revision of structure and organization, editing for standard written conventions, and use and documentation of outside sources. Students submit two prewriting assignments and three essays (process analysis, comparison and contrast, and argumentation). PREREQ: None

### **ENG101 Foundation Skills in Writing (3 Credits)**

This course provides an overview of writing styles for technology applications. Students will review basic grammar, including parts of speech, active and passive voices, sentence structure, and paragraph construction. The course also includes practical information on writing memos and emails and organizing material. PREREQ: None

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

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

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

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

**ENG121 Business and Technical Writing**  
**(3 credits)**

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

**ENG122 Technical Writing (3 credits)**

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

**ENG124 Applied Research Skills (2 credits)**

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

**ENG200 Speech (3 Credits)**

This course provides students with a foundation in the basic concepts of public speaking. Students will learn how to research, organize, and write effective speeches; incorporate presentation aids; and rehearse and deliver speeches effectively. Students will prepare, rehearse, record, and submit speeches in a number of rhetorical styles to be graded. PREREQ: None

**ENG300 Advanced Composition (3 Credits)**

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

## Fashion

**FSH101 Introduction to the Fashion Industry**  
**(3 credits)**

Traces the development of fashion and the fashion industry; shows how consumer demand affects fashion marketing; explains fashion

change and consumer acceptance; covers market research and analysis; traces the development, production, and marketing of raw materials; covers international fashion centers as well as retailing, merchandising, and marketing. PREREQ: None

**FSH110 History of Fashion (3 credits)**

This course presents the history of costume in the West. Beginning with ancient times, it covers the dress of each era in the context of historical events, societal values, and technology that influenced clothing and its production, how the organization and function of the fashion industry changed as it became more complex is also covered. PREREQ: None

**FSH120 Introduction to Textiles (3 credits)**

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

**FSH205 Fashion Promotion (3 credits)**

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

**FSH220 Product Development (3 credits)**

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

## Finance

**FIN101 Financial Management (3 credits)**

This course will introduce students to the world of finance, including financial concepts, instruments, and financial decision making. Topics covered include financial assets;

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

### **FIN210 Personal Financial Management (3 credits)**

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

### **FIN305 Securities and Investments (3 credits)**

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

### **FIN310 Corporate Finance (3 Credits)**

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

## **Graphic Design**

### **GRD101 Graphic Design Orientation (1 credit)**

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

### **GRD105 Color Theory (3 credits)**

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

### **GRD110 Introduction to Graphic Design (3 credits)**

Introduction to Graphic Design covers the basics of design and what distinguishes good design from poor design. This course focuses on the different components used in design, such as the four basic design principles, color relationships, essential aspects of typography, including contrasts and categories, and incorporating proximity, alignment, repetition, contrast, color, and type into a design. It also provides tips and tricks on how to create various pieces. PREREQ: Graphic Design Orientation

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

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

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

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

### **GRD135 Photo Image Editing 2 (3 credits)**

Photo Image Editing 2 focuses on visual communication through diverse, theme-based projects in which efficient production workflows are emphasized in digital imagery. The course also addresses main design and composition issues, such as visual organization, information hierarchy, image manipulation, and typography. PREREQ: Graphic Design Orientation; Introduction to Graphic Design; Photo Image Editing 1

### **GRD201 Typography (3 credits)**

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

### **GRD205 Electronic Publishing (3 credits)**

The Electronic Publishing course focuses on the integration of text and graphics using desktop publishing software. The student develops digital design skills. PREREQ: Introduction to Graphic Design; Photo Image Editing 2; Typography

### **GRD208 Electronic Publishing Projects (3 credits)**

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

### **GRD212 Corporate Design (3 credits)**

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

### **GRD220 Web Design (3 credits)**

Web Design teaches students about creating web graphics using Photoshop.® Students create graphics for use in web design and other web-based projects by completing hands-on and case projects and creating professional-level web graphics. PREREQ: Photo Image Editing 1; HTML Coding

### **GRD225 Portfolio Development (3 credits)**

Portfolio Development covers the process of developing and maintaining an electronic portfolio. Topics covered are the preparation and organization of graphic creations, such as logos, websites, and brochures. This course culminates in the presentation of an electronic portfolio utilizing graphics created throughout this course. PREREQ: Introduction to Graphic Design, Photo Image Editing 1, and Electronic Publishing

## **Health Information Technology**

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

This course is designed to provide a discussion of strategies for completing the Allied Health programs as an independent learner. In

addition, it gives an introduction to healthcare, the allied health industry, and the role that allied health professionals play in that industry. Focus is on the different elements and jobs in the allied health field. The course also provides an overview of the history of medicine and documentation, healthcare reimbursement, technology in healthcare, important professional skills, and professional organizations helpful to allied health professionals. PREREQ: None

### **HIT105 Law and Ethics in Medicine (3 credits) 135 Lecture hours**

Legal and ethical issues in the delivery of healthcare are presented. A grounding in the parts of tort and contract law that affect healthcare 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 healthcare practitioners. PREREQ: None

### **HIT107 Medical Terminology (3 credits) 135 Lecture hours**

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

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

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

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

This course introduces students to the management of information within a healthcare 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 healthcare delivery systems, information and

communication technologies, and data storage, retrieval, and security. PREREQ: Introduction to Health Information Management, Medical Terminology, Law and Ethics in Medicine, The Confidentiality of Health Information

### **HIT115 Reimbursement Methodologies**

**(3 credits) 45 Lecture hours**

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

### **HIT130 Electronic Medical Records**

**(3 credits)**

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

PREREQ: None

### **HIT201 Quality (2 credits)**

#### **Management/Performance Improvement**

This course is designed to introduce the health information technology student to principles of clinical quality management and performance improvement in the healthcare industry. The focus is on standards and implementation of quality programs and principals and concepts of performance improvement. The course also covers additional areas such as utilization management, risk management, and tools and techniques used in performance improvement and quality management. PREREQ: Medical Information Management and Office Practice

### **HIT203 Medical Coding (3 credits)**

**135 Lecture hours**

This course begins with an overview of coding concepts, terms, and procedures. You'll start by exploring the history of the ICD-10 coding system. You'll code diagnoses in the ICD-10-CM and use the chapter-specific coding guidelines to code diseases and conditions with specific and unique rules. You'll then practice coding procedures in the ICD-10-PCS, and in the basics of coding with ICD-10. You'll also concentrate

on procedures and their associated systems. You'll learn about general coding guidelines for outpatient procedures and physician office coding using CPT, HCPCS Level I, and HCPCS Level II procedure coding.

PREREQ: Medical Terminology

### **HIT207 Medical Transcription (3 credits)**

**135 Lecture hours**

An introduction to the technical and legal aspects of medical transcription, as well as career opportunities available in the field. The student will begin to transcribe and format various types of medical records. PREREQ: Medical Terminology, Anatomy and Physiology 1, Anatomy and Physiology 2

### **HIT208 Medical Transcription 2**

**(3 credits) 135 Lecture hours**

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

### **HIT209 Department Management (2 credits)**

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

### **HIT210 Healthcare Statistics (3 credits)**

This course is designed to introduce the health information technology student to the calculation, compilation, analysis, and presentation of healthcare statistics. The focus is on basic descriptive and inferential statistics and the concepts of data validity and reliability. The

course also covers data collection methods, the interpretation of data, calculation of statistical formulas, and uniform reporting requirements. PREREQ: Mathematics for Business and Finance

### **HIT290 Practicum in Health Information Technology (4 credits)**

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

## **Human Resources Management**

### **HRM201 Human Resources Management (3 credits)**

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

### **HRM355 Training Concepts (3 credits)**

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

### **HRM210 Compensation Management (3 credits)**

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

### **HRM320 Employee Benefits (3 credits)**

This course will introduce the many different elements that comprise employee benefits. The course will not only help the career of

the benefit specialist, but it will also cover the history and many of the governmental issues concerning benefit programs today. Employee Benefits covers the total employee benefit planning process. PREREQ: Human Resources Management, Compensation Management

### **HRM350 Labor Relations (3 credits)**

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

## **Humanities**

### **HUM102 Art Appreciation (3 credits) 135 Lecture hours**

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

### **HUM104 Music Appreciation (3 credits) 135 Lecture hours**

In this course, the student will understand how to appreciate music and learn about the roles of the composer and the listener, the principles of music theory and instrumentation, musically significant historical periods, and varying styles of music. PREREQ: None

### **HUM106 Interpersonal Communication (1 credit) 45 Lecture hours**

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

### **HUM108 Career Readiness (1 credit)**

This course provides an overview of baseline responsibilities common to most jobs, as well as personal, people, and workplace skills. Students will develop an understanding of productivity, adaptability, time management, organization, prioritization, and goal setting. Students will learn effective written and interpersonal communication skills, decision-making and

problem-solving processes, open-mindedness, and how to interact with customers in a professional manner with the goal of providing the customer with a positive experience.

Topics include: the importance of teamwork, characteristics of leadership, and strategies for overcoming conflict. PREREQ: None

## Industrial Engineering Technology

### **IET105 Introduction to Manufacturing (1 credit)**

This course introduces students to the "who, what, when, how, and why" behind the manufacturing industry. Students will become familiar with different manufacturing methods and demonstrate job-specific technical, professional, analytical, and problem-solving skills. Students will also be able to identify relevant components, and steps of the manufacturing process and compare different manufacturing techniques.

PREREQ: None

### **IET110 Manufacturing Processes (4 credits)**

Cutting tools; machine tools; welding techniques; magneforming; testing of materials; nondestructive testing techniques; micrometers; gauges; basic numerical control. PREREQ: Foundation Skills in Math

### **IET121 Engineering Economy (1 credit)**

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

PREREQ: Foundation Skills in Math

### **IET135 Lean Manufacturing (1 credit)**

This course will provide an introduction to lean manufacturing techniques, the history of lean, and continuous improvement (CI) fundamental principles based upon the Toyota Production System. Students will be able to define the foundation and principles of lean, describe the methods and tools used in lean, identify continuous-improvement methods and tools, and demonstrate job-specific technical and professional skills. Additional topics: standard work, 5S, the visual workplace, direct observation, value stream mapping, continuous-improvement methods and tools, mistake-proofing, and gemba walks. PREREQ: None

### **IET235 Operational Analysis (2 credits)**

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

### **IET243 Industrial Safety (3 credits)**

Procedures for handling various materials; operating different kinds of machinery; performing job tasks safely; survey of the regulations designed to improve industrial safety. PREREQ: Foundation Skills in Math

### **IET248 CNC Technology (3 credits)**

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

## Interior Design

### **BCT101 History of Interior Design (3 credits)**

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

### **BCT105 Drawing for Interiors (3 credits)**

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

### **BCT115 Interior Design Fundamentals (3 credits)**

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

### **BCT135 Textiles (3 credits)**

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

### **BCT140 History of Furniture (3 credits)**

This course profiles the history of furniture development from the ancient world to modern-day styles. Students will learn about how the cultural, political, social, and economic factors



of each time period influenced furniture designs and the creative arts. PREREQ: History of Interior Design; Interior Design Fundamentals; Textiles

### **BCT145 CAD for Interiors (3 credits)**

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

### **BCT150 Building Systems for Interior Design (3 credits)**

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

### **BCT165 Materials for Interiors (3 credits)**

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

### **BCT201 Residential Design (3 credits)**

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

### **BCT202 Commercial Design 1 (3 credits)**

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

### **BCT205 Marketing and Sales in Interior Design (3 credits)**

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

### **BCT215 Codes for Interiors (3 credits)**

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

### **BCT225 Professional Practice (3 credits)**

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

### **BCT230 Kitchen and Bath Design (3 credits)**

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

### **BCT235 Architectural Lighting Design (3 credits)**

Students enrolled in this course will learn interior and exterior lighting techniques for residential and commercial spaces. The concepts of daylighting, special effect lighting, retrofitting, and energy code calculations are introduced. Also discussed are lighting applications for specific spaces, including residences,

workspaces, classrooms, healthcare settings, hospitality settings, and retail settings. PREREQ: Building Systems for Interior Design; Materials for Interiors

### **BCT245 Environmentally Responsible Design (3 credits)**

This course teaches design professionals how to apply “green” principles to their projects. Topics include global sustainability, indoor environmental quality, energy and water issues, evaluating finishes and furnishings, evaluation instruments, certification programs, and US Green Building Council (USGBC) and Environmentally Responsible Interior Design (ERID) specifications. PREREQ: Building Systems for Interior Design; Materials for Interiors; Codes for Interiors

### **BCT248 Commercial Design 2 (3 credits)**

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

### **BCT300 Drafting and Engineering Mechanics (3 credits)**

In this course, you'll learn how to prepare drawings using AutoCAD for the four drafting disciplines: structural drafting, civil drafting, HVAC/sheet metal drafting, or electrical/electronic drafting. This course explains how civil drafting correlates with surveying and reviews the methods, laws, and procedures used in engineering mechanics.

## **Internet Technology**

### **INT101 Computer Technology Orientation (1 credit)**

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

### **INT114 Internet Marketing and E-Commerce (3 credits)**

Provides a concise introduction to electronic commerce with balanced coverage of both

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

### **INT120 HTML Coding (3 credits)**

Teaches how to create web pages with hypertext links, tables, frames, and forms; covers cascading style sheets, programming with JavaScript,<sup>®</sup> working with content and layout, controlling mouse and keyboard events, and creating new frames and windows. PREREQ: Computer Applications

### **INT125 Internet Server Environments (3 credits)**

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. Introduces object-oriented techniques early; features short code examples built from the bottom up; offers more thorough coverage of the basics with many examples; devotes an entire chapter to Swing. PREREQ: Computer Literacy

### **INT128 Network Protocols and Internetworking (3 credits)**

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

### **INT130 Internet Security (3 credits)**

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

### **INT201 Web Site Project Management (3 credits)**

Provides future developers and designers information on how to think about creating

a successful website; covers planning and analysis, designing and developing, and marketing. This text is for the programmer or developer who is serious about exploring the nature of a successful website. PREREQ: Computer Literacy

### **INT205 Introduction to Internet Multimedia (3 credits)**

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

PREREQ: Computer Applications

### **INT210 Creating Web Pages with PHP (3 credits)**

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

### **INT215 Programming in Java™ (3 credits)**

This course introduces programming using the Java programming language and takes a hands-on approach from the start. Each lesson builds upon the previous one, layering concepts and growing skills through the creation of real-world applications. The first few lessons will ease you into the rich development world of Java, but by the end of the course, you'll have a fully functional application and the associated skillset to create many more. PREREQ: HTML Coding

### **INT220 Programming in CGI/Perl (3 credits)**

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

### **INT225 Introduction to Database Technology (3 credits)**

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

### **INT238 Multimedia and Interactive (3 credits)**

This course will provide instruction on how to develop engaging interactive projects integrating video, sound, graphics, and animation that you can publish to a variety of platforms.

PREREQ: HTML Coding

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

This course will give you the necessary background in relational database theory and Oracle Database concepts. It will show you how to implement an Oracle Database correctly and give you significant insight into the routine of a database administrator. Lastly, you'll learn about the fine art of performance tuning.

## **Marketing**

### **MKT301 Marketing (3 credits)**

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

### **MKT310 Advertising Principles (3 credits)**

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

**MKT320 Consumer Behavior (3 credits)**

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

**MKT340 Retail Management (3 credits)**

This course is designed to introduce students to retailing in a rapidly changing environment. Topics covered include organization of retail stores, basics of retailing, management of a successful retail business, and merchandising principles. PREREQ: Marketing

**MKT260 Marketing Research (3 credits)**

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

## Mathematics

**MAT100 Foundation Skills in Math (3 credits)**

Students learn the essential math skills necessary for future success in an AS technology program. The course of study includes a review of basic math functions, including trades-based examples, the metric system, formulas, introductory algebra, applied geometry, and some practical applications of trigonometry. PREREQ: None

**MAT102 Mathematical Applications (3 credits)**

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

**MAT106 Mathematics for Business and Finance (3 credits) 135 Lecture hours**

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

**MAT110 Technical Mathematics 1 (2 credits)**

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

**MAT115 Intermediate Algebra (3 credits)**

Study basic algebraic concepts. Review the systems of equations, polynomials, and radicals. Learn how to factor polynomial expressions and simplify rational expressions. PREREQ: None

**MAT122 Technical Mathematics 2 (2 credits)**

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

**MAT140 Medical Mathematics (3 credits)**

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

**MAT210 Business Statistics (3 credits)**

Students will learn how to make sense of the numbers that drive business decisions and develop skills to organize and visualize data effectively. The course explores unions, intersections, conditional probability, and the concept of random variables. Other topics include estimating unknown population parameters, conducting hypothesis tests, analyzing variances, and conducting ANOVA and linear regression. PREREQ: Mathematics for Business and Finance

**MAT215 Merchandising Math (3 credits)**

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

**MAT220 Analytic Geometry and Calculus (4 credits)**

Rectangular coordinates; graphics of linear equation; average rate of change; applications of integrals; derivatives and their applications; applications of calculus to shapes and moments. PREREQ: Foundation Skills in Math

### **MAT222 Precalculus (3 credits)**

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

### **MAT245 Applied Mathematics (3 credits)**

The practical application of calculus to electronics; graphic differentiation; partial derivatives; the application of double integrals to electrical circuits. PREREQ: Analytic Geometry and Calculus

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

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

### **MAT415 Research and Statistics (3 Credits)**

Your Research and Statistics course addresses the application of scientific methods of inquiry to various research goals. You'll be introduced to the research methods used by criminal justice professionals to prove or disprove criminal justice theories and to evaluate applications and policies; PREREQ: Business Statistics

## **Mechanical Engineering Technology**

### **MET100 Orientation to Engineering Technology (1 credit)**

This course discusses the fundamentals of various technologies that are encountered in daily life such as smart building, internet and web, and the traction control system in cars. You'll learn how electricity and natural gas is generated and transported, and you'll explore the requirements of various types of technician jobs. PREREQ: None

### **MET101 Basic Drafting (3 credits)**

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

### **MET123 Engineering Materials (2 credits)**

Composition and properties of metals, ceramics, concrete, glass, graphite, plastics, and wood. PREREQ: Foundation Skills in Math

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

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

### **MET170 Engineering Mechanics (3 credits)**

Branches of engineering mechanics; free-body diagrams; kinematics; force-mass acceleration method; impulse momentum; collision of two bodies. PREREQ: Foundation Skills in Math

### **MET202 Drafting with AutoCAD® (3 credits)**

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

### **MET220 Fluid Mechanics (3 credits)**

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

### **MET221 Quality Control Systems (3 credits)**

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

### **MET231 Mechanical Design 1 (3 credits)**

Stress analysis; work, energy, and power; design stress; moment diagrams; friction; lubrication systems; ball and roller bearings. PREREQ: Mechanics of Materials; Manufacturing Processes

**MET232 Mechanical Design 2 (3 credits)**

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

PREREQ: Mechanical Design 1

**MET240 Electro/Mechanical Control Technology (3 credits)**

As a control systems technician, you'll need to understand how electronic systems are combined to deliver acceptable data signals to computers. This course is designed to help you learn the fundamentals of instrumentation, as well as control system components and operation. The information in your textbook will provide you with a solid foundation in the operating principles of industrial instrumentation devices, the control systems they serve, and so on. You'll learn how a control system works, and how instrumentation provides the control system with the information for operation. You'll study specific types of systems, including those that use fluid analyzers. You'll continue to study signal transmission topics before finishing your program with a detailed look at several specific control-system applications. PREREQ: Foundation Skills in Math and Physical Science

**MET241 Tool Design 1 (3 credits)**

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

**MET242 Tool Design 2 (3 credits)**

This course will introduce the student to the various methods used in the design of dies and the processes used for the joining of materials. We also will cover the use of presses and the uses of forging techniques to form materials. Finally, the course will cover how computers are used in the tool and die industry. PREREQ: Tool Design 1

**MET243 Tool Design (3 credits)**

In the course, the word tool refers to devices used in manufacturing industries. These devices, or tools, include cutting tools, jigs,

fixtures, gages, and so on. The specific types of tools used in a particular manufacturing plant depend on the product the plant produces. Tool design involves the definition of a need for a tool, analysis of that need, collection of data for the design, preliminary design, final design, toolmaking, application, and testing. To be a tool designer, a person needs a working knowledge of the following major subject areas: mathematics (algebra, trigonometry, and geometry), engineering drawing, manufacturing processes, machine tools, and properties of engineering materials. Today, tool designers use computers to prepare tool drawings and to design tools. PREREQ: Manufacturing Processes, Manufacturing Materials and Practices. PREREQ: Manufacturing Processes

**MET245 Geometric Dimensioning and Tolerancing (3 credits)**

This course focuses on the use of the geometric dimensioning and tolerancing (GDT) system in the design and manufacture of detailed parts and assemblies. Students will learn how to use and interpret GDT drawing symbols, how to adjust manufacturing and inspection processes to meet the requirements of GDT specifications, and evaluate the use of the geometric dimensioning and tolerancing methods and specifications used in modern manufacturing. Students will also be able to demonstrate effective quantitative skills along with job-specific technical and professional skills. PREREQ: Foundation Skills in Math

**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

**MET300 Precision Machining Operations (3 credits)**

In this course, you'll learn the basic concepts of milling programs, various lathe operations and safety requirements, and the major components of machining centers.

# Medical Assistant

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

Students will be initiated into the clinical aspects of medical assisting, vital signs, and medical asepsis. Students will receive a clinical skills kit that will allow them to receive the hands-on training of required skill sets. Students will demonstrate competencies in each clinical skill by recording themselves performing the skill and performing the skill under the supervision of an approved proctor. Each skill must be successfully demonstrated and approved by Penn Foster faculty in order to earn credit for the course and advance to the externship. All costs associated with the procedures lab course are the responsibility of the student. These costs are not included in the tuition. PREREQ: Clinical Procedures Theory 1

## **MAS205 Clinical Procedures Lab (1 credit)** **45 Lab hours**

Students will be initiated into the clinical aspects of medical assisting, vital signs, and medical asepsis. Students will receive a clinical skills kit that will allow them to receive the hands-on training for those required skill sets. Students will demonstrate competencies in each clinical skill by recording themselves performing the skill and performing the skill under the supervision of an approved proctor. Each skill must be successfully demonstrated and approved by Penn Foster faculty in order to earn credit for the course and advance to the externship. All costs associated with the procedures lab course are the responsibility of the student. These costs aren't included in the tuition. PREREQ: Clinical Procedures

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

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

competencies in each clinical skill by recording themselves performing the skill and performing the skill under the supervision of an approved proctor. Each skill must be successfully demonstrated and approved by Penn Foster faculty in order to earn credit for the course and advance to the externship. All costs associated with the procedures lab course are the responsibility of the student. These costs are not included in the tuition. PREREQ: Clinical Procedures Theory 2

## **MAS219 Externship 1 (1 credit)** **45 Externship hours**

When the student completes all of ALH209 Clinical Procedures Theory 1 and MAS204 Clinical Procedures Lab 1, the student would be able to begin clinical hours. The student will need to complete hours in a healthcare setting in order to be able to obtain all of the required skills completed. The student will be required to complete a daily journal of their experiences and document how they're completing the course objectives. Forty clinical hours would be required in this semester. Sites required in this semester would include a family practice. Students would need to have completed every single skill to graduate with no exceptions. PREREQ: Clinical Procedures Theory 1, Clinical Procedures Lab 1

## **MAS220 Externship (4 credits)** **200 Externship hours**

When the student completes all the academic courses and the clinical procedures lab, the student will extern in a healthcare setting. The student will use their knowledge and skills derived from the medical assistant program and demonstrate competencies in the areas of clinical, administrative, and general medical assisting. The externship will be for the duration of 200 hours. PREREQ: Semesters 1-4

## **MAS221 Externship 2 (2 credits)** **160 Externship hours**

When the student completes all of ALH211 Clinical Procedures Theory 2 and MAS206 Clinical Procedures Lab 2, the student would be able to begin clinical hours. The student will need to complete hours in a healthcare setting in order to be able to get all of the required skills completed. The student will be required to complete a daily journal of their experiences and document how they're

completing the course objectives. One hundred sixty clinical hours would be required in this second semester. PREREQ: Clinical Procedures Theory 2, Clinical Procedures Lab 2

### **MAS225 Externship (3 credits)**

#### **160 Externship hours**

The medical assistant externship provides the student with hands-on training in a primary care clinic, an urgent care clinic, or a medical practice. The goal of this externship is to provide the student with the hands-on experience necessary for developing their skills as a medical assistant. The student will practice under the direct supervision of a certified medical assistant, nurse, physician assistant, or medical doctor. This externship consists of 160 hours of clinical experience. The student is required to complete and submit weekly timesheets signed by their externship preceptor. PREREQ: ALH210, MAS205

## **Nutrition**

### **NTR203 Sports Nutrition (3 credits)**

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

## **Paralegal Studies**

### **PLS101 Introduction to Paralegal Studies (1 credit)**

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

### **PLS105 Legal Terminology (2 credits)**

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

### **PLS110 Ethics (2 credits)**

Professional responsibilities that apply to paralegals as they assist their employers and their clients, including maintaining confidentiality and competence; handling fees and funds carefully; and avoiding unauthorized practice of law, conflicts of interest, and potential malpractice. PREREQ: None

### **PLS113 Law and the Legal System (2 credits)**

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

### **PLS114 Investigations and Interviews (2 credits)**

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

### **PLS121 Torts (3 credits)**

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

### **PLS202 Legal Research and Writing (4 credits)**

Provides training in the kind of research and writing that students will actually be doing as paralegals, including the use of lexis.com, other online resources, and traditional print sources, in order to complete three writing and research projects. PREREQ: None

### **PLS205 Civil Litigation (3 credits)**

Use of the court system to resolve disputes; involvement of paralegals in litigation support, including discovery; alternative dispute resolution methods; how paralegals can develop their skills as arbitrators and/or mediators in these methods. PREREQ: None

### **PLS211 Criminal Litigation (3 credits)**

Introduction to the practice and theory of criminal law; substantive criminal law; criminal procedure; criminal responsibility;



major felonies recognized in most, if not all, jurisdictions; constitutional dimensions of criminal procedure; practical aspects of the criminal justice process. PREREQ: None

### **PLS213 Family Law (3 credits)**

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

### **PLS215 Real Estate Law (3 credits)**

Introductory course in real property law; basics of real property law; areas of a modern real estate practice; preparation for assisting transactional real estate attorneys; legal forms used in real estate law. PREREQ: None

### **PLS217 Wills, Trusts, and Estate Administration (3 credits)**

Basic, practical, everyday duties of paralegals working in the fields of wills, trusts, and estate administration; terminology and general principles of law that are the basis for drafting wills and trusts; planning and administering estates. PREREQ: None

## **PC Maintenance Technology**

### **PCM101 Orientation to PC Maintenance Technology (1 credit)**

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

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

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

### **PCM105 PC Hardware 1 (3 credits)**

Defines and describes the elements and function of hardware devices that are part of a modern personal computer system. PREREQ: Introduction to PC Repair

### **PCM106 PC Hardware 2 (3 credits)**

This course provides the student with more

sophisticated techniques in PC repair, including external i/o devices, printers, notebooks/laptops/PDAs, purchasing and building PCs, troubleshooting, support, virus protection, data protection, and recovery. PREREQ: PC Hardware 1

### **PCM107 PC Operating Systems (3 credits)**

This course provides a systematic overview of operating systems, including Windows® operating systems, as well as Mac operating systems. The course also describes the use of software for virus protection, data protection, and recovery. PREREQ: PC Hardware 2

## **Science**

### **SCI110 Earth Science (3 credits)**

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

### **SCI120 Introduction to Biology (3 credits) 135 Lecture hours**

An introductory course that explains the origin of life and the relationships among 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

### **SCI121 Introduction to Biology for Veterinary Technicians (3 credits)**

This is 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. It's a course that builds a foundation for future veterinary courses by making connections to veterinary medicine, to enable students to discuss intelligently the various forms of life and their processes. PREREQ: None

### **SCI135 Anatomy and Physiology 1 (3 credits) 135 Lecture hours**

The anatomy and physiology of the human body is presented as an integrated science. Each major body system is described and analyzed to illustrate normal function, as well as pathology. Topics include basic

biochemical elements, skin, bone, muscles, the nervous system, the senses, and the endocrine system.

PREREQ: None

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

#### **135 Lecture hours**

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

PREREQ: Anatomy and Physiology 1

### **SCI140 Nutrition (3 credits)**

#### **135 Lecture hours**

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

### **SCI162 Physics (3 credits)**

Heat; electricity; light; sound; the nature and properties of each; circuits; infrasonics and ultrasonics. PREREQ: Foundation Skills in Math

### **SCI165 Technical Science (2 credits)**

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

### **SCI167 Physical Science (3 credits)**

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

### **SCI300 Essentials of Biochemistry**

#### **(3 credits)**

This course will introduce the student to biochemistry through the study of the essential elements found in living things. Students will examine the characteristics and properties of lipids, cell membranes, and carbohydrates. They'll learn about the structure and functions of proteins, enzyme kinetics, and cell metabolism. Students will also examine metabolic systems and concepts related to DNA, RNA, and protein synthesis.

## **Social Science**

### **SSC105 World Civilizations (3 credits)**

This course serves as an introduction to many of the major events of the fifteenth through twenty-first centuries. It also examines the causal relationships between events and trends all across the globe. PREREQ: None

### **SSC125 Introduction to Sociology (3 Credits)**

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

### **SSC130 Essentials of Psychology (3 credits)**

#### **135 Lecture hours**

This course covers biology and behavior, consciousness, memory, thought and language, intelligence, personality and gender, stress, and community influences. PREREQ: None

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

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

### **SSC260 Adolescence and Adulthood**

#### **(3 Credits)**

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

### **SSC265 Introduction to Public Policy**

#### **(3 Credits)**

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

### **SSC310 Sociology of Diversity (3 Credits)**

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

## **Veterinary Technology**

### **VET101 Orientation to Veterinary Technology**

#### **(1 credit)**

Overview of veterinary medicine and veterinary technology; roles of the various members of the veterinary healthcare 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

### **VET103 Introduction to Veterinary Technology**

#### **(1 credit)**

Introduction to the types of content and resources you can expect to see throughout your program; introduction to animal science; theories related to specific animal behavior and how to handle various animal behaviors; discussion of applicable laws and ethical codes. PREREQ: None

### **VET104 Foundations of Veterinary Technology**

#### **(1 credit)**

Introduction on how to properly handle and restrain various animals including dogs, cats, birds, reptiles, rodents, and farm animals; introduction to the processes for completing a physical examination and providing client education; know and use medical terminology. PREREQ: VET103

### **VET105 Veterinary Office Management (2 credits)**

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

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

This course will introduce students to the various support staff positions within a veterinary practice. Students will discover how the veterinary practice operates in terms of bringing in clients, facility care and maintenance, as well as recordkeeping and filing. Students will learn the art of communication between the staff and the clients, from improving speech, managing telephone calls, to making appointments and greeting clients. Students will acquire skills for finding a job, including where to look for a job, creating a résumé, and preparing for an interview. Also presented in this course is information about personal growth, including the importance of continuing education, time and money management, as well as managing stress. PREREQ: None

### **VET110 Medical Nursing for Veterinary Technicians (3 credits)**

Veterinary emergency care, first aid, wound and bandage management, dental prophylaxis, general nursing care, and sample collection and treatment techniques. PREREQ: Introduction to Veterinary Technology, Animal Anatomy and Physiology 1 and 2

### **VET113 Animal Anatomy and Physiology 1 (4 credits)**

Structures and function of the animal body with emphasis on the similarities and differences of domestic animals. Principles of

biology, body organization and metabolism of cells, tissues, and organ systems, including the integumentary, skeletal, muscular, nervous, and endocrine systems. PREREQ: Introduction to Biology for Veterinary Technicians

#### **VET114 Animal Anatomy and Physiology 2 (4 credits)**

Continuation of Anatomy and Physiology 1; circulatory, lymphatic, cardiovascular, respiratory, digestive, and genitourinary systems. PREREQ: Introduction to Biology, Animal Anatomy and Physiology 1

#### **VET115 Animal Anatomy and Physiology 1 (3 credits)**

Anatomy is the study of the structure of living things. Physiology is the study of the way body parts function—what they do and how they work. Understanding the anatomy and physiology of animals will help you care for them and enable you to communicate with veterinarians and other team members more effectively. In addition, the knowledge you gain will help you enhance your own skills and complete your expected responsibilities professionally and adequately. PREREQ: Introduction to Biology for Veterinary Technicians

#### **VET116 Animal Anatomy and Physiology 2 (3 credits)**

Continuation of Animal Anatomy and Physiology 1; immunity and defense, cardiovascular, respiratory, digestive, and genitourinary systems in mammals. Then avian, amphibian, and reptilian physiology. PREREQ: Introduction to Biology for Veterinary Technicians, Animal Anatomy and Physiology 1

#### **VET120 Diagnostic Imaging (3 credits)**

Radiation and ultrasound; x-ray production, film types and development, equipment operation and care, darkroom and developing procedures; radiation safety and preventative measures; positioning the animal for radiograph production. PREREQ: Introduction to Veterinary Technology, Animal Anatomy and Physiology 1 and 2

#### **VET123 Veterinary Pharmacology (3 credits)**

Use of drugs in veterinary medicine; introduction to drug testing methodology and the use/handling of prescriptions; calculation of dosages

and administration techniques; drug actions, interactions, and adverse reactions. PREREQ: Introduction to Biology for Veterinary Technicians, Medical Mathematics

#### **VET124 Pharmacology for Veterinary Technicians (3 credits)**

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

#### **VET130 Practicum 1 (4 credits)**

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

#### **VET131 Clinical Externship 1 (4 credits)**

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

#### **VET200 Animal Care and Management (3 credits)**

Veterinary emergency care, first aid, wound and bandage management, dental prophylaxis, general nursing care, and sample collection and treatment techniques. PREREQ: Introduction to Veterinary Technology, Animal Anatomy and Physiology 1 and 2

#### **VET201 Clinical Pathology 1 (3 credits)**

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

#### **VET202 Clinical Pathology 2 (3 credits)**

Hematology, clinical chemistry, and immunology; theoretical basis for analysis of body chemicals, urinalysis, hematologic, serologic, and cytologic evaluations; familiarization of equipment,

reagents, and techniques required to utilize blood as a diagnostic aid; clinical laboratory safety, record keeping, quality control, necropsy sample collection, and storage. PREREQ: Introduction to Biology for Veterinary Technicians, Animal Anatomy and Physiology 1 and 2, Medical Mathematics, Clinical Pathology 1

### **VET211 Surgical Procedures (3 credits)**

Principles and practices of surgical nursing; methods and mechanics of the process of sterilization; identification, use, and maintenance of surgical instruments; common surgical procedures. PREREQ: Animal Anatomy and Physiology 1 and 2

### **VET212 Anesthesia for Veterinary Technicians (3 credits)**

Pharmacology of commonly used anesthetic agents, patient induction, monitoring, and recovery, anesthetic equipment and procedures, dose calculations, and anesthetic emergencies. PREREQ: Medical Mathematics, Animal Anatomy and Physiology 1 and 2, Pharmacology for Veterinary Technicians

### **VET213 Anesthesiology (3 credits)**

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

### **VET214 Surgical Nursing for Veterinary Technicians (3 credits)**

Principles and practices of surgical nursing; methods and mechanics of the process of sterilization, identification, use and maintenance of surgical instruments; common surgical procedures. PREREQ: Animal Anatomy and Physiology 1 and 2, Medical Nursing for Veterinary Technicians

### **VET221 Animal Parasitology (3 credits)**

Common endo- and ectoparasites, their life cycle, identification, treatment, prevention, and effects on animals; zoonotic and public health concerns and how they relate to parasites; fecal examinations. PREREQ: Introduction to Biology for Veterinary Technicians, Animal Anatomy and Physiology 1 and 2

### **VET220 Radiography for Veterinary Technicians (3 credits)**

Radiation and ultrasound; x-ray production, film types and development, equipment operation and care, darkroom and developing procedures; radiation safety and preventative measures; positioning the animal for radiograph production. PREREQ: Introduction to Veterinary Technology, Animal Anatomy and Physiology 1 and 2, Medical Nursing for Veterinary Technicians

### **VET222 Clinical Parasitology for Veterinary Technicians (3 credits)**

Common endo- and ectoparasites, their life cycle, identification, treatment, prevention, and effects on animals; zoonotic and public health concerns and how they relate to parasites; fecal examinations. PREREQ: Introduction to Biology for Veterinary Technicians, Animal Anatomy and Physiology 1 and 2, Medical Nursing for Veterinary Technicians

### **VET223 Animal Diseases, Pathology, and Immunology (3 credits)**

Basic disease processes as they relate to various body systems; transmission, diagnosis, treatment, and prevention of diseases that affect domestic animals; healing processes; immunological responses and vaccination types and techniques; zoonosis and preventative measures. PREREQ: Introduction to Biology for Veterinary Technicians, Animal Anatomy and Physiology 1 and 2

### **VET224 Small and Large Animal Medicine (3 credits)**

Basic disease processes as they relate to various body systems; transmission, diagnosis, treatment, and prevention of diseases that affect domestic animals; healing processes; immunological responses and vaccination types and techniques; zoonosis and preventative measures. PREREQ: Introduction to Biology for Veterinary Technicians, Animal Anatomy and Physiology 1 and 2, Medical Nursing for Veterinary Technicians, Clinical Parasitology for Veterinary Technicians

### **VET225 Animal Nutrition, Reproduction, Genetics, and Aging (3 credits)**

Science of nutrition and its application to feeding practices of domestic, farm, and companion animals; basic nutrients and

nutritional requirements of individual species, approximate food analysis, interpretation of food and feed labels, and types of animal foods; physiology of reproduction, aging, and genetics. PREREQ: Medical Mathematics, Animal Anatomy and Physiology 1 and 2

### **VET227 Laboratory Animal Science (3 credits)**

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

### **VET228 Laboratory Animal Medicine and Nursing (3 credits)**

Biomedical research and the ethical considerations centering on the use of laboratory animals in research; state, federal, and local animal welfare regulations; biology, care, utilization, and diseases of commonly used laboratory animals. PREREQ: Introduction to Biology for Veterinary Technicians, Animal Anatomy and Physiology 1 and 2, Clinical Parasitology for Veterinary Technicians, Small and Large Animal Medicine

### **VET229 Veterinary Technician National Examination Review (1 credit)**

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

### **VET230 Practicum 2 (4 credits)**

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

### **VET231 Clinical Externship 2 (4 credits)**

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

### **VET250 Veterinary Practice Management (3 credits)**

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

### **VET302 Understanding the Human-Animal Bond (3 credits)**

This course focuses on the bond that is created between animals and their owners. The primary emphasis will be on pets but also includes bonds with many types of animals. Essential components of the bond will be discussed and will include information on how veterinary technicians can work with pet owners to enhance the bond and promote a better quality of life together. Information on pet death, euthanasia, and the grieving process will also be covered.

### **VET303 Preventative Healthcare and Integrative Medicine for Animals (3 credits)**

This course provides a sound understanding of proper preventative health care and rehabilitation for animals. Emphasis will be on the dog and the cat. Concepts to be covered will include current preventative healthcare standards such as proper nutrition, parasite control, and vaccine protocols. Lifelong wellness will be discussed for all life stages during an animal's life. Current and future integrative medicine procedures for animals will also be covered.

### **VET304 Advanced Animal Medicine and Domestic Animal Species Nursing (3 credits)**

This course will take an in-depth look at many of the common diseases found in companion animal species. One of the major topics in this course is medical and surgical intervention when preventative health strategies didn't work to prevent an animal disease. Another major topic covered is the role of the veterinary technician in assisting the veterinarian in the medical and surgical management of disease.

Discussion of diseases will focus on dogs and cats and be organized according to organ systems. Prerequisites: VET302, SCI300, VET305

### **VET305 Advanced Veterinary Pharmacology** **(3 credits)**

This course gives the veterinary technician a greater understanding of the science behind the therapeutics used in veterinary medicine today. Understandable explanations will be discussed of the “how” and “why” behind drugs, their actions, their mechanisms, and their problems. Included in the discussions will be clinical case studies of both proper and improper uses of drugs.

### **VET306 Safety and Regulatory Compliance in Veterinary Medicine** **(1 credit)**

In this course students will learn about specific workplace safety and regulatory compliance topics applicable to veterinary technicians and related to the wider veterinary team. Topics include personal safety hazards, patient safety hazards, building or institutional safety hazards, and current Occupational and Safety Health Administration (OSHA) regulations. Prerequisites: VET250, VET302, VET303, VET304, VET305

### **VET307 Introduction to Research in Veterinary Technology** **(1 credit)**

This course will prepare the student for finding accurate scientific data and will prepare them for writing their capstone project at the end of the program. Critical thinking and evidence-based research will be highlighted using current biological issues of importance to society as the vehicle through which learning will occur. Issues may include, but are not limited to, methods of science, ethical issues in science, biological impact of environmental change, genes and genomes, biodiversity and evolution, populations, ecology and conservation of species and natural habitats, sociobiology, reproductive strategies, and the biological basis of cancer, AIDS, and other diseases.

### **VET402 Veterinary Emergency and Critical Care** **(3 credits)**

In this course, students will take an in-depth look at emergency cases presented in both after-hours emergency practices, as well as in daytime practices. Critical care fundamentals and techniques will be discussed. Specific types of animal emergencies will also be looked at in detail. Prerequisites: VET302, VET304, VET305, VET306

### **VET403 Advanced Animal Anesthesia and Surgical Nursing** **(3 credits)**

This course integrates surgical anesthesia fundamentals and techniques that allow for humane surgery to be performed on all animal species. A major topic to be discussed is the role of veterinary anesthesia and surgical nursing in working closely with a veterinary surgeon. Other topics to be covered include effective anesthesia protocols for a variety of cases, use of advanced medical and surgical nursing skills preoperatively, as well as peri- and post- operatively, and advanced monitoring techniques. VET302, VET304, VET306

### **VET450 Veterinary Technology Capstone** **(4 credits)**

This course gives the student the opportunity to explore a Veterinary Technician Specialist (VTS) career pathway or a Certified Veterinary Practice Manager career after graduation from the program. Information learned throughout this program will assist the student in developing this capstone project. Prerequisites: VET250, VET302, VET303, VET304, VET305, VET306, VET307, VET402, VET403

# Ownership, Governance, Administration, and Faculty

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B.S. HRM  
A.A.S. - Certified Medical Administrative Assistant  
- Certified Clinical Medical Assistant  
- Certified Billing and Coding Specialist  
- Certified Electronic Health Records Specialist  
- Advanced Certified Patient Account Representative  
- Certified Financial Counselor  
- Certified BSL AED First Aide Instructor

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Diploma, Surgical Technology  
BS, HealthCare Administration, Colorado Tech University  
MS, Health and Human Counseling, Liberty University

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Diploma, Optician, Penn Foster Career School  
AS, Medical Assistant, South University  
BS, HealthCare Management, South University

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MS, Occupational Therapy, Northeastern State University

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BA, General Studies, Dakota State University  
MS, Health Information Management, The College of Scholastica

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A.A., Administrative Healthcare, University of Phoenix  
Certified Medical Assistant

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### **Gloria Okereke**

A.S., Nursing, Columbia College; B.A., Biology, Columbia College; B.S., Nursing, Nebraska Wesleyan University; M.A., Public Health, Walden University; Certified Case Manager – Commission for Case Management Certification; Certified Health Education Specialist – National Commission on Health Education Credentialing

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B.S., Business Administration, Murray State Jr. College; M.A., Public Administration in Public Health, Platt College

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**Nicolle Polites**

A.S., Pharmacy Technician, Sanford Brown Institute; State CPhT

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Diploma, Medical Technician Assistant, Florida Technical College; Diploma, Phlebotomy, American Vocational Academy; CMA; CPT.

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M.S., Information Systems, Marywood University

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OCA Certification for Vocational Instruction, Carpentry Certification, Home Inspection Certification

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### **Erica Getts**

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A.A. Mathematics, Georgia Perimeter College

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William J. Scannella  
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Assoc Science Electrical Trades St.  
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Assoc Science Air Conditioning and  
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