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This catalog outlines the current curriculum and requirements of Penn Commercial Business/Technical School also referred to as “Penn Commercial” in this publication. It may be periodically updated, reflecting changes that allow Penn Commercial to fulfill its mission and program objectives. Penn Commercial reserves the right to change any provisions, offerings, or requirements at any time within the student’s term of study without prior notice. Such changes will not conflict with those areas specifically governed by and state and federal regulations. Penn Commercial also reserves the right to make changes in administration, faculty, or any other school policy or activity without prior notice. Penn Commercial reserves the right to increase tuition and fees with 60 days written notice.

In order to continually provide current information, this catalog may be amended by inserts identified as “Addendum to the 2018 School Catalog.” Such addenda are intended and are to be regarded as an integral part of this catalog.

#### **STATEMENT OF NONDISCRIMINATION**

Penn Commercial Business/Technical School is committed to a policy of non-discrimination in compliance with federal and state regulations. This policy is enforced in our educational programs and in our school activities, which are available to all people, without regard to sex, marital status, physical disability, race, creed, or national origin.

#### **STATEMENT OF LEGAL CONTROL**

Penn Commercial Business/Technical School is a private institution of higher education in the form of a business corporation. Penn Commercial, Inc. is the corporation name registered with the Commonwealth of Pennsylvania Department of State Corporation Bureau. The Corporate Officer is the President, Robert Bazant; Vice President, Thomas B. Albert; and Secretary, Ryan Bazant.

#### **STATEMENT OF INSTITUTION NAME(S)**

Penn Commercial Business/Technical School is the primary school name approved and recognized by the Pennsylvania Department of Education and accrediting bureaus. Common primary name abbreviations include:

- Penn Commercial
- PC
- PCBTS

#### **STATEMENT ON POLICY CHANGES**

Penn Commercial reserves the right to change regulations, policies, fees, academic calendars, and/or to revise curricula as deemed necessary, provided that any such change is within the terms and conditions of the enrollment agreement between the school and the student and does not create an undue disruption to the student’s course of study.

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## MESSAGE FROM THE PRESIDENT

The faculty and staff join me in extending a warm welcome to Penn Commercial. We are excited that you have chosen Penn Commercial as the place to further your career education. Whether you are just beginning or continuing your studies here, our goal is for you to succeed in a career-oriented program of study that will culminate in a satisfactory career.



Every time I walk through the front doors of Penn Commercial, I feel a sense of pride. I walk through the halls and see a facility built to fulfill the needs of our community. I see a seasoned, talented faculty with a wealth of knowledge and expertise in their fields. I see a staff that knows the meaning of customer service. I walk into our labs and classrooms and see our students engaged in hands-on, real-life projects taking such pride in their accomplishments. It is amazing to see the transformation of a student from orientation to graduation. The best feeling is to shake hands with a graduate whose future is bright and possibilities endless.

Penn Commercial is celebrating its 90 year anniversary. I have had the privilege of being here for over 30 of those years. The program offerings have changes but Penn Commercial's commitment to excellence in education and providing our students with the ability to secure gainful, family sustaining employment has not.

Come visit us! We take pride in giving tours of our school. Penn Commercial has 15 programs in Business, Technology & Trades, Medical, and Spa & Salon. Penn Commercial programs have a hands-on approach with fully operational labs for each program including our:

- ✓ Toni&Guy Hairdressing Academy
- ✓ Esthetics Lab
- ✓ Newly renovated HVAC lab with equipment provided by Lennox
- ✓ Welding Shop
- ✓ PLC Lab
- ✓ Residential and Commercial Wiring Labs
- ✓ Commercial Driver's License vehicles
- ✓ Practical Nursing Skills Lab
- ✓ Medical Assistant Lab
- ✓ CAD 3-D Printing Lab
- ✓ Information Technology Servers Room

We are also in the process of constructing our new Alternative Energy Lab.

I am proud of Penn Commercial and everything we have accomplished. It is an honor to work with such dedicated people. It gives me pride to assist in changing the lives of students and contributing to their success.

*Robert S. Bazant*

Robert S. Bazant  
President

## HISTORY OF PENN COMMERCIAL

Penn Commercial Business/Technical School began as a business school in Washington, Pennsylvania in June 1929. Over its more than 90 years of existence, Penn Commercial has provided quality educational programs to the job-seeking community members. Since founded in 1929 and incorporated in the Commonwealth of Pennsylvania in 1979, Penn Commercial has expanded and broadened its programs and facilities to meet the ever-changing requirements and needs of students and businesses alike.

In response to the evolving need for skilled workers, the Washington Institute of Technology was founded and licensed by the Pennsylvania Department of Education, Private Licensed Trade Schools Board in 1969, beginning its first class with three electronics students. For more than 20 years, the Washington Institute of Technology provided quality training in the electronics; drafting; and heating, ventilation, and air conditioning fields. In 1991, the Washington Institute of Technology merged with Penn Commercial to become one entity.

After growing enrollment and the desire to continue to contribute to the educational growth of the community, Penn Commercial purchased a building located in the Oak Spring Plaza in Washington, Pennsylvania in May 2001. The school immediately began renovations on the 63,000 square feet the school would occupy. The new Penn Commercial opened its doors to students in September 2001 and was officially introduced into the community with a ribbon cutting ceremony on October 24, 2001.

In spite of continuing changes in the business, medical and technical fields, Penn Commercial's commitment to provide quality education to its students remains the same. Penn Commercial's curriculum helps students develop their individual potential, discover their strengths, and prepare themselves for lives that are both personally and professionally satisfying. With this mission in mind, Penn Commercial moves confidently into the future.

#### **MISSION STATEMENT**

Penn Commercial's mission is to provide the best available instruction for individual needs in the shortest time possible and at the lowest practical cost. Our training is aimed at men and women who desire to prepare themselves for careers as well as those who desire to reenter the job market. Our educational philosophy recognizes the need for students to develop a foundation of related skills that will make them adaptable to an ever-changing job market and provide support for our students in achieving their career goals. We strive to provide quality programs that will prepare our students for the best available careers. We continuously study and evaluate student outcomes and institutional goal achievements and use these to improve our efforts for our students, staff, employers and the community.

#### **INSTITUTIONAL GOAL AND SUPPORTING OBJECTIVES**

Penn Commercial's primary goal is to be the post-secondary institution of choice for students in our geographical area wishing to pursue their degree or enhance job skills in areas of business, medical, technical and trade, and spa and salon.

##### ***Supporting Objectives***

- Revise, enhance, and continually improve educational programs and instruction to meet the needs of students, transfer institutions, business and industry, and service area communities.
- Expand access and increase institution enrollment and participation through innovative outreach activities, technology, and collaborative partnerships.
- Improve student retention and goal attainment by building a supportive learning environment, increasing student engagement and improving completion and graduation rates.
- Provide high quality facilities, technology, and equipment that accommodate anticipated growth, enhance student learning, and support the institutions programs and services.
- Strengthen commitment in excellence between career services, employers, and public interest groups through graduate and employer satisfaction and produce quality employees to meet the demands of the local workforce.
- Strengthen commitment to excellence through employee satisfaction, professional development, recognition and a quality work environment.
- Support the regions efforts to build and sustain communities by providing accessible and responsive workforce education programs.
- Secure sufficient resources to support the institutions mission, focusing on continued growth while maximizing fiscal effectiveness.
- Strengthen and refine institution processes that enhance quality, demonstrate effectiveness, and ensure education accountability to meet the public demand.

#### **ACCREDITATION**

Penn Commercial is accredited by the Accrediting Commission of Career Schools and Colleges to award Diplomas, Associate in Specialized Business Degrees and Associate in Specialized Technical Degrees. ACCSC is a national accrediting agencies recognized by the United States Department of Education. This recognition of institutional accreditation by ACCSC entitles Penn Commercial to offer Title IV Financial Assistance to students who qualify.

**THE ACCREDITING COMMISSION OF CAREER SCHOOLS AND  
COLLEGES  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
703-247-4212  
Fax 703-247-4533**

#### **APPROVALS**

Penn Commercial is approved, certified, and/or recognized by the following agencies/funding sources:

- Licensed by the Board of Private Licensed Schools
- Authorized by the Pennsylvania Department of Education to issue Diplomas, Associate in Specialized Business Degrees, and Associate in Specialized Technology Degrees

- Pennsylvania State Board of Cosmetology
- Pennsylvania State Board of Nursing
- Incorporated in the Commonwealth of Pennsylvania
- Approved for the training of state rehabilitation students and veterans
- Penn Commercial is an eligible institution under federally insured student loan programs
- Participant in the Federal Pell and PHEAA grant programs

## **MEMBERSHIPS**

Penn Commercial is a member of the following organizations:

- Air Conditioning Contractors of America
- Accrediting Commission of Career Schools and Colleges (ACCSC)
- American Association of Cosmetology Schools
- American Welding Society
- Association of Private Sector Colleges and Universities (APSCU)
- Council for Higher Education Accreditation (CHEA)
- Marcellus Shale Chamber of Commerce
- National Association for Health Professionals (NAHP)
- National Association for Practical Nurse Education and Service
- National Association of College Auxiliary Services
- National Association of Student Financial Aid Administrators
- National Center for Competency Testing (NCCT)
- Pennsylvania Association of Practical Nursing Administrators (PAPNA)
- Pennsylvania Association of Private School Administrators (PAPSA)
- Pennsylvania Independent Oil and Gas Association
- Southpointe Chamber of Commerce
- Southwest Corner Workforce Investment Board
- The Professional Nurse Educators Group
- Washington County Chamber of Commerce
- Waynesburg Area Chamber of Commerce
- West Virginia Council for Community and Technical Colleges
- Wheeling Area Chamber of Commerce

## **SCHOOL FACILITIES**

Penn Commercial is located at 242 Oak Spring Road in the Oak Spring Plaza, Washington, Pennsylvania 15301. Rooms are heated in the winter and air conditioned in the summer. Fire and safety inspections are provided routinely as required by state and local governments. Business and technology equipment used in the classrooms is constantly being upgraded to ensure that students are exposed to, and trained on, equipment used in modern day environments. Classrooms can accommodate up to 40 students, with computer labs generally held to a maximum of 24 students. The Practical Nursing and Medical programs labs hold 25 students, Welding labs hold 24 students, Electrician lab holds 30 students, Networking lab holds 10 students, HVAC labs hold 25 students, Cosmetology lab holds 42 students, and CADD lab holds 20 students.

Penn Commercial learning site is located at 230 Oak Spring Road in the Oak Spring Plaza, Washington, Pennsylvania 15301. It houses the cosmetology clinic.

## **CDL REMOTE SITE**

A remote site for the Commercial Driver's License program is located at 301 Oak Spring Road, Washington, PA and is located across the road from Penn Commercial Business/Technical School location. It consists of 2.11 acres, 29,000 square feet and houses a trailer and a lavatory facility for students.

## **EQUIPMENT**

CADD—computers, printers, specialized software, 3D scanner, 3D printer. Cosmetology—64 stations, hair dryers, shampoo basins, facial chairs, styling stations, four manicure stations, two pedicure stations. Electrician—PLC units, complete work stations. HVAC—heat pumps, condensers, roof top unit, oil heaters, boilers, hot water heaters, electric furnace, refrigerators, ice machines, walk-in coolers. Medical—autoclave, scales with height, infant scale, audiometer, ECG machine, Afinion A1c Machine, Sofia Flu testing machine, Pt/INR machine, hemopoint, hemocue, microscopes, centrifuges, Phlebotomy chairs, skeleton, mannequin. Nursing—mannequins, infant mannequins, hospital beds, bedside tables, IV stands, integrated wall system, folding walkers, wheel chair, oxygen tanks/portable oxygen tank, oxygen portable system, medication cart, procedure cart, infant scale, physician scale, adult injectable training arm, intramuscular injection simulator, EKG machine/electrodes, organ models, blood draw chairs, stainless steel carts, microscopes, audiometer (hearing). Welding—

TIG, power waves, MIG, berulers, grinders. Commercial Driver's License – 2 commercial Class "A" vehicle and 2 trailers.

**BUSINESS HOURS AND HOLIDAYS**

Penn Commercial's business hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. However, the Admissions Office is open until 7:00 p.m. Monday through Thursday and 9:00 a.m. to 1:00 p.m. on Saturdays. Holidays observed are determined by school schedules and include: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

# SCHOOL CALENDAR • 2018-2021

|   |   |
|---|---|
| <b>2018</b><br><b>FALL QUARTER</b><br>Fall Quarter Begins .....October 1<br>Thanksgiving Holiday.....November 22<br>Classes Resume .....November 26<br>Fall Quarter Ends.....December 21<br><b>Holiday Break</b> .....December 24-<br>January 4     | <b>2019</b><br><b>WINTER QUARTER</b><br>Winter Quarter Begins.....January 7<br>Winter Quarter Ends.....March 29                                       |
| <b>2019</b><br><b>SPRING QUARTER</b><br>Spring Quarter Begins.....April 1<br>Memorial Day Holiday.....May 27<br>Spring Quarter Ends.....June 21<br><b>Summer Break</b> .....June 24-July 5  | <b>2019</b><br><b>SUMMER QUARTER</b><br>Summer Quarter Begins.....July 8<br>Labor Day Holiday.....September 2<br>Summer Quarter Ends.....September 27 |
| <b>2019</b><br><b>FALL QUARTER</b><br>Fall Quarter Begins.....September 30<br>Thanksgiving Holiday.....November 28<br>Classes Resume.....December 2<br>Fall Quarter Ends.....December 20<br><b>Holiday Break</b> .....December 23-<br>January 3     | <b>2020</b><br><b>WINTER QUARTER</b><br>Winter Quarter Begins.....January 6<br>Winter Quarter Ends.....March 27                                       |
| <b>2020</b><br><b>SPRING QUARTER</b><br>Spring Quarter Begins.....March 30<br>Memorial Day Holiday.....May 25<br>Spring Quarter Ends.....June 19<br><b>Summer Break</b> .....June 22-July 3   | <b>2020</b><br><b>SUMMER QUARTER</b><br>Summer Quarter Begins.....July 6<br>Labor Day Holiday.....September 7<br>Summer Quarter Ends.....September 25 |
| <b>2020</b><br><b>FALL QUARTER</b><br>Fall Quarter Begins.....September 28<br>Thanksgiving Holiday.....November 26-27<br>Classes Resume.....November 30<br>Fall Quarter Ends.....December 18<br><b>Holiday Break</b> .....December 21-<br>January 1 | <b>2021</b><br><b>WINTER QUARTER</b><br>Winter Quarter Begins.....January 4<br>Winter Quarter Ends.....March 26                                       |

**SCHOOL CALENDAR SUBJECT TO CHANGE**

*Students will be properly notified of any changes.*



## ADMINISTRATION AND STAFF

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### ADMINISTRATION

*Robert Bazant, President/Owner*

*Marianne Albert, Vice President of Operations*

*Patricia DeConcilis, Director of Education*

*Anita Rossell, Director of Academic Affairs*

*Melissa Papson, Director of Reports and Statistics*

*Jayme Tuite, Director of Financial Aid*

*Ashley Subacic, Director of Career Services*

*Kristine Gorby, Director of Student Services*

*Sandy Phillips, Director of Practical Nursing*

*Rick Szymanski, Director of Marketing*

### FINANCIAL AID

*Jayme Tuite, Director of Financial Aid*

*Ryan Bazant, Financial Aid Officer*

*Derrick Hermann, Financial Aid Officer*

### COORDINATORS

*Natalie McAnallen, LRC Coordinator*

*Ellen Deutsch, Library Coordinator*

### ADMINISTRATIVE SUPPORT

*Kylie Brooks, TONI&GUY Customer Service Specialist*

*Candace Kramarz, Practical Nursing Administrative Assistant*

### BUSINESS OFFICE

*Barb Kennedy, Assistant to the President*

*Tammy Miller, Human Resource Administrator*

*Debra Lukes, Bookstore/Inventory Coordinator*

*Kelsey Willhoft, Administrative Staff Support/Record Keeping*

### INFORMATION TECHNOLOGY

*Stephen Koppes, Network Administrator*

*Eric Ullom, Assistant Network Administrator*

*Elmer Jackson, Assistant Network Administrator*

### ADMISSIONS

*Ron Zubaty, Assistant Director of Admissions*

*Dean Bergstedt, H.S. Admissions Representative*

*Michael Berry, Admissions Representative*

*Trenae Caruso, CDL Admission Representative*

### CAREER SERVICES

*Ashley Subacic, Director of Career Services*

### LEAD INSTRUCTORS/SUPERVISORS

*Wesley Briant, CADD Lead Instructor*

*Neil Cooper, Electrician Lead Instructor*

*Ellen Deutsch-Dean, Business Office Administration Lead Instructor*

*Stephen Koppes, Networking Lead Instructor*

*MacKenzie Miller, Toni & Guy Director of Education/Supervisor*

*Natalie McAnallen, Medical Assistant and Pharmacy Technician Lead Instructor*

*Denise Musolino, Medical Office Administration and Medical Billing and Coding Lead Instructor*

*Edward Yesenchak, HVAC Lead Instructor*

*Renee Eckert, Practical Nursing Assistant Director*

## FACULTY

---

**Deborah Atkins, MSN** / Practical Nursing Instructor  
M.S.N., Waynesburg University

**Wesley Briant** / CADD Instructor  
A.S.T., Pittsburgh Technical Institute

**Debra Browell** / Nursing Instructor  
M.S.N., West Virginia University  
B.S.N., Waynesburg College  
R.N., Washington Hospital School of Nursing

**RaDonna Burik** / Business Office Administration Instructor  
M.B.A., Waynesburg University  
B.A., Chatham College

**Ludmilla Caro** / Practical Nursing Instructor  
A.S.N., Community College of Allegheny County  
B.S. California University of PA

**Neil Cooper** / Electrician Instructor  
Department of Environmental Services

**Ben Crawford** / CDL Instructor  
Licensed Commercial Driver - Class A

**Jeanine Cumer**/Cosmetology Instructor  
Diploma, South Hills Beauty Academy  
Licensed Cosmetology Teacher

**Ellen Deutsch-Dean** / Business Instructor  
B.S., Slippery Rock University

**Renee Eckert, RN, MSN** / Practical Nursing Instructor  
M.S.N., Waynesburg University  
B.S.N., Wheeling Jesuit University

**Charles "Gene" Everly**/ Welding Instructor  
A.S.T., Penn Commercial Business/Technical School

**Jill Fabic** / Business Office Assistant Instructor  
B.S., California University of Pennsylvania

**Barbara Girod, BSN, MBA** / Practical Nursing Instructor  
B.S.N, Waynesburg University  
M.B.A, Penn State University

**Edyth "Maria" Griffy** / Cosmetology Instructor  
Diploma, Pittsburgh Beauty Academy  
Licensed Cosmetology Teacher

**Kristine Gorby** / Psychology Instructor  
M.Ed, California University of Pennsylvania  
B.A., St. Vincent College

**Bethany Homer** / Cosmetology Instructor  
Diploma, Bella Capelli Academy  
Licensed Cosmetology Teacher

**Heather Hughes** / Cosmetology Instructor  
Diploma, South Hills Beauty Academy  
Licensed Cosmetology Teacher

**Jeffrey Hummell** / Electrician Instructor  
B.S., California University of PA

**Elmer Jackson** / CADD Instructor  
A.S.T., Penn Commercial Business/Technical School

**Gerry Kosco** / Electrician Instructor  
A.S.T., Penn Commercial Business/Technical School  
Diploma, Fayette Institute of Technology

**Kelly Koziel**/ Cosmetology Instructor  
Diploma, Empire Beauty School  
Licensed Cosmetology Teacher

**Stacey Liddle** / Practical Nursing Instructor  
A.S.N., Community College of Allegheny County  
B.S.N., California University of Pennsylvania  
M.S.N., California University of Pennsylvania

**Mark Mangficio** / HVAC-R Instructor  
B.A., Penn State University  
A.A.S., Westmoreland Community College

**Natalie McAnallen** / Medical Instructor  
A.S.B., Penn Commercial Business/Technical School  
CMA(AAMA), NRCMA, NRCPT

**Kirk McCartney** / CADD Instructor  
A.S.T., Penn Commercial Business/Technical School

**Jodi McConnell** / Cosmetology Instructor  
Diploma, Uniontown Beauty Academy  
Licensed Cosmetology Teacher

**Gerald McDiffitt** / CDL Instructor  
Licensed Commercial Driver - Class A

**Richonna Milliken** / Practical Nursing Instructor  
A.S.N Fairmont State University

**Mackenzie Miller** / Cosmetology Supervisor  
Diploma, South Hills Beauty Academy  
Licensed Cosmetology Teacher

**Richard Moore** / Practical Nursing Instructor  
B.S.N, Waynesburg University

**Denise Musolino** / Medical Instructor  
B.S., Waynesburg University  
Diploma, National Career School  
NRCMA

## FACULTY

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***Sandy Phillips, RN*** / Nursing Instructor

M.S., University of St. Francis

B.S., St. Leo College

Diploma, Washington Hospital School of Nursing

***Andrew Popich*** / CDL Instructor

Licensed Commercial Driver – Class A

***William Powers*** / CDL Instructor

Licensed Commercial Driver - Class A

***Anita Rossell*** / General Education Instructor

M.S.Ed, Capella University

B.A., Duquesne University

CMA (AAMA)

***Dana Schorrenbert*** / Welding Instructor

Certified Welding Inspector

Diploma, Hobart Institute of Welding

***Don Smith*** / HVAC-R Instructor

A.S.T., Penn Commercial Business/Technical School

***Jennifer Strennen*** / Math Instructor

B.A., West Virginia University

***Ashley Subasic*** / Professional Development Instructor

M.A., Duquesne University

B.A., Bethany College

***Eric Ullom*** / Information Technology Instructor

A.S.T., Pittsburgh Technical Institute

***Edward Yesenchak*** / HVAC-R Instructor

A.S.T., Penn Commercial Business/Technical School

# ADMISSIONS INFORMATION

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## TIME OF ENTRANCE

Beginning dates for most programs are winter, spring, summer and fall. TONI&GUY program starts monthly. Students are encouraged to submit their application for enrollment at least one month prior to the beginning date to ensure acceptance for designated beginning dates and programs.

## ADMISSION PROCEDURES AND REQUIREMENTS

Penn Commercial welcomes prospective applicants who are seeking education in one of the training programs offered. All applicants must have a valid high school diploma or GED. To apply for admission, applicants should contact an admissions representative at Penn Commercial to request program information and take a tour of the school facilities. Once the applicant has made a decision to apply for admission to Penn Commercial, the applicant must do the following:

- Complete an Application for Admission.
- Each applicant is interviewed by a representative of the admissions department to determine success potential, admissions qualifications, and program readiness.
- Enrollment is defined as the acceptance of a student through the full execution of the enrollment agreement and signed by the accepting school official. Before allowing students to start classes, a student must have all admissions requirements completed including a fully executed enrollment agreement and proof that the student has graduated from High School or obtained a GED which includes copies of High School diploma or transcript or GED transcript.
- A \$35 application fee must accompany the Application for Admission. All students must also pay a \$75 registration fee to be paid no later than orientation. If a student should cancel their registration prior to the commencement of classes, the application and registration fee is refundable if such notice of cancellation of enrollment occurs within a period of five (5) days after signing the enrollment agreement. .
- Each applicant will be administered an entrance performance exam prior to acceptance into any program. A passing score on the Wonderlic requires a 14 for medical assistants and welding applicants. Pharmacy technician applicants take the Wonderlic and a score of 20 is required. Practical nursing applicants take the Wonderlic WBST and are required to have a minimum score of 285 verbal and 281 quantitative. All other programs require a score of 10 on the Wonderlic. Any student not meeting the admissions requirements may be referred to a partnering agency for remediation with their approval.
- All applicants must meet the technical standards for their program of choice.
- All applicants will also meet with the financial aid department to determine grant and loan eligibility and any additional funds available to assist with the cost of tuition.
- All new students must attend orientation.

## ENROLLMENT AGREEMENT PROCESS

The student may sign the enrollment agreement and may be conditionally or provisionally accepted prior to receipt of documentation that all admissions criteria has been met. However, a student is not fully enrolled and may not start classes without all necessary admission's documentation including written proof of a GED or High School Diploma and a fully executed enrollment agreement.

High school seniors who submit an application prior to graduation and who meet all other admissions requirements will be conditionally accepted pending submission of their final transcript following graduation.

Student files that contain all required documentation will be reviewed by the Admission's Support Staff. A comprehensive checklist will be completed to ensure all documents are in the file. The checklist will be reviewed by the Vice President of Operation to guarantee that each file is complete. When the Vice Preside of Operations determines the file is complete, the enrollment agreement is signed and a letter of acceptance is sent to the student along with a copy of his/her fully executed enrollment agreement.

Penn Commercial's policy is to ensure that admission documentation is secured prior to fully executing the enrollment agreement and allowing the student to start class.

## TECHNICAL STANDARDS

All programs offered at Penn Commercial have technical standards that an applicant must meet in order to ensure success in the program and to optimize placement possibilities. Details regarding program specific technical standards are reviewed with each applicant at the time of application and require a signature of understanding.

## ADDITIONAL ADMISSION REQUIREMENTS

In addition to the general admission requirements listed above, some programs have specific admission criteria in order to be accepted into those programs. Students cannot sit in classes until all paperwork has been submitted, approved, and the applicant has been accepted to Penn Commercial. These programs include Medical Assistant, Pharmacy Technician, and Practical Nursing.

## ADMISSIONS INFORMATION

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### ***Medical Assistant and Medical Assisting Requirements***

Students applying for the Medical Assistant or Medical Assisting programs are required to submit a complete health clearance/physical form. Immunization record is due prior to the start of externship. Testing can be performed by a physician/medical clinic of the student's choice and are at the applicant's expense. This form is reviewed by the medical assistant Lead Instructor to determine student's physical capabilities for entrance into program. Any physical or health related issues that might affect admissions will be determined prior to admission on a case by case basis. T-spot, titers and current immunizations are required prior to the start of externship. Testing will be performed during the student's 5<sup>th</sup> quarter, prior to going out on externship, by Arc Laboratories. The cost of the laboratory testing is included in the cost of tuition. All medical assisting students will be required to have the Act 32 (child abuse), Act 33 (criminal history) and Act 114 (FBI) clearances performed at student's expense prior to scheduling student's externship.

In the Commonwealth of Pennsylvania, the medical assistants are not required to be certified for employment. However, Penn Commercial encourages each medical assisting student to sit for the National Medical Assistant Certification Examination after completion of their externship and prior to graduation. The cost of the examination is included in student tuition.

### ***Medical Office Administration and Medical Billing and Coding Requirements***

A complete physical examination, T-spot, titers and current immunizations are required prior to the start of externship. Testing will be performed during the students 5<sup>th</sup> quarter, prior to going out on externship, by Arc Laboratories. This charge is included in the cost of tuition. All medical assisting students will be required to have the Act 32 (child abuse), Act 33 (criminal history) and Act 114 (FBI) clearances performed at student's expense prior to scheduling student's externship.

### ***Pharmacy Technician Requirements***

Students applying for the Pharmacy Technician program are required to submit a complete health clearance/physical form, drug testing, a state criminal background check, and an FBI background clearance. Testing can be performed by a physician/medical clinic of the student's choice and are at the applicant's expense. Immunization record is due prior to the start of externship. Instructions for state and FBI background clearances will be provided by the admissions representative, and associated costs are at the applicant's expense. If an applicant has been convicted, regardless of age, for a felony and/or misdemeanor, they will be denied admission. Additionally, the extern site may be required updated immunizations and titers; this will be at the student's expense prior to scheduling student's externship.

### ***Commercial Driver's License Requirements***

Applicants must possess a current and valid driver's license. Applicants must pass the Pennsylvania Department of Transportation's medical/physical examination required for a commercial driver's license; Applicants must pass the required drug test required by the Pennsylvania Department of Transportation.

The Federal Motor Carrier regulation Section 391.11 states that drivers under the age of 21 are only permitted to drive intrastate. In order to drive between states all drivers must be 21 years of age or older.

### ***Cosmetology Requirements***

Cosmetology applicants with a criminal background are advised that their criminal history will be reviewed by the Pennsylvania Board of Cosmetology prior to their application to sit for their licensing examinations. The Pennsylvania State Board of Cosmetology will determine eligibility to sit for the exam on a case by case basis.

### ***Practical Nursing Requirements***

1. Each applicant will be administered the Wonderlic WBST entrance performance test prior to acceptance. This exam assesses the following areas: math, reading comprehension, vocabulary and general knowledge, grammar, and anatomy and physiology. The minimum score required is 285 verbal and 281 quantitative.
2. Provide three (3) educational or professional letters of reference/recommendation prior to acceptance into the program but may be received no later than week 3 of the first quarter.
3. All applicants must complete 3 background clearances (PA Criminal History, PA Child Abuse Clearance and FBI Fingerprint Background Check) and are at the applicant's expense. Clearances should be received in the Director of Practical Nursing's office prior to acceptance into the program but may be received no later than week 3 of the first quarter in order to remain in the program.

## ADMISSIONS INFORMATION

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4. All applicants arrested and/or convicted of a felony or misdemeanor, regardless of age, will not be admitted into the program. Applicants who have Records but No Conviction are subject to the approval from each clinical facility. Denial of admission at a clinical site would necessitate withdrawal from the program. Applicants who reside out of the state may have additional requirements. These guidelines may change at any time due to the requirements of the clinical facilities.
5. All applicants are required to complete a physical performed by the program physician and this expense will be applied to the student's account. Included in the examination are the required technical standards. All applicants **must** use the Penn Commercial Physical Form. \*
6. All applicants are required to complete and pass a drug screening test. This testing will be completed by the school's provider and the expense will be applied to the student's account. A failed drug screening will prohibit the student from remaining in the program. A student who has a positive drug screen may not apply for admission to the program for one calendar year.
7. All applicants are required to complete immunization titers and Tspot test for tuberculosis. This testing will be completed by the school's provider and the expense will be applied to the student's account. Any subsequent vaccinations or required chest x-ray must be completed by the school's provider and the expense will be applied to the student's account. \*
8. All required immunizations deemed necessary by the titers and all other required documents must be the applicant/student's file by the end of week 4 in order to continue in the program and be eligible for clinic. During the time period September thru April, students are required to receive the Flu vaccine in order to attend clinical rotations.

**\*Students have the option for their physical examination and immunization titers to be completed under their personal insurance plan and physician, however ALL DOCUMENTS must be submitted and approved the day before orientation or the student will default to the Penn Commercial screening.**

Penn Commercial's Practical Nursing program will ensure equitable consideration of all applicants, assist the applicant in determining if this is the right field for him/her, and ensure the best possible chance of success for each student selected to enter the program.

All documents submitted will be given to the Practical Nursing Director and department for review. A student who wishes to transfer from another school will be required to complete and pass with a 77% a final exam in the content area for which the student is seeking credit. The only courses that may be accepted for transfer credit are: Anatomy and Physiology and Human Growth and Development. Clinical skills may be evaluated as well.

### ORIENTATION FOR NEW AND RETURNING STUDENTS

New students and students who are returning to Penn Commercial after an absence of at least one year are required to attend an orientation. The purpose of the orientation is to familiarize new students with the school, its policies and procedures, and other issues of importance to the students general welfare while attending classes at Penn Commercial.

### INDIVIDUAL CLASS ENROLLMENT

Occasionally individuals want to take single courses at Penn Commercial without seeking admission into a degree or diploma program. Such students may enroll for individual classes, providing that they hold a high school diploma or GED. Students not enrolled in a program but who are enrolled in individual classes cannot exceed two classes per quarter; the only exception to this is students who are referred for individual classes by an employer. Re-enrollment in individual classes may be denied if the student's GPA falls below 2.0. Students who enroll in individual classes may only take 100-level courses. If a student taking individual classes wishes to apply for a degree or diploma program, a maximum of three individual courses taken may be applied toward a Penn Commercial degree or diploma. Students taking individual classes are not eligible for any form of financial aid assistance. They must comply with all policies and procedures contained in this Course Catalog. Tuition charges for individual classes are based on total credits and are listed in the Financial Aid section of this catalog. Students enrolled in individual classes will be responsible for purchasing books and supplies that are required for their scheduled classes.

### READMISSION PROCEDURE

Any student who has left Penn Commercial and would like to return to complete a program must meet with their admission representative to begin the reentry process. The student's academic status will be evaluated before the student will be considered for re-entry and may be required to meet with the Director of Student Services to determine whether reentry is a feasible plan. Students who are readmitted will be required to sign a new enrollment agreement, meet with financial aid, and will be charged tuition consistent with the existing published rate.

## ADMISSIONS INFORMATION

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### GRADUATES RETURNING FOR ANOTHER PROGRAM

In the event that a graduate returns to enroll in a new program at Penn Commercial, he/she will be required to do one of the following:

- If the student is returning within one year of the original graduation date, the student will be required to audit Professional Development II.
- If the student is returning and it has been more than one year but less than five years of the original graduation date, the student will be required to audit Professional Development I and Professional Development II.
- If the student is returning and it has been more than five years of the original graduation date, the student must follow the “Transfer of Credit to Penn Commercial” policy.

Students are not required to pay for tuition costs associated with class audits, however, will be required to purchase the required text books and/or supplies.

### ADDITIONAL REQUIREMENTS FOR EXTERNSHIP PLACEMENT

Companies that accept our students for externship placement may conduct a variety of background checks. Applicants with a record that includes felonies and/or misdemeanors may not be accepted by these companies for externship placement. Additionally, some companies may require candidates to submit to drug testing. Some certification, registry or licensing agencies may have similar restrictions. Students are responsible for any and all costs associated with any requested background check and/or drug testing.

Final decisions regarding externship placement are solely with the outside company and are outside the control of Penn Commercial. Applicants who have questions regarding how these issues may affect their externship placement and/or future employment should discuss this matter with the Director of Career Services prior to enrollment.

### EVENING PROGRAMS

We understand that many students must work during the day, so we make it easier for you to obtain an education. Work and education are a powerful combination and partnership that Penn Commercial understands and encourages. Classes are scheduled between the hours of 5:30 p.m. and 10:00 p.m. Monday through Thursday, and potentially Saturday mornings. Please note that an evening course may be cancelled due to lack of enrollment and evening students will be required to complete externship hours during normal business hours.

## FINANCIAL AID INFORMATION

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### FINANCIAL ASSISTANCE

Penn Commercial participates in a variety of financial aid programs. Students must meet the eligibility requirements of these programs in order to participate. ***Financial aid is available for those who qualify.*** It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on a quarterly or payment period basis; therefore, depending on the length of the program it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the financial aid department.

### FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) VERIFICATION

Any student whose application is selected for verification must provide the requested documentation to the Financial Aid Office within 30 days of notification. Payment of financial aid funds may be delayed if the following information is not submitted in a timely fashion:

- Signed copy of parent's Federal Income Tax Return (1040, 1040A, etc.) and W-2's
- Signed copy of student's Federal Income Tax Return (1040, 1040A, etc.) and W-2's
- Documentation of untaxed income (Social Security Benefits, Welfare, Child Support, etc.)
- Verification Worksheet indicating household size (form provided by the financial aid office)
- Other documentation specified by the Financial Aid Office

This documentation will be used to compare what was submitted on the FAFSA. If you have any questions about this policy, please see the Financial Aid Department. The FAFSA website is [www.fafsa.ed.gov](http://www.fafsa.ed.gov). ***Penn Commercial's school code is 00490200.***

### FINANCIAL AID PROGRAMS

The following is a list of federal and state financial assistance programs available to Penn Commercial students, if you qualify:

- |  |   |
|--|---|
| • Federal Pell Grant                             | • Employer Reimbursement                      |
| • Federal Direct Stafford/Ford Loan              | • Agency Funding                              |
| • Federal Direct Unsubsidized Stafford/Ford Loan | • Scholarships                                |
| • Federal Direct PLUS Loan                       | • PHEAA State Grant                           |
| • Federal Work Study                             | • PA Targeted Industry Program (PA-TIP) Grant |
| • Private Loans                                  | • Federal Supplemental Education Opp. Grant   |
| • Institutional Payment Plans                    | • Veterans Benefits                           |



## FINANCIAL AID INFORMATION

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### VETERANS ASSISTANCE

Veterans eligible for training under the Veterans Education Assistance Act are entitled to allowances while attending certain approved programs of study at Penn Commercial. Veterans interested in training under this act should contact their local VA office.

#### ***Make-Up Work***

Make-up work is not permitted for the purpose of receiving Veterans Administration training allowances.

#### ***Advanced Standing***

Advanced standing will be allowed to veterans who have completed work at other accredited institutions provided an official transcript of the work completed can be secured. When the transcript is received, the work will be evaluated, and if the subjects completed correspond with the course content for which the veteran is enrolled, credit will be granted. If the veteran is incapable of handling work in said subjects, advanced standing will be withdrawn.

#### ***Tardiness***

All students not physically present at the start of their scheduled class period will be considered tardy. Each occurrence accumulates and is included in total absenteeism reporting. Excessive tardiness may be cause for discontinuation of Veterans Educational Assistance Allowance.

#### ***Class Cuts***

Class cuts are not permitted and will be recorded as absences.

### VETERANS BENEFITS AND TRANSITION ACT OF 2018

A Covered Individual is any individual who is entitled to education assistance under chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill benefits.

- Any covered individual is permitted to attend or participate in the course of education during the period beginning on the date on which the individual provides to Penn Commercial a certificate of eligibility for entitlement to education assistance under chapter 31 or 33. Penn Commercial will also accept the "Statement of Benefits" obtained from the Department of Veterans Affairs website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes and ending on the earlier of the following dates:
  - o The date on which payment from VA is made to the institution
  - o 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.
- Penn Commercial will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from VA under chapter 31 or 33.

### TUITION REFUND POLICY

The school recognizes that conditions arise which cause change in plans, and under such circumstances provisions for cancellation should be made. An application for enrollment may be cancelled at any time before the commencement of classes. Refund of monies paid will be made within 30 days of cancellation in accordance with the following guidelines:

- A refund of all monies, including registration and application fees paid to the school or its representatives will be made if the student is not accepted for training.
- A refund of all monies, including registration and application fees paid to the school or its representatives will be made if such notice of cancellation of enrollment occurs within a period of five (5) days after signing the enrollment agreement.
- A request for cancellation which is not made in writing shall be confirmed in writing by the student within an additional period of five (5) calendar days. The school may retain all of the fee after 5 calendar days or after 10 calendar days absent written confirmation, where required.

After commencement of classes, the following refund policy will be used:

\*Quarter calculations are based on the last date attended.

\*Other payment period calculations are based on the scheduled hours through the last date attended.

- For a student withdrawing from or discontinuing the program during the first 7 calendar days of the quarter, or other payment period, the school will refund at least 75% of the tuition for the quarter or payment period.
- For a student withdrawing from or discontinuing the program after the first 7 calendar days, but within the first 25% of the

## FINANCIAL AID INFORMATION

- quarter or other payment period, the school will refund at least 55% of the tuition for the quarter or payment period.
- For a student withdrawing or discontinuing after 25% but within 50% of the quarter or other payment period, the school will refund at least 30% of the tuition for the quarter or payment period.
- For a student withdrawing from or discontinuing the program after 50% of the quarter or other payment period, the student will receive no refund.

In the event any other refund policy more beneficial to the student is mandated (state, federal, or otherwise), that refund policy will apply. For refund computation, a term is the payment period established by Federal Title IV Regulations. Refunds shall be made within 30 calendar days of the date the student leaves.

### RETURN OF TITLE IV FUNDS

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The Federal Title IV financial aid programs must be recalculated in these situations. If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term. When a student withdraws or is dismissed from Penn Commercial, his or her official date of separation from the school is determined to be the last date of attendance (LDA), that is, the last date on which he or she attended a class. The LDA is used in calculating applicable refunds, and may determine the extent of the student's financial obligation to Penn Commercial.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution. If a student earned more aid than was disbursed to him/her, the institution would owe the student a post- withdrawal disbursement which must be paid within 120 days of the student's withdrawal. Refunds are allocated in the following order:

- Federal Direct Unsubsidized Stafford/Ford Loan
- Federal Direct Stafford/Ford Loan
- Federal Direct PLUS Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant

### OUTSIDE AGENCY FUNDING

#### ***Office of Vocational Rehabilitation (OVR)***

As a customer of OVR, students are expected to comply with the following requirements while attending a training program:

- OVR students are required to maintain a course load of at least 12 credits per quarter in order to be considered a full-time student.
- OVR students are expected to graduate in the prescribed period of time for your program unless there are extenuating circumstances based on the nature of the disability. If an OVR student has such concern he/she must discuss with the OVR counselor as soon as possible.
- OVR students must contact their OVR counselor if they plan to drop, repeat, or add a course. OVR will not pay for repeated coursework.
- Financial assistance (where applicable) is also based upon the OVR student to maintain at least a "C" cumulative Grade Point Average (GPA) (2.00 based on a 4.00 grading system). Depending upon the specific training program, a higher GPA may be required by the academic institution.

#### ***Veterans Benefit***

## FINANCIAL AID INFORMATION

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A student qualifies for VA benefits during a period of academic probation.

### ***Trade Readjustment Act***

A student qualifies for TRA benefits during one period of academic probation.

### ***Other Aid***

Any financial aid will be administered in accordance with the regulations for that particular aid program. Once a student is removed from academic probation, his/her financial aid will be reinstated.

### **CONVICTIONS DURING ENROLLMENT**

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to become ineligible for further federal financial aid and repay federal financial aid received immediately. Students may be eligible for future financial aid after completing a court mandated rehabilitation program. Documentation is required.

## TUITION AND FEES

### TUITION AND FEES SCHEDULE • 2018 - 2019

The following schedule of tuition and fees is effective for all students for the 2018 - 2019 academic year.

| PROGRAM                               | AWARD       | PROGRAM LENGTH | QUARTER CREDITS/HOURS | PROGRAM TUITION | BOOKS AND FEES | PROGRAM TOTAL |
|---------------------------------------|-------------|----------------|-----------------------|-----------------|----------------|---------------|
| Business Office Administration        | ASB         | 18 months      | 103.0 credits         | \$22,351.00     | \$4,651.00     | \$27,002.00   |
| Commercial Driver's License           | Certificate | 6 weeks        | 13.0 credits          | \$ 6,795.00     | \$ 100.00      | \$ 6,895.00   |
| Computer Aided Drafting and Design    | AST         | 18 months      | 110.5 credits         | \$23,978.50     | \$5,594.00     | \$29,572.50   |
| Cosmetology                           | Diploma     | 9 months       | 1250 hours            | \$15,425.00     | \$4,221.00     | \$19,646.00   |
| Electrician                           | Diploma     | 9 months       | 59.0 credits          | \$12,213.00     | \$4,340.00     | \$16,553.00   |
| Electrician Evening                   | Diploma     | 15 months      | 59.0 credits          | \$12,213.00     | \$4,640.00     | \$16,853.00   |
| Esthetics                             | Diploma     | 3 months       | 400 hours             | \$ 3,500.00     | \$1,861.00     | \$ 5,361.00   |
| HVAC-R                                | AST         | 18 months      | 106.0 credits         | \$20,246.00     | \$5,705.00     | \$25,951.00   |
| Medical Assistant                     | ASB         | 18 months      | 107.0 credits         | \$23,219.00     | \$7,946.00     | \$31,165.00   |
| Medical Assisting                     | Diploma     | 12 months      | 67 credits            | \$14,539.00     | \$5,061.00     | \$19,600.00   |
| Medical Billing and Coding Specialist | Diploma     | 12 months      | 69.0 credits          | \$13,869.00     | \$5806.00      | \$19,675.00   |
| Medical Office Administration         | ASB         | 18 months      | 101.0 Credits         | \$21,917.00     | \$7,271.00     | \$29,188.00   |
| Information Technology and Security   | ASB         | 18 months      | 106.0 credits         | \$23,002.00     | \$6,211.00     | \$29,213.00   |
| Pharmacy Technician                   | Diploma     | 15 months      | 82.0 credits          | \$16,974.00     | \$3,493.00     | \$20,467.00   |
| Practical Nursing                     | Diploma     | 12 months      | 1500 hours            | \$19,650.00     | \$4,905.00     | \$24,555.00   |
| Welding Technology                    | Diploma     | 12 months      | 78 credits            | \$16,926.00     | \$6,365.00     | \$23,291.00   |

Because of the many changes that may occur, in both business and education, it is impossible to guarantee long-standing tuition, text book/supplies and fee charges. Penn Commercial, therefore, reserves the right to modify tuition and/or other fees upon 60 days of written notice. It is the responsibility of the student to remain apprised of the status of his or her account. Students who satisfy full time attendance of three quarters are designated grade level two for grant and loan purposes. Full time attendance is defined to be 300 hours / 12 credits per quarter.

### TUITION PAYMENT AND OUTSTANDING BALANCES

For current students who make monthly payments, tuition is due by the second of every month. A twenty (20) dollar late fee will be applied to the student's account for payments received after the 10 day grace period from the payment due date. Current students who are not up to date with monthly payments are not permitted to schedule classes for the subsequent quarter, purchase text books or have access to their transcripts until payment has been made.

Students entitled to educational assistance under Veterans Benefits of Chapter 31 and 33 are excluded from this policy.

For students who have completed a program or withdrawn from school and have an outstanding balance, students are given 60 days to make payment arrangements in addition to his/her first payment. Failure to make payment arrangements or maintain timely payments will result in your account information being forwarded to the magistrate for collection. This will result in withholding of transcripts and/or any other service provided by the school.

Penn Commercial will hold student's supplies from lockers for 30 days after graduation or withdrawal from school. Items not removed within the 30 day time period will become the property of Penn Commercial. Any student kit, tools or equipment cannot be removed from school until all balances are paid in full. In the event that a payment arrangement has not been made with Penn Commercial within 60 days of withdrawal or graduation, all student kits, tools and equipment will become the property of Penn Commercial.

### RETURNED CHECK PROCESSING FEE

A charge of \$35 is assessed each time a student's check is returned by a bank withholding payment.

### BOOKSTORE REFUND POLICY

Open packages and/or torn/damaged items are nonrefundable. Students who wish to return a text book may only do so within the first

## TUITION AND FEES

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two weeks of the quarter for credit; however, if the wrapping has been removed and/or has been written in or damaged, the text book is nonrefundable. No credit will be issued for text books after the first two weeks of the quarter. Kits and classroom supplies are nonrefundable. Merchandise that is defective will always be replaced. All refunds are credited toward the students account.

*No refunds will be issued without the original receipt of purchase*

# SCHOLARSHIPS INFORMATION

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## COSMETOLOGY PROGRAM SCHOLARSHIP

### Terms

The scholarship may be awarded for students entering the cosmetology program of study at Penn Commercial.

### Conditions

Applicants for the Cosmetology Program Scholarship at Penn Commercial must meet the following qualifications in order to qualify for the scholarship:

- Submit application for admission and \$25 application fee.
- Planning to enroll in the Cosmetology program of study at Penn Commercial.

### Application Process

Applicants may apply by completing scholarship application and submitting it to the Admissions Office at Penn Commercial.

### Deadline Date

The scholarship deadline date is August 15.

### Basis for Selection

A committee from Penn Commercial will evaluate the student's educational goals, success potential, commitment, financial need, and interview success. Additionally, students' academic scores or GED score will be reviewed.

### Number

One (1) scholarship may be awarded each year.

### Maximum/Minimum Award

The Cosmetology Program Scholarship will amount to 25% of tuition per quarter in the program being offered by the school. This award will be credited to the student's account by the financial aid department. The recipient must maintain a 2.0 GPA and 85% attendance record or the scholarship is forfeited.

### Aggregate Award Volume

The aggregate award volume shall not exceed 25% of tuition per quarter.

### Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the president.

The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

## GED SCHOLARSHIP

### Terms

The scholarship may be awarded for students who possess a GED diploma and enroll in a specialized associate degree program of study at Penn Commercial.

- Planning to enroll in a degree program at Penn Commercial.

### Conditions

Applicants for the GED scholarship must meet the following qualifications in order to qualify for the GED scholarship:

- Submit application for admission and \$25 application fee.
- Possession of Commonwealth secondary diploma (GED).

### Application Process

Applicants may apply by completing a scholarship application and submitting it to the Admissions Office at Penn Commercial.

### Deadline Date

The deadline for application is December 15. The scholarship will be awarded 30 days following the deadline date.

### Basis for Selection

A committee from Penn Commercial will evaluate the student's educational goals, success potential, commitment, financial need, and interview success.

### Number

One (1) Penn Commercial GED Scholarship may be awarded each year.

### Maximum/Minimum Award

The Penn Commercial STAR Scholarship will amount to 25% of tuition per quarter in the program being offered by the school. This award will be credited to the student's account by the financial aid department. The recipient must maintain a 2.0 GPA and 85% attendance record or the scholarship is forfeited.

### Aggregate Award Volume

The aggregate award volume shall not exceed 25% of tuition per quarter.

### Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the president.

The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

## SCHOLARSHIP INFORMATION

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### STANLEY S. BAZANT SCHOLARSHIP

#### Terms

The scholarship may be awarded for students entering a technical program of study at Penn Commercial.

#### Conditions

Applicants for the Stanley S. Bazant scholarship at Penn Commercial must meet the following qualifications in order to qualify for the scholarship:

- Submit application for admission and \$25 application fee.
- Planning to enroll in a technical program at Penn Commercial.

#### Application Process

Applicants may apply by completing scholarship application and submitting it to the Admissions Office at Penn Commercial.

#### Deadline Date

The scholarship deadline date is May 1.

#### Basis for Selection

A committee from Penn Commercial will evaluate the student's educational goals, success potential, commitment, financial need, and interview success.

#### Number

One (1) scholarship may be awarded each year.

#### Maximum/Minimum Award

The Stanley S. Bazant scholarship will amount to 25% of tuition per quarter in the program being offered by the school. This award will be credited to the student's account by the financial aid department. The recipient must maintain a 2.0 GPA and 85% attendance record or the scholarship is forfeited.

#### Aggregate Award Volume

The aggregate award volume shall not exceed 25% of tuition per quarter.

#### Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the president.

The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

### STAR SCHOLARSHIP

#### Terms

The scholarship may be awarded for students achieving a 95% attendance record or better during their high school education (grades 10-12) and enroll in a specialized associate degree program at Penn Commercial.

#### Conditions

Applicants for the STAR Scholarship at Penn Commercial must meet the following qualifications in order to qualify for the scholarship:

- Submit application for admission, academic transcripts, and \$25 application fee.
- Planning to enroll in a degree program at Penn Commercial.
- Achieved a high school attendance record of 95% or better.

#### Application Process

Applicants may apply by completing a scholarship application and submitting it to the Admissions Office at Penn Commercial.

#### Deadline Date

The deadline for application is March 31.

#### Basis for Selection

A committee from Penn Commercial will evaluate the student's educational goals, success potential, commitment, financial need, and interview success.

#### Number

One (1) Penn Commercial STAR Scholarship may be awarded each year.

#### Maximum/Minimum Award

The Penn Commercial STAR Scholarship will amount to 25% of tuition per quarter in the program being offered by the school. This award will be credited to the student's account by the financial aid department. The recipient must maintain a 2.0 GPA and 85% attendance record or the scholarship is forfeited.

#### Aggregate Award Volume

The aggregate award volume shall not exceed 25% of tuition per quarter.

#### Additional Notes

The types of scholarships, number of scholarships and when the scholarships are awarded are at the discretion of the president.

The scholarship will be applied to the financial aid spreadsheet/student account the quarter that it is awarded. Also, if a scholarship recipient is put on any disciplinary action, formal or informal, the scholarship will be forfeited effective immediately.

**MEDICAL ASSISTANT**  
**Associate in Specialized Business Degree Program**

The Medical Assistant program is 18 months in length and consists of 6 quarters to prepare students for entry level employment. It is designed for the individual desiring to work in the clinical aspect as well as in an administrative capacity in a doctor's office, hospitals, extended care facilities, etc.

| <b>COURSE CODE</b>  |   | <b>COURSE NAME</b>                                  | <b>HOURS</b> | <b>CREDITS</b> |
|---|---|---|--------------|----------------|
| <b>QUARTER 1</b>  |   |   |              |                |
| BA 110  | ✓ | Ethics in the Workplace                             | 50           | 4.0            |
| EC 101  | ✓ | English Composition                                 | 50           | 4.0            |
| MA 101  |   | Business Mathematics                                | 50           | 4.0            |
| MD 101  | • | Medical Terminology I with Anatomy and Physiology   | 50           | 4.0            |
| OT 101  |   | Keyboarding I                                       | 50           | 3.0            |
| PD 100  |   | Student Success                                     | 10           | 1.0            |
| <b>QUARTER 2</b>  |   |   |              |                |
| MD107   |   | Introduction to Pharmacology                        | 50           | 4.0            |
| BA 220  |   | Supervisory Management                              | 50           | 4.0            |
| EC 102  | ✓ | Communication                                       | 50           | 5.0            |
| MD 102  | • | Medical Terminology II with Anatomy and Physiology  | 50           | 4.0            |
| PS 101  | ✓ | Introduction to Psychology                          | 50           | 5.0            |
| <b>QUARTER 3</b>  |   |   |              |                |
| MD 103  | • | Medical Terminology III with Anatomy and Physiology | 50           | 4.0            |
| MD 108  | • | Electronic Health Records                           | 50           | 3.0            |
| MD 224  | • | Medical Office Procedures I                         | 50           | 3.0            |
| MD 206  | • | Clinical Assisting I                                | 50           | 3.0            |
| MD 220  | • | Medical Insurance and Coding                        | 50           | 4.0            |
| <b>QUARTER 4</b>  |   |   |              |                |
| MD 221  | • | Medical Terminology IV with Anatomy and Physiology  | 50           | 4.0            |
| MD 225  | • | Medical Office Procedures II                        | 50           | 3.0            |
| MD 235  | • | Word, Excel, PowerPoint in the Medical Office       | 50           | 3.0            |
| MD 210  | • | Clinical Assisting II                               | 50           | 3.0            |
| MD 211  | • | Laboratory Procedures I                             | 50           | 3.0            |
| PD 101  |   | Professional Development I                          | 10           | 1.0            |
| <b>QUARTER 5</b>  |   |   |              |                |
| EC 201  |   | Business Communication                              | 50           | 4.0            |
| MD 104  | • | Medical Computer Applications                       | 50           | 3.0            |
| MD 200  | • | Introduction to Pathology                           | 50           | 4.0            |
| MD 214  | • | Clinical Assisting III                              | 50           | 3.0            |
| MD 215  | • | Laboratory Procedures II                            | 50           | 3.0            |
| PD 102  |   | Professional Development II                         | 20           | 2.0            |
| <b>Students scheduled for Basic Life Support for Healthcare Providers</b> |   |   |              |                |
| <b>QUARTER 6</b>  |   |   |              |                |
| MD 213  | • | Medical Assistant Externship                        | 360          | 12.0           |
| <b>TOTAL</b>  |   |   | <b>1650</b>  | <b>107.0</b>   |

- **Indicates a Core Course** – Students must earn a grade of C or better
  - ✓ **Indicates a General Education Course**
- This quarterly sequence is subject to change.*

**CERTIFICATIONS**

Graduates of the Medical Assistant program may be eligible for the Nationally Registered Certified EKG Technician (NREKG) Examination, National Registry Certified Phlebotomy Technician (NRCPT) Examination, National Registry Certified Medical Assistant (NRCMA) Examination, National Certified Medical Assistant (NCMA), and National Certified Phlebotomy Technician (NCPT). Penn Commercial does not guarantee that a student will pass these examinations.

**MEMBERSHIP**

National Association for Health Professionals (NAHP) PO Box 459 Gardner, KS 66030 ([www.nahpusa.com](http://www.nahpusa.com)).

For more information about graduation rates, median debt of students who completed this program, and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf).



# MEDICAL ASSISTING-DIPLOMA

## DIPLOMA PROGRAM

The Medical Assisting program is 12 months in length and consists of 4 quarters. It is designed to prepare students for entry-level positions assisting physicians and staff in the clinical and/or administrative capacity in a physician's office, hospital, ambulatory care facility or urgent care center.

| COURSE CODE   | COURSE NAME   | HOURS        | CREDITS     |
|---|---|--------------|-------------|
| <b>QUARTER 1</b>  |   |              |             |
| MD 101  | • Medical Terminology I with Anatomy and Physiology   | 50           | 4.0         |
| MD 108  | • Electronic Health Records                           | 50           | 3.0         |
| MD 224  | • Medical Office Procedures I                         | 50           | 3.0         |
| MD 206  | • Clinical Assisting I                                | 50           | 3.0         |
| MD 210  | • Clinical Assisting II                               | 50           | 3.0         |
| PD 100  | Student Success                                       | 10           | 1.0         |
| PD 101  | Professional Development I                            | 10           | 1.0         |
| <b>QUARTER 2</b>  |   |              |             |
| MD 102  | • Medical Terminology II with Anatomy and Physiology  | 50           | 4.0         |
| MD 103  | • Medical Terminology III with Anatomy and Physiology | 50           | 4.0         |
| MD 220  | • Medical Insurance and Coding                        | 50           | 4.0         |
| MD 211  | • Laboratory Procedures I                             | 50           | 3.0         |
| OT 102  | Keyboarding II  | 50           | 3.0         |
| <b>QUARTER 3</b>  |   |              |             |
| MD 221  | • Medical Terminology IV with Anatomy and Physiology  | 50           | 4.0         |
| MD 104  | • Medical Computer Applications                       | 50           | 3.0         |
| MD 200  | • Introduction to Pathology                           | 50           | 4.0         |
| MD 214  | • Clinical Assisting III                              | 50           | 3.0         |
| MD 215  | • Laboratory Procedures II                            | 50           | 3.0         |
| PD 102  | Professional Development II                           | 20           | 2.0         |
| <b>QUARTER 4</b>  |   |              |             |
| MD 240  | • Clinical Medical Assisting Externship               | 360          | 12.0        |
| <b>Students scheduled for Basic Life Support for Healthcare Providers</b> |   |              |             |
|   |   | <b>TOTAL</b> | <b>1150</b> |
|   |   |              | <b>67.0</b> |

- **Indicates a Core Course** – Students must earn a grade of C or better  
This quarterly sequence is subject to change.

*\*Students are certified in Basic Life Support for Healthcare providers before participating in their Externship.*

## CERTIFICATIONS

Graduates of the Medical Assistant program may be eligible for the National Center for Competency Testing Certified Medical Assistant Examination (NCMA), National Certified Phlebotomy Technician Examination (NCPT), or National Registry Certified Phlebotomy Technician (NRCPT) Examination, and the National Registry Certified Medical Assistant (NRCMA) Examination. Penn Commercial does not guarantee that a student will pass these examinations.

## MEMBERSHIP

National Center for Competency Testing (NCCT) 7007 College Blvd, Suite 385, Overland Park, KS 66211 ([www.ncctinc.com](http://www.ncctinc.com))

National Association for Health Professionals (NAHP) PO Box 459 Gardner, KS 66030 ([www.nahpusa.com](http://www.nahpusa.com)).

For more information about graduation rates, median debt of students who completed this program, and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf).

## MEDICAL BILLING AND CODING SPECIALIST

### Diploma Program

The Medical Billing and Coding Specialists program is 12 months in length and consists of 4 quarters. It is designed to prepare students for entry-level positions in medical billing and coding in the allied health field. Students can accept positions in a medical office, hospital, outpatient, or nursing billing departments.

| COURSE CODE  | COURSE NAME   | HOURS      | CREDITS     |
|--|---|------------|-------------|
| <b><u>QUARTER 1</u></b>  |   |            |             |
| CT 104   | Introduction to Word Processing                       | 50         | 3.0         |
| EC 102   | Communication   | 50         | 5.0         |
| MD 101   | • Medical Terminology I with Anatomy and Physiology   | 50         | 4.0         |
| OT 101   | Keyboarding I   | 50         | 3.0         |
| PD 100   | Student Success                                       | 10         | 1.0         |
| <b><u>QUARTER 2</u></b>  |   |            |             |
| MD 102   | • Medical Terminology II with Anatomy and Physiology  | 50         | 4.0         |
| MD 108   | • Electronic Health Records                           | 50         | 3.0         |
| MD 202   | • Medical Insurance and Billing                       | 50         | 4.0         |
| MD 203   | • Medical Coding I                                    | 50         | 4.0         |
| MD 224   | • Medical Office Procedures I                         | 50         | 3.0         |
| PD 101   | Professional Development I                            | 10         | 1.0         |
| <b><u>QUARTER 3</u></b>  |   |            |             |
| MD 103   | • Medical Terminology III with Anatomy and Physiology | 50         | 4.0         |
| MD 104   | • Medical Computer Applications                       | 50         | 3.0         |
| MD 231   | • Medical Coding II                                   | 50         | 4.0         |
| MD 233   | • Medical Coding III                                  | 50         | 4.0         |
| MD 225   | Medical Office Procedures II                          | 50         | 3.0         |
| PD 102   | Professional Development II                           | 20         | 2.0         |
| <b><u>QUARTER 4</u></b>  |   |            |             |
| MD 200   | • Introduction to Pathology                           | 50         | 4.0         |
| MD 221   | • Medical Terminology IV with Anatomy and Physiology  | 50         | 4.0         |
| MD 234   | • Medical Coding IV                                   | 50         | 4.0         |
| MD 252   | • Medical Billing and Coding Externship               | 60         | 2.0         |
| <b><i>Students scheduled for Basic Life Support for Healthcare Providers</i></b> |   |            |             |
| <b>TOTAL</b>   |   | <b>950</b> | <b>69.0</b> |

- ***Indicates a Core Course*** – Students must earn a grade of C or better  
*This quarterly sequence is subject to change.*

### CERTIFICATIONS

Graduates of the Medical Billing and Coding Specialist program may be eligible for the Nationally Registered Certified Coding Specialist (NRCCS) Examination and National Certified Insurance and Coding Specialist (NCICS). Penn Commercial does not guarantee that a student will pass this examination.

### MEMBERSHIP

National Center for Competency Testing (NCCT) 7007 College Boulevard, Suite 385, Overland Park, KS 66211.

National Association for Health Professionals (NAHP) PO Box 459 Gardner, KS 66030 ([www.nahpusa.com](http://www.nahpusa.com))

For more information about graduation rates, median debt of students who completed this program, and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf).

**MEDICAL OFFICE ADMINISTRATION**  
Associate in Specialized Business Degree Program

The Medical Office Administration program is 18 months in length and consists of 6 quarters. It is intended to prepare students for entry-level administrative positions in the medical profession. Students may accept positions with doctors' offices, hospitals, extended care facilities, etc.

| <b>COURSE CODE</b>   |   | <b>COURSE NAME</b>                                  | <b>HOURS</b> | <b>CREDITS</b> |
|--|---|---|--------------|----------------|
| <b><u>QUARTER 1</u></b>  |   |   |              |                |
| BA 110   | ✓ | Ethics in the Workplace                             | 50           | 4.0            |
| EC 101   | ✓ | English Composition                                 | 50           | 4.0            |
| MD 101   | • | Medical Terminology I with Anatomy and Physiology   | 50           | 4.0            |
| OT 101   |   | Keyboarding I                                       | 50           | 3.0            |
| MA 101   |   | Business Mathematics                                | 50           | 4.0            |
| PD 100   |   | Student Success                                     | 10           | 1.0            |
| <b><u>QUARTER 2</u></b>  |   |   |              |                |
| MD107  |   | Introduction to Pharmacology                        | 50           | 4.0            |
| CT 104   |   | Introduction to Word Processing                     | 50           | 3.0            |
| EC 102   | ✓ | Communication                                       | 50           | 5.0            |
| MD 102   | • | Medical Terminology II with Anatomy and Physiology  | 50           | 4.0            |
| PS 101   | ✓ | Introduction to Psychology                          | 50           | 5.0            |
| <b><u>QUARTER 3</u></b>  |   |   |              |                |
| MD 103   | • | Medical Terminology III with Anatomy and Physiology | 50           | 4.0            |
| MD 108   | • | Electronic Health Records                           | 50           | 3.0            |
| MD 206   | • | Clinical Assisting I                                | 50           | 3.0            |
| MD 220   | • | Medical Insurance and Coding                        | 50           | 4.0            |
| MD 224   | • | Medical Office Procedures I                         | 50           | 3.0            |
| <b><u>QUARTER 4</u></b>  |   |   |              |                |
| MD 104   | • | Medical Computer Applications                       | 50           | 3.0            |
| MD 221   | • | Medical Terminology IV with Anatomy and Physiology  | 50           | 4.0            |
| CT 107   | • | Introduction to Excel                               | 50           | 2.0            |
| BA 201   | • | Principles of Management                            | 50           | 4.0            |
| PD 101   |   | Professional Development I                          | 10           | 1.0            |
| <b><u>QUARTER 5</u></b>  |   |   |              |                |
| BA 220   |   | Supervisory Management                              | 50           | 4.0            |
| MD 200   | • | Introduction to Pathology                           | 50           | 4.0            |
| MD 225   | • | Medical Office Procedures II                        | 50           | 3.0            |
| PD 102   |   | Professional Development II                         | 20           | 2.0            |
| EC 201   | • | Business Communications                             | 50           | 4.0            |
| <b><i>Students scheduled for Basic Life Support for Healthcare Providers</i></b> |   |   |              |                |
| <b><u>QUARTER 6</u></b>  |   |   |              |                |
| MD 212   | • | Medical Office Administration Externship            | 360          | 12.0           |
| <b>TOTAL</b>   |   |   | <b>1550</b>  | <b>101.0</b>   |

**Indicates a Core Course** – Students must earn a grade of C or better

✓ **Indicates a General Education Course**

*This quarterly sequence is subject to change.*

#### **CERTIFICATIONS**

Graduates of the Medical Office Administration program may be eligible for the Nationally Registered Certified Administrative Health Assistant (NRCAHA) Examination and National Certified Medical Office Assistant (NCMOA). Penn Commercial does not guarantee that a student will pass this examination.

#### **MEMBERSHIP**

National Center for Competency Testing (NCCT) 7007 College Boulevard, Suite 385, Overland Park, KS 66211

National Association for Health Professionals (NAHP) PO Box 459 Gardner, KS 66030 ([www.nahpusa.com](http://www.nahpusa.com))

For more information about graduation rates, median debt of students who completed this program, and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf).

**PHARMACY TECHNICIAN**  
**Diploma Program**

The Pharmacy Technician program is 15 months in length and consists of 5 quarters. It is designed to prepare students to assist and support pharmacists in providing medications to patients and the operations in hospital and community pharmacy settings. Students will obtain broad knowledge of pharmacy practice and be skilled in the techniques required to order, stock, package, prepare and dispense medications.

| COURSE CODE   | COURSE NAME   | HOURS       | CREDITS     |
|---|---|-------------|-------------|
| <b>QUARTER 1</b>  |   |             |             |
| MD 101  | • Medical Terminology I with Anatomy and Physiology   | 50          | 4.0         |
| OT 101  | Keyboarding I   | 50          | 3.0         |
| PD 100  | Student Success                                       | 10          | 1.0         |
| PT 101  | • Pharmacology Math                                   | 50          | 4.0         |
| PT 102  | • Pharmacology Principles and Practices I             | 50          | 4.0         |
| <b>QUARTER 2</b>  |   |             |             |
| CT 101  | Computer Fundamentals                                 | 50          | 4.0         |
| MD 102  | • Medical Terminology II with Anatomy and Physiology  | 50          | 4.0         |
| PT 105  | • Pharmacology Principles and Practices II            | 50          | 4.0         |
| PT 201  | • Pharmacology I                                      | 50          | 4.0         |
| <b>QUARTER 3</b>  |   |             |             |
| EC 102  | Communication   | 50          | 5.0         |
| MD 103  | • Medical Terminology III with Anatomy and Physiology | 50          | 4.0         |
| MD 202  | • Medical Insurance and Billing                       | 50          | 4.0         |
| PD 101  | Professional Development I                            | 10          | 1.0         |
| PT 203  | • Pharmacology II                                     | 50          | 4.0         |
| PT 205  | • Pharmacology Laboratory I                           | 50          | 3.0         |
| <b>QUARTER 4</b>  |   |             |             |
| BA 209  | Customer Service                                      | 50          | 4.0         |
| MD 221  | • Medical Terminology IV with Anatomy and Physiology  | 50          | 4.0         |
| PD 102  | Professional Development II                           | 20          | 2.0         |
| PT 207  | • Pharmacology Laboratory II                          | 50          | 3.0         |
| PT 209  | • Pharmacology Software Management                    | 50          | 3.0         |
| PT 215  | • Pharmacy Technician Certification Review            | 10          | 1.0         |
| <b>Students scheduled for Basic Life Support for Healthcare Providers</b> |   |             |             |
| <b>QUARTER 5</b>  |   |             |             |
| PT 225  | • Pharmacy Technician Externship                      | 360         | 12.0        |
| <b>TOTAL</b>  |   | <b>1260</b> | <b>82.0</b> |

- **Indicates a Core Course** – Students must earn a grade of C or better  
This quarterly sequence is subject to change.

#### CERTIFICATIONS

Graduates of the Pharmacy Technician program may be for the Nationally Registered Certified Pharmacy Technician (NRCPT) Examination with the Pharmacy Technician Certification Board (PTCB). Penn Commercial does not guarantee that a student will pass this examination.

#### MEMBERSHIP

National Association for Health Professionals (NAHP) PO Box 459 Gardner, KS 66030 ([www.nahpusa.com](http://www.nahpusa.com))

For more information about graduation rates, median debt of students who completed this program, and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf).

**PRACTICAL NURSING**  
**Diploma Program**

The Practical Nursing program is 12 months in length and consists of 4 quarters. It is dedicated to the purpose of meeting the health care needs of the community facilities and residents in our service area by preparing qualified applicants with the ability to pass the licensure examination. All graduates of the program will be theoretically, clinically, ethically, and legally safe entry-level practitioners of practical nursing. The curriculum is offered in a sequence that encourages a gradual increase in difficulty level and increased critical thinking skills by the student. The theory and clinical courses are aligned to reiterate the student learning experience through cognitive, psychomotor, and affective learning strategies. The students must satisfy learning outcomes and program benchmarks for safe entry-level nursing, and demonstrate competency requirement before graduation from the PN program. Practical Nursing Students will receive a Practical Nursing Orientation and A Student Handbook with additional policies specific to the Practical Nursing Program. ATI remediation and Virtual ATI completion are program requirements for graduation.

| <b>COURSE CODE</b> | <b>COURSE NAME</b>               | <b>LECTURE HOURS</b> | <b>LAB HOURS</b> | <b>CLINICAL HOURS</b> |
|--------------------|----------------------------------|----------------------|------------------|-----------------------|
| <b>Quarter 1</b>   |                                  |                      |                  |                       |
| PN 100             | • Anatomy and Physiology         | 55                   | 20               | 0                     |
| PN 101             | • Concepts for Nursing Practice  | 55                   | 0                | 120                   |
| PN 102             | • Normal Growth and Development  | 35                   | 0                | 0                     |
| PN 103             | • Pharmacology I                 | 20                   | 0                | 0                     |
| <b>Quarter 2</b>   |                                  |                      |                  |                       |
| PN 104             | • Pharmacology II                | 35                   | 10               | 0                     |
| PN 105             | • Nursing Across the Lifespan I  | 50                   | 0                | 120                   |
| PN 106             | • Nursing Across the Lifespan II | 50                   | 0                | 120                   |
| <b>Quarter 3</b>   |                                  |                      |                  |                       |
| PN 200             | • Medical Surgical Nursing I     | 100                  | 0                | 180                   |
| PN 201             | • Psychosocial Nursing           | 35                   | 0                | 90                    |
| <b>Quarter 4</b>   |                                  |                      |                  |                       |
| PN 202             | • Medical Surgical Nursing II    | 100                  | 0                | 180                   |
| PN 203             | • Leadership and Supervision     | 35                   | 0                | 90                    |
| <b>Totals</b>      |                                  | <b>570</b>           | <b>30</b>        | <b>900</b>            |
| <b>TOTAL</b>       |                                  |                      |                  | <b>1500</b>           |

- **Indicates a Core Course** – Students must earn a grade of 77% or better to pass.

#### **LICENSURE**

The Practical Nursing curriculum prepares students for licensure through the National Council Licensing Examination (NCLEX-PN) and meets the Pennsylvania State Board of Nursing Standards. Most states, including Pennsylvania, have licensure laws that regulate the practice of nursing and proper credentialing is required for employment. Penn Commercial does not guarantee that a student will pass this examination.

For more information about graduation rates, median debt of students who completed this program, and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf).

**COMPUTER AIDED DRAFTING AND DESIGN**  
**Associate in Specialized Technology Degree Program**

The Computer Aided Drafting and Design program is 18 months in length and consists of 6 quarters. It is designed to prepare student for entry-level positions in the engineering drafting fields. Students will be prepared to accept a position as a mechanical, architectural, piping, structural, machine, civil, or topographical drafter.

| COURSE CODE      |   | COURSE NAME                                      | HOURS       | CREDITS      |
|------------------|---|--|-------------|--------------|
| <b>QUARTER 1</b> |   |  |             |              |
| CAD 101          | • | Technical Drafting                               | 90          | 6.0          |
| CAD 102          | • | Basic Computer Aided Drafting                    | 105         | 6.0          |
| CT 104           |   | Introduction to Word Processing                  | 50          | 3.0          |
| MA 102           | ✓ | Technical Math I                                 | 50          | 4.0          |
| PD 100           |   | Student Success                                  | 10          | 1.0          |
| <b>QUARTER 2</b> |   |  |             |              |
| BA 110           | ✓ | Ethics in the Workplace                          | 50          | 4.0          |
| CAD 103          | • | Electro-Mechanical Drafting                      | 90          | 6.0          |
| CAD 202          | • | Intermediate Computer Aided Drafting             | 115         | 6.5          |
| MA 103           | ✓ | Technical Math II                                | 50          | 4.0          |
| <b>QUARTER 3</b> |   |  |             |              |
| CAD 105          | • | Architectural Drafting – Residential             | 100         | 6.0          |
| CAD 107          | • | 3-D Geometric Dimensioning and Tolerancing       | 85          | 5.0          |
| CAD 206          | • | Pipe Drafting                                    | 90          | 6.0          |
| MA 104           | ✓ | Technical Math III                               | 50          | 4.0          |
| <b>QUARTER 4</b> |   |  |             |              |
| CAD 104          | • | Machine Drafting                                 | 90          | 6.0          |
| CAD 204          | • | Civil Engineering Drafting                       | 90          | 6.0          |
| CAD 205          | • | Structural Drafting                              | 90          | 6.0          |
| PD 101           |   | Professional Development I                       | 10          | 1.0          |
| <b>QUARTER 5</b> |   |  |             |              |
| CAD 203          | • | Introduction to Geographical Information Systems | 90          | 6.5          |
| CAD 212          | • | Final Project – Advanced Computer Aided Drafting | 115         | 6.5          |
| EC 103           | ✓ | Technical Communication                          | 50          | 3.0          |
| PD 102           |   | Professional Development II                      | 20          | 2.0          |
| <b>QUARTER 6</b> |   |  |             |              |
| CAD 215          | • | Drafting and Design Externship                   | 360         | 12.0         |
| <b>TOTAL</b>     |   |  | <b>1850</b> | <b>110.5</b> |

- **Indicates a Core Course** – Students must earn a grade of C or better
- ✓ **Indicates a General Education Course**  
*This quarterly sequence is subject to change.*

For more information about graduation rates, median debt of students who completed this program, and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf).

**ELECTRICIAN**  
***Diploma Program***

The Electrician program is 9 months in length and consists of 3 quarters. Graduates of this program will be trained for entry-level positions as an electrician or electrician helper within residential, commercial or industrial settings.

| <b>COURSE CODE</b>   | <b>COURSE NAME</b>                          | <b>HOURS</b> | <b>CREDITS</b> |
|--|---|--------------|----------------|
| <b><u>QUARTER 1</u></b>  |   |              |                |
| CT 104   | Introduction to Word Processing             | 50           | 3.0            |
| EL 101   | • Fundamentals of Electricity               | 100          | 6.0            |
| EL 102   | • DC / AC Circuits                          | 100          | 6.0            |
| MA 102   | Technical Math I                            | 50           | 4.0            |
| <b><i>Students scheduled for Basic Life Support for Healthcare Providers</i></b> |   |              |                |
| <b><u>QUARTER 2</u></b>  |   |              |                |
| EC 103   | Technical Communication                     | 50           | 3.0            |
| EL 104   | • National Electrical Code                  | 50           | 4.0            |
| EL 201   | • Residential Wiring                        | 100          | 6.0            |
| EL 202   | • Motor Control Systems                     | 100          | 6.0            |
| PD 101   | Professional Development I                  | 10           | 1.0            |
| <b><u>QUARTER 3</u></b>  |   |              |                |
| EL 204   | • Equipment Maintenance and Troubleshooting | 50           | 3.0            |
| EL 205   | • Commercial Wiring                         | 100          | 6.0            |
| EL 206   | • Programmable Logic Controllers            | 50           | 3.0            |
| EL 208   | • Motor Maintenance and Troubleshooting     | 50           | 3.0            |
| EL 210   | • Alternative Energy                        | 70           | 5.0            |
| <b>TOTAL</b>   |   | <b>930</b>   | <b>59.0</b>    |

- ***Indicates a Core Course*** – Students must earn a grade of C or better  
*This quarterly sequence is subject to change.*

**CERTIFICATION**

There is no certification examination associated with this program. Electricians can, however, become registered with their local municipality.

For more information about graduation rates, median debt of students who completed this program, and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf).

**HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC-R)**  
**Associate in Specialized Technology Degree Program**

The HVAC-R program is 18 months in length and consists of 6 quarters. Graduates of this program will be trained for entry-level positions in the air conditioning, heating, ventilation fields as an installer, service technician or salesperson.

| <b>COURSE CODE</b>  |   | <b>COURSE NAME</b>                                | <b>HOURS</b> | <b>CREDITS</b> |
|---|---|---|--------------|----------------|
| <b><u>QUARTER 1</u></b>                                       |   |   |              |                |
| CT 104  |   | Introduction to Word Processing                   | 50           | 3.0            |
| EL 101  | • | Fundamentals of Electricity                       | 100          | 6.0            |
| EL 102  | • | DC / AC Circuits                                  | 100          | 6.0            |
| MA 102  | ✓ | Technical Math I                                  | 50           | 4.0            |
| <b><i>Students scheduled for Heartsaver First Aid CPR</i></b> |   |   |              |                |
| <b><u>QUARTER 2</u></b>                                       |   |   |              |                |
| EC 103  | ✓ | Technical Communication                           | 50           | 3.0            |
| HT 110  | • | Residential Refrigeration                         | 100          | 6.0            |
| HT 105  | • | Tools and Equipment Overview                      | 50           | 3.0            |
| HT 205  | • | HVAC Controls and Diagrams                        | 50           | 3.0            |
| MA 103  | ✓ | Technical Math II                                 | 50           | 4.0            |
| <b><u>QUARTER 3</u></b>                                       |   |   |              |                |
| HT 112  | ✓ | Gas Heating and Add On Air Conditioning Equipment | 100          | 6.0            |
| HT 111  | • | Oil Heating, Installation and Service             | 75           | 5.0            |
| HT 206  | • | Heat Pump/Electric Air Handler                    | 100          | 6.0            |
| MA 104  | ✓ | Technical Math III                                | 50           | 4.0            |
| <b><u>QUARTER 4</u></b>                                       |   |   |              |                |
| HT 114  | • | Psychometrics, Load Calculations/Air Distribution | 75           | 5.0            |
| HT 214  | • | Hydronics and Chillers                            | 100          | 5.0            |
| BA 110  | ✓ | Ethics in the Workplace                           | 50           | 4.0            |
| HT 201  | • | Commercial Refrigeration                          | 100          | 6.0            |
| <b><u>QUARTER 5</u></b>                                       |   |   |              |                |
| HT 202  | • | HVAC Equipment Troubleshooting/Basic Plumbing     | 125          | 7.0            |
| HT 207  | • | Customer Service for HVAC                         | 50           | 3.0            |
| HT 210  | • | Sheet Metal Fabrication                           | 50           | 3.0            |
| PD 102  |   | Professional Development II                       | 20           | 2.0            |
| <b><u>QUARTER 6</u></b>                                       |   |   |              |                |
| HT 250  | • | HVAC Externship                                   | 360          | 12.0           |
| <b>TOTAL</b>  |   |   | <b>1855</b>  | <b>106.0</b>   |

- **Indicates a Core Course** – Students must earn a grade of C or better
  - ✓ **Indicates a General Education Course**
- This quarterly sequence is subject to change.*

**CERTIFICATIONS**

Incorporated in the program, students take the 410 A Safety Certification Examination and the Section 608 EPA Certification Examination. Penn Commercial does not guarantee that a student will pass these examinations.

For more information about graduation rates, median debt of students who completed this program, and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf).



**INFORMATION TECHNOLOGY AND SECURITY**  
Associate in Specialized Business Degree Program

The Information Technology and Security program is 18 months in length and consists of 6 quarters. It is designed to prepare students for entry level employment in the information technology and security fields. Graduates will be trained for entry level positions in client needs assessments, design installation, maintenance and security.

| COURSE CODE      | COURSE NAME                                   | HOURS       | CREDITS      |
|------------------|---|-------------|--------------|
| <b>QUARTER 1</b> |   |             |              |
| IT100            | • Operating Systems                           | 50          | 3.0          |
| CM 105           | • Networking Technologies                     | 50          | 4.0          |
| EC 101           | ✓ English Composition                         | 50          | 4.0          |
| MA 101           | ✓ Business Mathematics                        | 50          | 4.0          |
| CT109            | Microsoft Word                                | 50          | 3.0          |
| PD 100           | Student Success                               | 10          | 1.0          |
| <b>QUARTER 2</b> |   |             |              |
| CS 202           | • PC Architecture, Design, and Implementation | 50          | 3.0          |
| CM 200           | • Wireless Technologies                       | 50          | 3.0          |
| CS 103           | • Beginning A+ Certification                  | 50          | 4.0          |
| CT108            | Microsoft Excel                               | 50          | 3.0          |
| IT 235           | • Virtualization Technologies                 | 50          | 3.0          |
| EC 102           | ✓ Communication                               | 50          | 5.0          |
| <b>QUARTER 3</b> |   |             |              |
| CM 209           | • Windows Server                              | 50          | 3.0          |
| CS 201           | • Advanced A+ Certification                   | 50          | 4.0          |
| IT132            | • VoIP Technologies                           | 50          | 3.0          |
| OT 110           | Microsoft Access                              | 50          | 3.0          |
| PS 101           | ✓ Introduction to Psychology                  | 50          | 5.0          |
| <b>QUARTER 4</b> |   |             |              |
| CM 102           | • BASIC Programming                           | 50          | 3.0          |
| CM 206           | • Microsoft Networking Concepts               | 50          | 3.0          |
| CM 215           | • Active Directory Concepts                   | 50          | 3.0          |
| CM 218           | • Introduction to UNIX / Linux                | 50          | 3.0          |
| PD 101           | Professional Development I                    | 10          | 1.0          |
| CM 217           | • Microsoft SQL Server                        | 50          | 3.0          |
| CM 202           | • Network Security                            | 50          | 3.0          |
| <b>QUARTER 5</b> |   |             |              |
| IT 125           | • Security II                                 | 50          | 3.0          |
| CM 208           | • Designing a Microsoft Network               | 50          | 3.0          |
| CM 216           | • Microsoft Exchange Server                   | 50          | 3.0          |
| PD 102           | Professional Development II                   | 20          | 2.0          |
| BA 209           | ✓ Customer Service                            | 50          | 4.0          |
| <b>QUARTER 6</b> |   |             |              |
| CM 220           | • Network Administrator Externship            | 360         | 12.0         |
| <b>TOTAL</b>     |   | <b>1700</b> | <b>104.0</b> |

- **Indicates a Core Course** – Students must earn a grade of C- or better
  - ✓ **Indicates a General Education Course**
- This quarterly sequence is subject to change.*

For more information about graduation rates, median debt of students who completed this program, and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf).

## WELDING TECHNOLOGY

### Diploma Program

The Welding Technology program is 12 months in length. The purpose of the Welding Technology Program is to prepare individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding including oxyfuel cutting, arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe-welding, plasma arc cutting, blueprint reading, weld symbols, and joints. Students will be well prepared for entry level employment.

| COURSE CODE  | COURSE NAME   | HOURS       | CREDITS     |
|--|---|-------------|-------------|
| <b>QUARTER 1</b>   |   |             |             |
| WT 111   | • Welding Safety, Tools and Equipment               | 50          | 4.0         |
| WT 102   | • Introduction to Blueprint Reading for Welders     | 60          | 6.0         |
| WT 116   | • Introduction to Layout and Fabrication            | 110         | 6.0         |
| WT 113   | • Introduction to Shielded Metal Arc Welding (SMAW) | 110         | 6.0         |
| <i>Students scheduled for Heartsaver First Aid CPR AED</i> |   |             |             |
| <b>QUARTER 2</b>   |   |             |             |
| WT 213   | • Advanced Shielded Metal Arc Welding (SMAW)        | 110         | 6.0         |
| WT 115   | • Introduction to Flux Cored Arc Welding (FCAW)     | 110         | 6.0         |
| WT 220   | • Advanced Flux Cored Arc Welding (FCAW)            | 110         | 6.0         |
| <b>QUARTER 3</b>   |   |             |             |
| WT 114   | • Introduction to Gas Metal Arc Welding (GMAW)      | 120         | 7.0         |
| WT 224   | • Introduction to Gas Tungsten Arc Welding (GTAW)   | 110         | 6.0         |
| WT 226   | • Advanced Gas Tungsten Arc Welding (GTAW)          | 120         | 7.0         |
| <b>QUARTER 4</b>   |   |             |             |
| WT 218   | • Introduction to Pipe Welding                      | 110         | 6.0         |
| WT 219   | • Advanced Pipe Welding                             | 110         | 6.0         |
| WT 221   | • Advanced Layout and Fabrication                   | 110         | 6.0         |
| <b>TOTAL</b>   |   | <b>1340</b> | <b>78.0</b> |

- **Indicates a Core Course** – Students must earn a grade of C or better  
This quarterly sequence is subject to change.

### QUALIFICATIONS

Students of the Welding Technology program will be testing in 5 areas: pipe (ASME IX 6G), stick plate (SMAW AWS D1.1 3G and 4G), MIG plate (GMAW AWS D1.1 3g and 4g), stick pipe (API 1104 6g) and flux core plate (FCAW AWS D1.1 3G and 4G). Successful completion of these tests will earn the students industry qualification(s). Penn Commercial does not guarantee student to pass these test.

For more information about graduation rates, median debt of students who completed this program, and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf).

**BUSINESS OFFICE ADMINISTRATION**  
**Associate in Specialized Business Degree Program**

The Business Office Administration program is 18 months in length and consists of 6 quarters. In addition to accounting and other core business courses, this program includes training in the latest word processing, spreadsheet, database, computerized accounting, and presentation graphics software. Students completing this program are well equipped to meet the challenges of assisting with and/or managing the daily activities of the modern business office.

| COURSE CODE      |   | COURSE NAME                                 | HOURS       | CREDITS      |
|------------------|---|---|-------------|--------------|
| <b>QUARTER 1</b> |   |   |             |              |
| BA 101           | • | Introduction to Business                    | 50          | 5.0          |
| EC 101           | ✓ | English Composition                         | 50          | 4.0          |
| MA 101           |   | Business Mathematics                        | 50          | 4.0          |
| OT 101           | • | Keyboarding I                               | 50          | 3.0          |
| PD 100           |   | Student Success                             | 10          | 1.0          |
| <b>QUARTER 2</b> |   |   |             |              |
| AC 101           | • | Principles of Accounting I                  | 50          | 4.0          |
| BA 220           | • | Supervisory Management                      | 50          | 4.0          |
| CT 109           | • | Microsoft Word                              | 50          | 3.0          |
| CT 108           | • | Microsoft Excel                             | 50          | 3.0          |
| EC 102           | ✓ | Communication                               | 50          | 5.0          |
| <b>QUARTER 3</b> |   |   |             |              |
| AC 102           | • | Principles of Accounting II                 | 50          | 4.0          |
| AC 103           | • | Payroll Records and Accounting              | 50          | 3.0          |
| BA 110           | ✓ | Ethics in the Workplace                     | 50          | 4.0          |
| BA210            | • | Principles in Marketing                     | 50          | 3.0          |
| PS 101           | ✓ | Introduction to Psychology                  | 50          | 5.0          |
| <b>QUARTER 4</b> |   |   |             |              |
| AC 107           | • | Federal Income Tax                          | 50          | 3.0          |
| BA 103           |   | Business Law                                | 50          | 5.0          |
| BA 203           | • | Elements of Economics                       | 50          | 4.0          |
| BA222            | • | Principles of Finance                       | 50          | 4.0          |
| CT206            |   | Microsoft Powerpoint and Outlook            | 50          | 3.0          |
| PD 101           |   | Professional Development I                  | 10          | 1.0          |
| <b>QUARTER 5</b> |   |   |             |              |
| AC 106           | • | Computerized Accounting Software-Quickbooks | 50          | 3.0          |
| BA 201           | • | Principles of Management                    | 50          | 4.0          |
| BA 214           | • | Professional Office Procedures              | 50          | 4.0          |
| CT 208           | • | Advanced Computer Software                  | 50          | 3.0          |
| PD 102           |   | Professional Development II                 | 20          | 2.0          |
| <b>QUARTER 6</b> |   |   |             |              |
| OT 210           | • | Business Office Administration Externship   | 360         | 12.0         |
| <b>TOTAL</b>     |   |   | <b>1550</b> | <b>103.0</b> |

- **Indicates a Core Course** – Students must earn a grade of C or better
  - ✓ **Indicates a General Education Course**
- This quarterly sequence is subject to change.*

For more information about graduation rates, median debt of students who completed this program, and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf).

**COSMETOLOGY  
DIPLOMA PROGRAM**

The cosmetology program is 9 months in length and consists of 3 quarters. It is designed to prepare students to accept entry-level positions in the cosmetology field. Students will be able to accept positions at a variety of agencies including hair and nail salons, spas, resorts as well as self-employment. As a TONI&GUY Hairstyling Academy/TIGI Creative School, the cosmetology program is using the TONI&GUY curriculum. Students will be taught the TONI&GUY hairstyling techniques by teachers trained in this curriculum.

| <b>COURSE</b>    | <b>COURSE NAME</b>       | <b>HOURS</b>      |
|------------------|--------------------------|-------------------|
| <b>Quarter 1</b> |                          |                   |
| CST 1000         | • Fundamentals I Module  | 139               |
| CST 1001         | • Fundamentals II Module | 139               |
| CST 1002         | • Intermediate A Module  | 139               |
| <b>QUARTER 2</b> |                          |                   |
| CST 2000         | • Intermediate B Module  | 139               |
| CST 2001         | • Intermediate C Module  | 139               |
| CST 2002         | • Senior A Module        | 139               |
| <b>QUARTER 3</b> |                          |                   |
| CST 3000         | • Senior B Module        | 139               |
| CST 3001         | • Graduating Senior A    | 139               |
| CST 3002         | • Graduating Senior B    | 138               |
|                  |                          | <b>TOTAL 1250</b> |

- *Indicates a Core Course – Students must earn a grade of C or better.*

**LICENSURE**

Graduates of the Cosmetology program are eligible for the Pennsylvania Cosmetologist Examination. You must be licensed to work in this field. Penn Commercial does not guarantee that a student will pass this examination.

For more information about graduation rates, median debt of students who completed this program, and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf)

**ESTHETICS**  
***Diploma Program***

The objective of this 400 hour 12 week diploma program is to provide students with training in the area of esthetics. Students will learn skin care treatments, skin analyses, various types of facials, make-up applications and temporary hair removal. They will be prepared to site for the license from the PA State Board of Cosmetology in the field of Esthetics.

| COURSE CODE | COURSE NAME   | HOURS            |
|-------------|---|------------------|
| ES101       | • The Science of Skin Care and Professional Practices       | 120              |
| ES102       | • Facial Treatments and Services and Temporary Hair Removal | 100              |
| ES103       | • Advanced Skin Care Techniques                             | 50               |
| ES104       | • Professional Esthetics and Make-Up Application            | 100              |
| ES105       | • State Board Preparation for Esthetics                     | 30               |
|             |   | <b>TOTAL 400</b> |

- ***Indicates a Core Course – Students must earn a grade of C or better***

**LICENSURE**

Graduates of the Esthetics Program are eligible to sit for the Pennsylvania State Board of Cosmetology Esthetics Examination. You must be licensed to work in this field. Penn Commercial does not guarantee that a student will pass the licensing examination.

For more information about graduation rates, median debt of students who completed this program and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf).

## COMMERCIAL DRIVER'S LICENSE

### Certificate Program

Students will learn what is required to take the Commercial Driver's License permit examination. Students will be provided with both classroom and practical driving experience in this program by learning maneuvering skills and driving skills of a commercial vehicle. This program prepares students with the maneuvers and driving skills necessary to take the Commonwealth of Pennsylvania Commercial Driver's License practical and written examinations for Class "A" commercial vehicle with air brakes and tanker endorsement. Students will be prepared to enter the field in entry level positions operating a Class "A" commercial vehicle.

| COURSE CODE | COURSE NAME                 | HOURS | CREDITS |
|-------------|-----------------------------|-------|---------|
| CDL100      | Commercial Driver's License | 220   | 13      |

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- Student must earn a "C" or better

#### LICENSURE:

Graduates of the Commercial Driver's License Program are eligible to take the Commonwealth of Pennsylvania Commercial Driver's License practical and written examinations for Class "A" commercial vehicle with tanker endorsement. You must be licensed to work in this field. Penn Commercial does not guarantee that a student will pass the examination.

The Federal Motor Carrier regulation Section 391.11 states that drivers under the age of 21 are only permitted to drive intrastate. In order to drive between states all drivers must be 21 years of age or older.

For more information about graduation rates, median debt of students who completed this program, and consumer information, please visit: [www.penncommercial.edu/catalog/consumer\\_disclosures.pdf](http://www.penncommercial.edu/catalog/consumer_disclosures.pdf).

## COURSE DESCRIPTIONS

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### COURSE SEQUENCING

Course sequencing is a 2/3/4-letter and 3-digit combination. The numbers range from 100 to 252 and represent a suggested sequence of when courses should be taken. For example, 100 level courses should be taken in the student's first academic year and 200 level courses should be taken in the student's second academic year. 200 level courses represent upper level courses. The letters indicate subject and/or program areas listed below:

|     |  |    |                                     |
|-----|--|----|-------------------------------------|
| AC  | Accounting   | IT | Information Technology and Security |
| BA  | Business Administration                                  | MA | Mathematics                         |
| CAD | Computer Aided Drafting and Design                       | MD | Medical                             |
| CDL | Commercial Driver's License                              | OT | Office Technology                   |
| CM  | Network Administrator                                    | PD | Professional Development            |
| CS  | Computer Support   | PN | Practical Nursing                   |
| CST | Cosmetology  | PS | Psychology                          |
| CT  | Computer Technology                                      | PT | Pharmacy Technician                 |
| EC  | English and Communication                                | WT | Welding                             |
| EL  | Electrician  |    |                                     |
| ES  | Esthetics  |    |                                     |
| HT  | Heating, Ventilation, Air Conditioning and Refrigeration |    |                                     |

### ACCOUNTING (AC)

*\* Includes mandatory US DOE out of class assignments.*

#### AC 101 PRINCIPLES OF ACCOUNTING I \*

**4.0 Credits - 50 Hours - 12 Weeks**

This course is a study of the fundamental principles of financial accounting. It is designed to follow the steps of the accounting cycle for a sole proprietorship. This course is detailed oriented and provides the student with a firm foundation for the further study of accounting.

Prerequisite: None - Co-requisite: None

#### AC 102 PRINCIPLES OF ACCOUNTING II \*

**4.0 Credits - 50 Hours - 12 Weeks**

This course is a continuation of Principles of Accounting I and will provide a thorough study of accounting for corporations. It will emphasize the appropriate application of financial accounting rules for various business situations.

Prerequisite: AC 101 - Co-requisite: None

#### AC 103 PAYROLL ACCOUNTING AND RECORDS \*

**3.0 Credits - 50 Hours - 12 Weeks**

This course includes the study of various federal laws that govern the payroll field, the computation of wages and salaries, and the computation of social security taxes and income taxes (federal, state and local). The course concludes with the preparation of a project that brings together many of the subjects covered in the course.

Prerequisite: None - Co-requisite: None

#### AC 107 FEDERAL INCOME TAX \*

**3.0 Credits - 50 Hours - 12 Weeks**

This is a comprehensive course in the preparation of federal income taxes. Instruction is provided in preparing individual tax returns. Great detail is gone into with respect to the tax code and completing returns properly.

Prerequisite: None - Co-requisite: None

#### AC 106 COMPUTERIZED ACCOUNTING SOFTWARE - Quickbooks \*

**3.0 Credits - 50 Hours - 12 Weeks**

This course provides an introduction to accounting software package (*QuickBooks®*) used often in small business accounting. The student will gain a basic understanding as to the use, application and benefits of this popular software package. Topics of this course will generally include navigation within the applicable software and specifically, such procedures as setting up a company, creating a chart of accounts, recording customer and vendor transactions, processing a payroll, and preparing financial statements.

Prerequisite: AC 101 - Co-requisite: None

## COURSE DESCRIPTIONS

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### BUSINESS ADMINISTRATION (BA)

\*Includes mandatory US DOE out of class assignments.

#### **BA101 INTRODUCTION TO BUSINESS\***

##### **5.0 Credits – 50 Hours – 12 Weeks**

This course is an introduction to the practice of business through the analysis of the role and functions of accounting, management, marketing, human resource management, finance, and economics within business organizations. Students will be introduced to common business terms and principles, business ethics, and will examine the various activities of businesses in daily operations.

Prerequisite: None - Co-requisite: None

#### **BA 103 BUSINESS LAW \***

##### **5.0 Credits - 50 Hours - 12 Weeks**

This course introduces the student to the foundational concepts and terminology of law in general and various topics of business law in particular. Through lecture, discussion and case study, the student will gain knowledge and understanding of how the law applies to business.

Prerequisite: BA 101 - Co-requisite: None

#### **BA 110 ETHICS IN THE WORKPLACE \***

##### **4.0 Credits - 50 Hours - 12 Weeks**

This course focuses on ethical principles in decision making applied to the business and industry workplace. It includes ethical issues in decision making, ethical frameworks for decisions, personal values and ethical priorities, ethics in business and industry, ethical standards in the workplace, ethical choices, application of ethical principles, social and cultural values applied to decisions, and workplace culture.

Prerequisite: None – Co-requisite: None

#### **BA 201 PRINCIPLES OF MANAGEMENT \***

##### **4.0 Credits - 50 Hours - 12 Weeks**

This course focuses on the study of the foundation of management including planning, organizing, leading, and controlling. Students will gain a basic understanding of management practices and have the ability to apply these principles to real-life business situations.

Prerequisite: BA 101 - Co-requisite: None

#### **BA 203 ELEMENTS OF ECONOMICS \***

##### **4.0 Credits - 50 Hours - 12 Weeks**

The goal of this course is to convey a sense of how economic systems affect economic outcomes. The focus of this course will be on United States consumers and economy.

Prerequisite: BA 101 - Co-requisite: None

#### **BA 209 CUSTOMER SERVICE \***

##### **4.0 Credits - 50 Hours - 12 Weeks**

This course is designed to give the student a basic understanding of customer service and provide them with an overall understanding of the importance of customer service in today's business world. The student will learn by lecture, role play, internet research, and video presentation. Case studies will also be studied.

Prerequisite: None - Co-requisite: None

#### **BA 210 PRINCIPLES OF MARKETING**

##### **3.0 Credits – 50 Hours – 12 Weeks**

This course is a study of the fundamental principles of marketing, which includes studying the pricing, distribution, and promotion of products from a corporate standpoint. The course will also discuss the importance of understanding and satisfying consumer wants and needs, while keeping the organizational goals in mind.

Prerequisite: None - Co-requisite: None



## COURSE DESCRIPTIONS

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### **BA 214 PROFESSIONAL OFFICE PROCEDURES \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

This course emphasizes essential skills required for the business office. Topics include office protocol, time management, telecommunications and telephone techniques, office equipment, workplace mail, records management, travel/meeting arrangements, electronic mail, and workplace documents.

Prerequisite: CT 105 - Co-requisite: None

### **BA 220 SUPERVISORY MANAGEMENT**

#### **4.0 Credits – 50 Hours – 12 Weeks**

This course is a study of the challenges of effective supervision in the modern business environment. Students will explore topics such as supervising a diverse workforce, leadership, motivating and empowering employees, organizing and building effective teams, and conflict resolution.

Prerequisite: None - Co-requisite: None

### **BA 222 PRINCIPLES OF FINANCE**

#### **4.0 Credits – 50 Hours – 12 Weeks**

This course is an overview of financial concepts. Students will gain an understanding of general financial concepts, such as financial assets, the cost of money, financial planning and control. Students will also learn how to analyze financial statements, and how to apply basic financial concepts to the corporate decision making process.

Prerequisite: None - Co-requisite: None

### **COMPUTER AIDED DRAFTING AND DESIGN(CAD)**

*\* Includes mandatory US DOE out of class assignments.*

### **CAD 101 TECHNICAL DRAFTING \***

#### **6.0 Credits - 90 Hours – 12 Weeks**

An introduction to the principles of drafting to include terminology and fundamentals, size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes.

Prerequisite: None - Co-requisite: None

### **CAD 102 BASIC COMPUTER AIDED DRAFTING \***

#### **6.0 Credits - 105 Hours - 12 Weeks**

An introduction to computer-aided drafting. Utilizing AutoCAD Software platform with an emphasis placed on setup, creating and modifying geometry, storing and retrieving predefined shapes, placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems, and plot/print to scale.

Prerequisite: None - Co-requisite: None

### **CAD 103 ELECTRO-MECHANICAL DRAFTING \***

#### **6.0 Credits - 90 Hours - 12 Weeks**

A course in electrical and electronic drawings utilizing AutoCAD software platform, conducted on stressing modern representation used for, block diagrams schematic diagrams, logic diagrams, wiring/assembly drawings printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams.

Prerequisite: CAD 102 - Co-requisite: None

### **CAD 104 MACHINE DRAFTING \***

#### **6.0 Credits - 90 Hours - 12 Weeks**

A course utilizing Inventor software platform, production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings.

Prerequisite: CAD 202, CAD 103 - Co-requisite: None

### **CAD 115 ARCHITECTURAL DRAFTING-RESIDENTIAL \***

#### **6.0 Credits - 100 Hours - 12 Weeks**

A course utilizing Revit software platform, architectural drafting procedures, practices, and symbols including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods.

Prerequisite: CAD 102 - Co-requisite: None

## COURSE DESCRIPTIONS

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### **CAD 117 3-D GEOMETRIC DIMENSIONING AND GDT \***

#### **5.0 Credits - 85 Hours - 12 Weeks**

A course utilizing SolidWorks software platform, introducing 3D modeling with emphasis in mechanical design, geometric dimensioning and tolerancing, according to standards. Students will apply various geometric dimensions and tolerances to production drawings.

Prerequisite: CAD 101 - Co-requisite: MA 104

### **CAD 202 INTERMEDIATE COMPUTER AIDED DRAFTING \***

#### **6.5 Credits - 115 Hours - 12 Weeks**

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D within the AutoCAD software platform.

Prerequisite: CAD 102 - Co-requisite: None

### **CAD 204 CIVIL ENGINEERING DRAFTING \***

#### **6.0 Credits - 90 Hours - 12 Weeks**

A course in commercial site drafting with emphasis in location of buildings, parking, sidewalks, and landscaping. Utilizing the AutoCAD/AutoCAD Civil 3D software platform, the student will create new or use an existing site and modify existing contours to meet building codes, zoning ordinances and accessibility requirements. Standard site details will be developed.

Prerequisite: CAD 202, CAD 115 - Co-requisite: None

### **CAD 205 STRUCTURAL DRAFTING \***

#### **6.0 Credits - 90 Hours - 12 Weeks**

Performed on the Revit software platform, this is a study of structural systems including concrete foundations and frames, wood framing and trusses, and structural steel framing systems. Includes detailing of concrete, wood, and steel to meet industry standards including the American Institute of Steel Construction and The American Concrete Institute.

Prerequisite: CAD 115 - Co-requisite: None

### **CAD 206 PIPE DRAFTING \***

#### **6.0 Credits - 90 Hours - 12 Weeks**

A course utilizing AutoCAD software platform, which is a study of pipe fittings, symbols, specifications and their applications to a piping process systems. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.

Prerequisite: CAD 202 - Co-requisite: None

### **CAD 212 FINAL PROJECT-ADVANCED COMPUTER AIDED DRAFTING \***

#### **6.5 Credits - 115 Hours - 12 Weeks**

A drafting course in which students participate in a comprehensive project from conception to conclusion. The students will have some parameters to follow depending on their choice of discipline, but essentially they make the decision as to subject matter as well as the software platform that they will utilize. Prerequisite: CAD 202, CAD 204, CAD 115, CAD 103, CAD 104 - Co-requisite: None

### **CAD 215 DRAFTING AND DESIGN EXTERNSHIP**

#### **12.0 Credits - 360 Hours - 12 Weeks**

An opportunity for students to combine academic theory with new, career-related experience in the drafting field during the student's final quarter of school. At least 30 hours per week must be devoted to new tasks for a minimum of 360 hours during the quarter. Students will demonstrate new tasks and objectives related to accounting and continue to apply advanced application of academic theory in the workplace.

Prerequisite: All CAD core courses - Co-requisite: None

### **CAD 223 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS) \***

#### **6.5 Credits - 90 Hours - 12 Weeks**

GIS (Geographic Information Systems) is a computer-based tool that uses spatial (geographic) data to analyze and solve real-world problems. This course is designed to introduce the student to the basic principles and techniques of GIS. The lab material will emphasize GIS data collection, entry, storage, analysis, and output using ArcGIS.

Prerequisite: None - Co-requisite: None

## COURSE DESCRIPTIONS

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### COMMERCIAL DRIVER'S LICENSE (CDL)

#### **CDL100 COMMERCIAL DRIVER'S LICENSE**

##### **14.0 Credits 220 Hours – 6 Weeks**

Students will learn what is required to take the Commercial Driver's License permit examination. Students will be provided with both classroom and practical driving experience in this program by learning maneuvering skills and driving skills of a commercial vehicle. This program prepares students with the maneuvers and driving skills necessary to take the Commonwealth of Pennsylvania Commercial Driver's License practical and written examinations for Class "A" commercial vehicle with air brakes and tanker endorsement.

Prerequisites: None Co-requisite: None

### **NETWORK ADMINISTRATOR (CM)**

*\* Includes mandatory US DOE out of class assignments.*

#### **CM101 DESKTOP HARDWARE/SOFTWARE**

##### **4.0 Credits – 50 Hours – 12 Weeks**

The focus of this course is on the computer technology students are likely to encounter in the workplace. The course is designed to acquaint students with the history of computers, hardware and software fundamentals, to teach students how computer technology can be applied to workplace situations, to introduce new methods for keeping up-to-date and new technology, and to help students develop confidence at using a computer creating a framework of basic skills on which they will build on in more advanced course.

Prerequisite: None Co-requisite: None

#### **CM102 BASIC PROGRAMMING I\***

##### **3.0 Credits – 50 Hours – 12 Weeks**

This course introduces students to object-oriented programming with Visual Basic. The students will learn techniques and methods for writing effective code, including handling object events, programming methods, branching logic, loops, and sub-routines. Programs progress from elementary to more complex, with more advanced programming techniques as the capstone of the course.

Prerequisite: IT100, CS202 – Co-requisite: None

#### **CM 105 NETWORKING TECHNOLOGIES \***

##### **4.0 Credits - 50 Hours - 12 Weeks**

This course is an introduction to both the concepts behind local area networks (LANs) and their practical uses. It is designed to help the student come to a better understanding of the capabilities of LAN technology and to appreciate the role that LANs are playing within the rapid evolving field of Information Technology. The students will obtain a better working knowledge with the theory, such as the OSI model, and the technology, such as 802.3, running behind the scenes of nearly every computing device in the world.

Prerequisite: None - Co-requisite: None

#### **CM200 MOBILE AND WIRELESS TECHNOLOGIES\***

##### **3.0 Credits – 50 Hours – 12 Weeks**

This course introduces the student to the complimentary worlds of mobile devices and Wi-Fi. Students will be introduced to the primary categories of mobile computing devices, and how to work with them. Students will learn the current generations of wireless technology, and how to implement, secure, and effectively utilize wireless.

Prerequisite: NETWORK TECHNOLOGIES, OPERATING SYSTEMS - Co-requisite: None

Prerequisite: CM105, IT100- Co-requisite: None

#### **CM202 SECURITY I\***

##### **3.0 Credits – 50 Hours – 12 Weeks**

This course emphasizes the importance of security within the IT field. Students will learn the history and evolution of encryption methods. Students will learn methods for data and equipment security, and verifying the integrity of data. Topics will include file hashing algorithms, file encryption, data encryption, and SSL. Hands-on activities will introduce methods to secure equipment and systems. Ethics decision-making is a core focus behind this course.

Prerequisite: CM105 – Co-requisite: None

## COURSE DESCRIPTIONS

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### **CM204 MICROCOMPUTER OPERATING SYSTEMS\***

#### **3.0 Credits – 50 Hours – 12 Weeks**

This course will enable the students to gain an understanding of computer operating systems. It is broken down into multiple parts allowing students to become familiar with operating systems, with emphasis on Windows and Linux. Hands-on exercises will provide practical experience to strengthen skills learned.

Prerequisite: None – Co-requisite: None

### **CM 206 MICROSOFT NETWORKING CONCEPTS \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

The goal of this course is to have the student become more familiar with the Microsoft networking architecture and its related components and services. The student is introduced to new concepts, including network protocols, DHCP, DNS, Routing and Active Directory. Activities are performed in a virtualized environment to provide the student with a safe and stable environment, and to promote testing of learned concepts.

Prerequisite: CM 105, CM 209 - Co-requisite: None

### **CM208 NETWORK DESIGN PROJECT\***

#### **3.0 Credits – 50 Hours – 12 Weeks**

The goal of this course is to prepare the student for the tasks of installing, configuring, managing and supporting a network infrastructure. The student learns certain project management tasks, and works with network design concepts and components in greater detail (IE: DNS, Active Directory, Group Policy), and how to apply these components in a practical sense. The end goal is for the student to design and create the pieces necessary for a pseudo-production environment

Prerequisite: CM206 – Co-requisite: None

### **CM209 WINDOWS SERVER\***

#### **3.0 Credits – 50 Hours – 12 Weeks**

This course introduces the student to the Microsoft Windows Server network operating system. Students will learn different installation methods, as well as administration and configuration via a safe, virtualized environment. The use of a virtualization application affords the student a satisfying atmosphere for learning this complex and powerful operating system without compromising system security and stability.

Prerequisite: IT100- Co-requisite: None

### **CM 214 MICROSOFT WINDOWS OPERATING SYSTEMS \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

This course is designed to expose the student to multiple consumer-facing Operating Systems. Students are expected to work with Microsoft Windows, Apple OSX, and Linux. This course will walk through activities involving installation, configuration, and administration of these different operating environments. Students will work with these Operating Systems to become familiar with the interfaces and differences between the various platforms available for both consumer and business users.

Prerequisite: None - Co-requisite: None

### **CM 215 ACTIVE DIRECTORY CONCEPTS \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

This course will bring an intermediary-level introduction of Microsoft Active Directory concepts to the student. Information Technology specialists must understand and use Active Directory in Microsoft-centric networks. This course creates an atmosphere to introduce the core principles involved with a hands-on approach. The student delves into this product with a hands-on perspective using a virtualized environment.

Prerequisite: CM 209 - Co-requisite: None

### **CM 216 MICROSOFT EXCHANGE SERVER \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

The course introduces the student to Microsoft's enterprise e-mail server suite; Exchange Server. During this class we teach installation, configuration, and typical administrative tasks within Exchange Server. This course provides valuable learning, utilizing hands-on projects where the student installs and administers their own, functional Active Directory environment, and associated Exchange e-mail server. While these activities are virtualized, we simulate many typical day-to-day tasks of an Exchange administrator.

Prerequisite: CM 215 - Co-requisite: None

## COURSE DESCRIPTIONS

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### **CM 217 MICROSOFT SQL SERVER \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

The course introduces the student to the tools and capabilities of Microsoft SQL Server. Information Technology technicians are often responsible for the installation, configuration, administration and maintenance of database servers, using both the GUI and Transact-SQL language. A virtualization environment is used to provide the student with a safe and stable environment to promote testing of learned concepts

Prerequisite: OT 110, CM 209 Co-requisite: None

### **CM218 INTRODUCTION TO UNIX/LINUX\***

#### **3.0 Credits – 50 Hours – 12 Weeks**

This course introduces the student through use and administration of the Unix and Linux family of Operating Systems. The students will learn to install and configure a PC with either Unix or Linux as well as to make changes to the Operating System. Topics will include working with the terminal and GUI interfaces, performing administrative tasks such as adding users and groups, and changing file and directory permissions. Students will also get a feel for some of the commands used to manage this platform.

Prerequisite: IT 100 – Co-requisite: None

### **CM220 NETWORK ADMINISTRATOR EXTERNSHIP\***

#### **12.0 Credits – 360 Hours – 12 Weeks**

An opportunity for students to combine academic theory with career-related experience in the network administrator or computer field during the student's final quarter of school. At least 30 hours per week must be devoted to new tasks for a minimum of 360 hours during the quarter. Students will demonstrate new tasks and objectives related to computer networking and continue to apply advanced application of academic theory in the workplace.

Prerequisite: Completion of all core course requirements with 2.0 GPA – Co-requisite: None

### **COMPUTER SUPPORT (CS)**

Includes mandatory US DOE out of class assignments.

### **CS 103 BEGINNING A+ CERTIFICATION \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

This course is designed as the first step toward preparing you to support personal computers and take the CompTIA A+ certification examination. This course will prepare the student to better understand the function of the hardware both internal and external that is associated with the computer. This course will employ an effective combination of tools and simulations that reinforce both concepts and hands-on experience.

Prerequisite: None - Co-requisite: None

### **CS 201 ADVANCED A+ CERTIFICATION \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

This course is designed as the second step toward preparing you to support personal computer and take the CompTIA A+ certification examination. This course will prepare the student to better understand the function of software and its relation to the Operating System. This course will employ an effective combination of tools and simulations that reinforce both concepts and hands-on experience.

Prerequisite: CS103 - Co-requisite: None

### **CS 202 PC ARCHITECTURE, DESIGN, AND LEMENTATION\***

#### **3.0 Credits – 50 Hours – 12 Weeks**

This course introduces the student to the concepts behind building a computer - PC architecture. This is accomplished by designing and building a computer, installing an Operating System, and then configuring the computer and installing software. This course employs a combination of hardware and software tools to powerfully integrate physical and logical concepts, helping the student gain hands-on, real world experience with a live computer. Upon successful completion of this course, the computer becomes an integral part of the students' future curriculum, and is heavily utilized in future classes.

Prerequisite: IT 100 - Co-requisite: None

# COURSE DESCRIPTIONS

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## COSMETOLOGY (CST)

### **CST 1000 Fundamentals I Module**

#### **139 Hours – 4 weeks**

This course is designed to introduce the student to TONI&GUY techniques and Philosophy. Students will receive their cosmetology kits and discuss the use and maintenance of the items. Topics to be discussed and demonstrated are: 9 haircutting techniques, proper sectioning of hair, analysis of hair/skin, hair styling techniques, braiding, proper draping and shampooing techniques and TiGi Product Knowledge and styling aids.

### **CST 1001 Fundamentals II Module**

#### **139 Hours- 4 weeks**

This course is designed to introduce the student to all Chemical Services performed in the field of Cosmetology. This course will give the student knowledge in all Hair Color, Permanent Waving, Chemical Texturizing, Chemical Relaxing and Hair Straightening Techniques. The student will also continue to understand and practice the importance of Professional Development and how it relates to the Beauty Industry i.e. appearance, hygiene, personality, communication, attitude and ethics. The student will gain knowledge on Client Consultations, Scalp and Hair Analysis, Understanding of Hair Structure and how that relates to making a Permanent Chemical change to the Hair, and how to Perform Step by Step Chemical Service in a safe and sanitary environment while following all manufacturer's instructions and State Laws.

### **CST 1002 Intermediate A Module**

#### **139 Hours – 4 weeks**

This course enables the student to practice and master haircutting techniques for Men and Women. The student will review techniques learned during Freshman Module, as well as the razor, clipper and trimmer techniques, and the purpose of thinning and texturizing hair. Hairstyling techniques introduced are brushing/air forming, use of marcel iron, flat iron, finger waves, pin curls, roller sets and specialty updos. Also introduced is perm preparation, application, and safety, hair coloring, client consultation, facial treatment and application of make-up.

### **CST 2000 Intermediate B Module**

#### **139 Hours – 4 weeks**

This course is designed to introduce the student to advanced hair coloring techniques, such as, corrective hair color and hair color fillers. Students will review all previously learned highlighting techniques and expand upon them. Students will review all previously learned haircuts and learn advanced haircutting and hair styling techniques. A review of all chemical texturing, chemical relaxing and hair straightening techniques are also presented. Students will also learn hair removal techniques, manicures, pedicures and facials. This course also has a clinic component where students will perform cosmetology services on the clients.

### **CST 2001 Intermediate C**

#### **139 Hours—4 weeks**

This course is designed to introduce the student to the importance of professional image and how it applies to the field of cosmetology. Students will be able to develop a professional portfolio and research prospective employers, as well as how to present themselves during an interview. The clinic portion of this course focuses on perfecting competence in advanced techniques related to client services. Front desk operations will also be experienced.

### **CST 2002 Senior A Module**

#### **139 Hours – 4 weeks**

This course is designed to introduce the student to the study of chemistry, electricity, anatomy and physiology in the field of cosmetology. Topics to be discussed are chemistry of water and shampoos, acidity and alkalinity as it relates to hair, nails and skin, pH effects on hair, cells, organs, tissues and systems. The clinic portion of this course focuses on perfecting student's competence in advanced techniques related to client services.

### **CST 3000 Senior B Module**

#### **139 Hours – 4 weeks**

This course is a continuation of Senior A Module. Topics to be discussed are chemistry, anatomy and physiology in the field of cosmetology. Students will receive theory in the morning and the afternoon will be spent on the clinic floor practicing and enhancing their techniques in haircutting and styling, hair coloring, perming, texturizing, manicures, and pedicures on clients.

## COURSE DESCRIPTIONS

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### **CST 3001 Graduating Senior A Module**

#### **139 Hours – 4 weeks**

This course is designed to provide the student with the knowledge needed to prepare for the written and practical portions of the Pennsylvania State Board of Cosmetology licensing exam. It includes practice written exams and mock state board procedures for all required services. The clinic portion focuses on perfecting competence in advanced techniques related to client services in the cosmetology clinic. Students will also focus on front desk operations.

### **CST 3002 Graduating Senior B Module**

#### **140 Hours – 4 weeks**

This course is designed to introduce the student to the business practices associated with a Salon/Spa. Topics to be discussed are: salon ownership, opening a business, borrowing money for the business, setting goals, management skills, and responsibility of salon ownership. All aspects of “Getting a Job” are discussed. Students will continue to review for the Pennsylvania State Board of Cosmetology licensing exam. The Clinic portion focuses on perfecting competence in advanced techniques and building a clientele. Clinical experience will include advanced procedures for haircuts and styling, hair coloring, permanent waving, soft curl permanent waving, chemical strengthening, thermal pressing and curling, facials, manicuring, and other related services.

### **COMPUTER TECHNOLOGY (CT)**

*\* Includes mandatory US DOE out of class assignments.*

### **CT 101 COMPUTER FUNDAMENTALS**

#### **4.0 Credits - 50 Hours - 12 Weeks**

The focus of this course is on the computer technology that students are likely to encounter in the workplace. The course is designed to acquaint the students with the history of the computer, to teach hardware and software fundamentals, to teach students how computer technology can be applied to workplace situations, to introduce methods for keeping up-to-date with new technology, and to help students develop confidence at using the computer.

Prerequisite: None - Co-requisite: None

### **CT 104 INTRODUCTION TO WORD PROCESSING \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

Students will be introduced to Microsoft Word and emphasis is on use of alphabetic, numeric, and symbol keys. The student will also be able to apply basic formatting, proofreading, and editing techniques. Supplementary workshops are incorporated for building speed and accuracy, as well as for improving communication and formatting.

Prerequisite: None - Co-requisite: Non

### **CT107 INTRODUCTION TO EXCELL FOR MEDICAL PROFESSIONALS\***

#### **2 credits/50 hours – 12 weeks**

This course is designed to introduce medical professionals to Microsoft Excel 2016. Students will learn about formulas, functions, formatting, and creating charts to prepare students for the challenges of the contemporary medical office environment. Actual medical examples will be utilized throughout the course, and students will be required to complete projects related to medical case studies.

### **CT 108 MICROSOFT EXCEL \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

Students learn how to use Microsoft Excel for business applications. Students become proficient in creating and modifying spreadsheets in a business environment and in printing files that meet business standards. Topics include: spreadsheet concepts, data entry and modification, analyzing data, charts and graphs, formatting data and content and managing workbooks.

Prerequisite: OT 101 - Co-requisite: None

### **CT 109 MICROSOFT WORD\***

#### **3.0 Credits - 50 Hours - 12 Weeks**

Students learn how to use Microsoft Word for basic word processing. Emphasizes use of word processing software to create and revise business documents. Topics include: creating, organizing, and formatting content; collaborating on documents; formatting and managing documents.

Prerequisite: None - Co-requisite: None

## COURSE DESCRIPTIONS

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### **CT 110 MICROSOFT ACCESS \***

#### **3.0 Credits – 50 Hours – 12 Weeks**

Students learn how to create and use databases with Microsoft Access. Emphasizes use of database management software to access, manipulate, and create databases. Topics include: database concepts structuring databases, entering data, organizing data, and managing databases.

Prerequisite: None – Co-requisite: None

### **CT 206 MICROSOFT POWERPOINT AND OUTLOOK**

#### **4.0 Credits - 50 Hours - 12 Weeks**

Students learn how to use Microsoft PowerPoint and Microsoft Outlook. This course emphasizes use of software to create informal and formal presentations for conferences and conventions, virtual presentations, emails, appointments, and calendars. Students will also learn how to create hard copy printouts, outlines, speaker notes, and audience handouts for important meetings they encounter in an office environment.

Prerequisite: CT 105 – Co-requisite: None

### **CT 208 ADVANCED COMPUTER SOFTWARE \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

A software solutions course that teaches at a business operational level, reviews and presents advanced concepts of word processing (Microsoft Word), spreadsheets (Excel), presentations (PowerPoint), and introduces use of database management (Access). Students will also practice software integration and other practical business uses.

Prerequisite: CT 105, CT 106 - Co-requisite: CT 205

### **ENGLISH AND COMMUNICATION (EC)**

\* Includes mandatory US DOE out of class assignment

### **EC 101 ENGLISH COMPOSITION \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

The development of composition skills through purposeful reading, logical thinking, and the application of principles of rhetoric. This course includes practice in the selection, restriction, organization, and development of topics. It reinforces the student's facility with sentence structure, diction, and mechanics.

Prerequisite: None - Co-requisite: None

### **EC 102 COMMUNICATION \***

#### **5.0 Credits - 50 Hours - 12 Weeks**

This course is an introductory study of the dimensions of speech communications. The course examines the oral communication process in interpersonal contexts such as one-to-one relationships and small-group interactions.

Prerequisite: None - Co-requisite: None

### **EC 103 TECHNICAL COMMUNICATION \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

This course will prepare you to complete the kinds of practical communication projects often required in professions such as those you will enter. Emphasis will be placed on (1) the process of completing any on-the-job writing assignments, (2) the specific formats most often used, and (3) related communication tasks such as oral presentations and graphics.

Prerequisite: None - Co-requisite: None

### **EC 201 BUSINESS COMMUNICATION \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

This course uses a human relations approach to written and oral workplace communication. Special attention is given to audience analysis and to promoting goodwill both inside and outside of the organization. With this in mind, students will practice writing direct and indirect memos and letters, as well as learn interpersonal techniques to help them be a successful communicator at work.

Prerequisite: EC 101, EC 102 - Co-requisite: None



# COURSE DESCRIPTIONS

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## ELECTRICIAN (EL)

*\* Includes mandatory US DOE out of class assignments.*

### **EL 101 FUNDAMENTALS OF ELECTRICITY \***

#### **6.0 Credits - 100 Hours - 12 Weeks**

This course is designed to acquaint students with the fundamental skills associated with all other electrical courses. Topics will include: safety, basic tools, special tools, equipment, and an introduction to simple AC and DC circuits.

Prerequisite: None - Co-requisite: None

### **EL 102 DC / AC CIRCUITS \***

#### **6.0 Credits - 100 Hours - 12 Weeks**

This course includes the simplified study of the basic components of DC and AC Components, voltages, resistance, magnetism, Inductance, and capacitance. Ohm's Law and measurements will be used to study the behavior of components.

Prerequisite: None - Co-requisite: None

### **EL 104 NATIONAL ELECTRICAL CODE \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

This is an introductory course designed for students with little or no knowledge of the electrical code. Students will study the structure and scope of the National Electrical Code and learn how to locate often used code sections: Ohm's Law, voltage drop, and wire and conduit sizing.

Prerequisite: EL101, EL102 - Co-requisite: None

### **EL 201 RESIDENTIAL WIRING \***

#### **6.0 Credits - 100 Hours - 12 Weeks**

This is an introductory course on residential wiring methods which will include practical application and hands-on implementation of code requirements.

Prerequisite: EL 101, EL 102 - Co-requisite: None

### **EL 202 MOTOR CONTROL SYSTEMS \***

#### **6.0 Credits - 100 Hours - 12 Weeks**

The focus of this course is on the installation of different motor control circuit and devices. Emphasis will be placed in developing the students' ability to diagram, wire, and troubleshoot the different circuits along with Electrical, Electronic, and Mechanical control devices.

Prerequisite: EL 101, EL 102 - Co-requisite: None

### **EL 204 EQUIPMENT MAINTENANCE AND TROUBLESHOOTING \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

This course introduces the student to maintenance and troubleshooting techniques, used in manuals, test equipment, and inspection/repairs of the equipment.

Prerequisite: EL 202 - Co-requisite: None

### **EL 205 COMMERCIAL WIRING \***

#### **6.0 Credits - 100 Hours - 12 Weeks**

This is an introductory course on commercial wiring methods. The student will be able to read commercial blueprints and apply the National Electrical Code to commercial wiring systems. Students will also receive training in conduit bending and conduit runs for circuits.

Prerequisite: EL 104, EL 201 - Co-requisite: None

### **EL 206 PROGRAMMABLE LOGIC CONTROLLERS \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

This course will cover the use of programmable logic controllers in modern electrical settings. Also, the operating principles of PLC's and practice in programming, installation, and maintenance of PLCs will be studied.

Prerequisite: EL 202 - Co-requisite: None

### **EL 208 MOTOR MAINTENANCE AND TROUBLESHOOTING \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

## COURSE DESCRIPTIONS

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This course will focus on the principles and practices of electrical motor repair. Also, the course will cover the topics of disassembly/assembly and preventative maintenance of common electrical motors.

Prerequisite: EL 202 - Co-requisite: None

### **EL 210 ALTERNATIVE ENERGY\***

#### **5.0 Credits – 70 Hours – 12 Weeks**

This course provides an introduction to energy systems and renewable energy resources, with a scientific examination of the energy field and an emphasis on alternate energy sources and their technology and application. The class will explore society's present needs and future energy demands, and then focus on alternate, renewable energy sources such as solar, biomass (conversions), wind power, geothermal and hydro. Energy conservation methods will also be emphasized.

### **HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION (HT)**

*\* Includes mandatory US DOE out of class assignments.*

### **HT 101 SEALED COMPONENTS, SEALED SYSTEMS AND ELECTRICAL CIRCUITS THEORY \***

#### **6.0 Credits - 100 Hours - 12 Weeks**

This course is designed to give the student the ability to understand basic principles of a sealed system, domestic equipment and air conditioners and their electrical circuits.

Prerequisite: EL 101, EL 102 - Co-requisite: None

### **HT 105 TOOLS AND EQUIPMENT OVERVIEW \***

#### **3.0 Credits – 50 Hours - 12 Weeks**

The focus of this course is on the introduction and review of tool application and safety, equipment, and interpretation of mechanical and structural drawings, while performing the repairs and installation required in the HVAC-R profession.

Perquisite: EL 101, EL 102 - Co-requisite: None

### **HT110 RESIDENTIAL REFRIGERATION**

#### **6.0 Credits – 100 Hours – 12 Weeks**

This course is designed to give the student the ability to understand basic principles of a sealed system, domestic equipment and air conditioners and their electrical circuits.

### **HT 111 OIL HEATING, INSTALLATION AND SERVICE OF DOMESTIC EQUIPMENT \***

#### **5.0 Credits - 75 Hours - 12 Weeks**

This course will provide the student with the theory connected to the installation, service, troubleshooting, material lists, and load specifications of oil heating equipment for both residential and commercial application.

Prerequisite: HT 101- Co-requisite: None

### **HT 112 GAS HEATING EQUIPMENT AND ADD ON AIR CONDITIONING EQUIPMENT \***

#### **6.0 Credits - 100 Hours - 12 Weeks**

This course is designed to give the student a working knowledge of gas fired, standing pilot, and electronic units; methane and propane fuels as applicable to gas heating equipment; the application of whole house and rooftop units; and a knowledge of add-on air conditioning unit applicable to both gas and oil fired forced air heating.

Prerequisite: HT 111, HT 114 - Co-requisite: None

### **HT 114 PSYCHOMETRICS, LOAD CALCULATIONS AND AIR DISTRIBUTION THEORY \***

#### **5.0 Credits - 75 Hours - 12 Weeks**

In this course the student will gain an understanding of the effects of relative humidity and ambient air temperatures. The student will understand the necessity of air volume and the effects of negative and positive pressures on various cooling and ventilation equipment. The student will also learn various methods of sizing equipment for heating and cooling units to be used in commercial and residential applications.

Prerequisite: HT 101- Co-requisite: None

### **HT 201 COMMERCIAL REFRIGERATION \***

#### **6.0 Credits - 100 Hours - 12 Weeks**

The student will gain knowledge of applicable electrical circuitry and controls for self-contained units, commercial rooftop air conditioning and cooling towers. The student will also learn the theory of supermarket installations, including crispers, refrigeration units, freezer units, and various ice machines. The student will be taught the installation of applicable controls, both electrical and mechanical, and load

## COURSE DESCRIPTIONS

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requirements.

Prerequisite: HT 101, HT 114 - Co-requisite: None

### **HT 205 HVAC CONTROLS AND DIAGRAMS \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

The focus of this course is on the installation of different HVAC-R control circuits and devices. Emphasis will be placed in developing the students' ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices.

Prerequisite: EL 101, EL 102 - Co-requisite: None

### **HT 206 HEAT PUMP/ELECTRIC AIR HANDLER \***

#### **6.0 Credits - 100 Hours - 12 Weeks**

This course will give students the knowledge necessary to install and service heat pumps as primary heating systems.

Prerequisite: HT 112, HT 201 - Co-requisite: None

### **HT207 CUSTOMER SERVICE FOR HVAC**

#### **3.0 Credits – 50 Hours – 12 Weeks**

This course is designed to give the student a basic understanding of customer service and provides an overall understanding of the importance of customer service in the HVAC industry. Topics to be discussed are soft skills, handling difficult customers, teamwork and flexibility, etc.

Prerequisite: None – Co-requisite: None

### **HT210 SHEET METAL FABRICATION**

#### **3.0 Credits – 50 Hours – 12 Weeks**

This course will provide the student with the skills to read and correctly interpret design plans, sheet metal layout, and duct work design. Students will construct duct work and bend metal.

Prerequisite: None – Co-requisite: None

### **HT 212 HVAC EQUIPMENT TROUBLESHOOTING/BASIC PLUMBING\***

#### **7.0 Credits - 150 Hours - 12 Weeks**

This course will provide the students with the knowledge necessary for identifying and troubleshooting common problems that occur in HVAC equipment.

Prerequisite: HT 112, HT 201- Co-requisite: None

### **HT 214 HYDRONICS AND CHILLERS \***

#### **5.0 Credits - 100 Hours - 12 Weeks**

This course will afford students with the knowledge of low pressure boilers, zoning applications relative to hot water heat, application of electronic and mechanical controls specific to hot water heating as well as chiller systems and air distribution systems. Also covered is material needed for the Refrigerant Usage Certification Test.

Prerequisite: HT 203 - Co-requisite: None

### **INFORMATION TECHNOLOGY AND SECURITY**

- *Includes mandatory US DOE out of class assignments.*

### **IT 100 OPERATING SYSTEMS**

#### **3.0 Credits – 50 Hours – 12 Weeks**

This course is designed to expose the student to multiple consumer-facing Operating Systems. Students are expected to work with Microsoft Windows, Apple macOS, and Linux. This course will walk through activities involving installation, configurations, and administration of these different operating environments. Students will work with these Operating Systems to become familiar with the interfaces and differences between the various platforms available for both consumer and business users.

Prerequisite: None - Co-requisite: None

### **IT 132 VOIP TECHNOLOGIES \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

This course introduces the VoIP technology present in many business environments today. It will expand upon previous knowledge by introducing additional IP protocols such as RTP and SIP. Students will learn the impact of IP-related issues such as jitter, latency, and packet

## COURSE DESCRIPTIONS

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loss, and also the importance of using QoS for network traffic management. This is supplemented by working with VoIP equipment in our hands-on lab.

Prerequisite: CM105 - Co-requisite: None

### **IT 125 SECURITY II \***

3.0 Credits - 50 Hours - 12 Weeks

This course goes beyond the implementation of security and steps into the realm of 'Ethical Hacking'. We will explore hands-on use of advanced tools, basic fingerprinting, and methods used to gain access to computer systems. Students will perform 'Penetration Testing' - scan, test, and hack their own systems, utilizing the five phases of ethical hacking: reconnaissance, scanning, gaining access, maintaining access, and covering your tracks. ACTIVITIES WILL ONLY BE PERFORMED AGAINST EQUIPMENT YOU HAVE CONSENT TO ACCESS.

Prerequisite: CM202 - Co-requisite: None

### **IT 235 VIRTUALIZATION TECHNOLOGIES \***

3.0 Credits - 50 Hours - 12 Weeks

This course will take an in-depth look into virtualization technologies. Both VMWare vSphere and Microsoft Hyper-V platforms will be utilized throughout this course. Topics include creating a virtual host, installing the hypervisor, creating and managing virtual storage, working with virtual networks, and managing system resources. Students will also create, manage, and utilize virtual machine, create templates, clone machines, and work with snapshots.

Prerequisite: CM202 - Co-requisite: None

## **MATHEMATICS (MA)**

- *Includes mandatory US DOE out of class assignments.*

### **MA 101 BUSINESS MATHEMATICS \***

4.0 Credits - 50 Hours - 12 Weeks

This course uses an integrated approach to learning business math. The students will refine basic math concepts and gain knowledge of business related concepts, including: percentages, banking, markup, discounts, and payroll. In addition, the student will apply this knowledge using a calculator, gaining accuracy and speed at both.

Prerequisite: None - Co-requisite: None

### **MA 102 TECHNICAL MATH I \***

4.0 Credits - 50 Hours - 12 Weeks

For the first eight weeks of this quarter, students will study basic math fundamentals, such as addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, percent's and conversions of units of measure. They will do some of this work both with and without calculators. The last four weeks students will learn to use formulas to find the areas of common polygons, circles and sectors.

Prerequisite: None - Co-requisite: None

### **MA 103 TECHNICAL MATH II \***

4.0 Credits - 50 Hours - 12 Weeks

During the first eight weeks of this course, the students will increase basic math skills as and begin their study of algebra culminating in the solutions of simple and complex equations. The last four weeks of the class, the students will learn to use formulas to find volumes, lateral area, surface area and capacity of prisms, cylinders, pyramids, cones, frustums, and composites.

Prerequisite: MA 102 - Co-requisite: None

### **MA 104 TECHNICAL MATH III \***

4.0 Credits - 50 Hours - 12 Weeks

In this course, students gain an understanding of right angle and oblique trigonometry. Right angle trigonometry will focus on the use of sine, cosine, and tangent functions. Oblique trigonometry concentrates on the application of the laws of sines and cosines. Practical problems are used to illustrate the relationship of mathematic theory to the use in their field of study.

Prerequisite: MA 103 - Co-requisite: None

## **MEDICAL (MD)**

- *\* Includes mandatory US DOE out of class assignments.*

### **MD 101 MEDICAL TERMINOLOGY I WITH ANATOMY AND PHYSIOLOGY \***

4.0 Credits - 50 Hours - 12 Weeks

This course is designed to introduce the student to the field of medical terms: origin, definition, practical use and common names. This

## COURSE DESCRIPTIONS

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course will provide the student with a complete study of the medical language, to establish the building blocks necessary for a better understanding of anatomy, physiology, and medical terminology. This course will include linguistics of terms, combining forms, prefixes, and suffixes. This course also provides the basics of anatomy and physiology. *This is an introductory course.*

Prerequisite: None - Co-requisite: None

### **MD 102 MEDICAL TERMINOLOGY II WITH ANATOMY AND PHYSIOLOGY \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

This course is a continuation of Medical Terminology I. It is intended to provide the student with a comprehensive understanding of anatomy and physiology and medical terminology. It continues to expand on medical terminology, anatomy and physiology, pathologic conditions, abbreviations and diagnostic tests related to the urinary, female and male reproductive, nervous, cardiovascular, and respiratory systems. Emphasis is placed on spelling, definitions, pronunciation, and practical application of medical terms.

Prerequisite: MD 101 - Co-requisite: None

### **MD 103 MEDICAL TERMINOLOGY III WITH ANATOMY AND PHYSIOLOGY \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

This course is a continuation of Medical Terminology II including anatomy and physiology. It is intended to provide the student with a comprehensive understanding of anatomy and physiology and medical terminology. It continues to expand on medical terminology, anatomy and physiology, pathologic conditions, diagnostic testing, and abbreviations used in the medical language. The specific body systems studied in this course are the blood, lymphatic and immune, musculoskeletal, skin, the eye and ear, and the endocrine system. Emphasis continues to be on spelling, definitions, pronunciation, and practical application of medical language.

Prerequisite: MD 102 - Co-requisite: None

### **MD 104 MEDICAL COMPUTER APPLICATIONS \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

This course provides hands-on experience using the computer to set up appointments, create a patient database, and record financial transactions in a physician's office using Medisoft Patient Accounting software.

Prerequisite: MD 103 - Co-requisite: MD 202, MD 203

### **MD 107 INTRODUCTION TO PHARMACOLOGY**

#### **4.0 Credits – 50 Hours – 12 Weeks**

This course is designed to familiarize the student with the common prescribed medications used in a physician's office. The areas of study will include description of the drug, brand and generic names of medications, drug uses, drug classifications, scheduled drugs, dosage calculations, adverse effects and contraindications.

Prerequisite: None - Co-requisite: None

### **MD 108 ELECTRONIC HEALTH RECORDS \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

This course gives the student the opportunity to become familiar with medical documentation using an electronic medical record database and software. Students will simulate working in a medical center and rotate through various medical specialty units. Items covered include: creating, retrieving, and revising medical documents within EMR (Electronic Medical Record) software systems (SimChart).

Prerequisite: None - Co-requisite: None

### **MD 200 INTRODUCTION TO PATHOLOGY \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

This course is intended to introduce medical students to the variety of diseases that affect the various body systems. Along with the pathophysiology, diagnostic testing pertinent to illness, signs and symptoms, and various methods of treatment will be discussed.

Prerequisite: MD 103 - Co-requisite: None

### **MD 202 MEDICAL INSURANCE AND BILLING \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

This course is designed to introduce the student to the world of medical insurance and billing. The student will become familiar with procedures in billing, insurance, compensation and several HMO organizations. This course also includes basic diagnostic and procedural coding, and provides knowledge of medical billing software (Medisoft) and electronic billing.

Prerequisite: MD 101 - Co-requisite: None

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### **MD 203 MEDICAL CODING I \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

This course is intended to make the medical student proficient in the coding procedures and diagnosis made in the medical setting in order to receive timely and accurate reimbursement. ICD-10-CM coding will introduce the student to the method used to accurately code diagnoses. CPT-4 coding will introduce the student to the methods used to accurately code procedures. Knowledge of medical terminology is imperative for this course.

Prerequisite: MD 101 - Co-requisite: None

### **MD 206 CLINICAL ASSISTING I \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

This course addresses the basic clinical concepts used in a physician's office. The clinical skills covered include universal precautions, sterilization, glove application, vital signs such as temperature, pulse, respiration, blood pressure, height and weight, assessment skills, charting, and history/physical reports. The student will also learn to assist the physician with routine physical examinations and long-term patient care.

Prerequisite: MD 102 - Co-requisite: None

### **MD 210 CLINICAL ASSISTING II \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

This course is a continuation of Clinical Assisting I. Students will complete a basic understanding of minor surgery by learning how to assist the physician, by learning how to handle surgical instruments, how to assist with surgical procedures, and learning how to apply dressing bandages. Advanced medical assisting procedures are also taught, such as eye and ear, male and female reproductive systems, and electrocardiography. Prerequisite: MD 206 - Co-requisite: MD 211

### **MD 211 LABORATORY PROCEDURES \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

This course provides a study of the laboratory procedures and microbiology as it pertains to the lab tests done in the physician's office laboratory, such as urinalysis collection with chemical examination of the urine. The student will also learn venipuncture techniques, hematology, and basic clinical chemistry testing. Emergency and first aid protocol and OSHA Bloodborne Pathogens Standards are also included in this course.

Prerequisite: MD 206 - Co-requisite: MD 210

### **MD 212 MEDICAL OFFICE ADMINISTRATION EXTERNSHIP**

#### **12.0 Credits - 360 Hours - 12 Weeks**

An opportunity for students to combine academic theory with career-related experience in the medical office administration field during the student's final quarter of school. At least 30 hours per week must be devoted to new tasks for a minimum of 360 hours during the quarter. Students will demonstrate new tasks and objectives related to medical office administration and continue to apply advanced application of academic theory in the workplace.

Prerequisite: Completion of all coursework with 2.0 GPA and CPR training - Co-requisite: None

### **MD 213 MEDICAL ASSISTANT EXTERNSHIP**

#### **12.0 Credits - 360 Hours - 12 Weeks**

An opportunity for students to combine academic theory with new, career-related experience in the medical assistant field during the student's final quarter of school. At least 30 hours per week must be devoted to new tasks for a minimum of 360 hours during the quarter. Students will demonstrate new tasks and objectives related to medical assisting and continue to apply advanced application of academic theory in the workplace.

Prerequisite: Completion of all coursework with 2.0 GPA, CPR and OSHA training - Co-requisite: None

### **MD 214 CLINICAL ASSISTING III \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

This course is designed as a continuation of MD210 Clinical Assisting II. Basic application skills of MD210 Clinic II will be refined by practical applications. Students will complete series of all methods of drug administration with an emphasis on invasive procedures such as injections: intradermal, subcutaneous, and intramuscular.

Prerequisite: MD 210 - Co-requisite: MD 215

### **MD 215 LABORATORY PROCEDURES II \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

This course is designed to continue with laboratory application skills for the Physician's Office Laboratory (POL). It serves to further enhance previously learned skills for proficiency in collections, processing, and testing of human specimens. This course will include advanced

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hematology procedures such as ESR, Reticulocyte, and RBC morphology and indices calculations, as well as chemistry including specialized testing collection requirements, and serology testing procedures including blood banking and antibody testing. Coagulation studies are also included in this laboratory course. OSHA Bloodborne Pathogens webinar is required to complete this course.

Prerequisite: MD 211 - Co-requisite: MD 214

### **MD220 MEDICAL BILLING AND CODING**

#### **4.0 Credits – 50 Hours – 12 weeks**

This course is designed to introduce the student to the world of medical insurance and coding. The student will become familiar with procedures in proper CMS1500 claim completion, medical revenue cycle, CPT and ICD-10-CM coding, and HIPAA privacy rules. Topics to be discussed include Managed Care, Medicare, Medicaid, TRICARE, Champva and private health insurance plans.

### **MD 221 MEDICAL TERMINOLOGY IV WITH ANATOMY AND PHYSIOLOGY \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

This course is a continuation of Medical Terminology III. It is intended to complete the student's knowledge of medical terminology. The Sensory, Endocrine, and Psychiatric systems are covered in this section. In addition, the student will build strength in Cancer Medicine (Oncology), Radiology and Nuclear Medicine, Radiation Therapy. Emphasis is placed on spelling, pronunciation, definition, and practical application.

Prerequisite: MD 103 - Co-requisite: None

### **MD 224 MEDICAL OFFICE PROCEDURES I \***

#### **3.0 Credits - 50 Hours - 12 Weeks**

This course is intended to give the students the fundamentals of medical office administration. Areas of study include professionalism in the office, confidentiality, accuracy, safety, communication, reception area duties, order office supplies and equipment.

Prerequisite: None - Co-requisite: None

### **MD225 MEDICAL OFFICE PROCEDURES II \***

#### **3.0 Credits – 50 Hours – 12 Weeks**

This course is a continuation of Medial Office Procedures I and continues to provide students with the fundamentals of medical office administration. The topics to be covered are telephone techniques, financial management, collections, and practice management.

Prerequisite: None - Co-requisite: None

### **MD 231 MEDICAL CODING II \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

This course is designed to further the student's understanding and effective use of coding medical procedures and diagnoses in order to receive timely and accurate reimbursements. ICD-10 coding will give the student a firm foundation in diagnostic codes. CPT-4 coding will give the student a firm foundation in procedural codes. Extensive medical vocabulary (anatomy, physiology, pathophysiology) will also be included in this course. Basic medical terms class (MD101), and basic coding (MD203) are prerequisites for this course.

### **MD 233 MEDICAL CODING III \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

This course is designed to further the student's understanding and effective use of coding medical procedures and diagnoses in order to receive timely and accurate reimbursements. ICD-10 coding will give the student a firm foundation in diagnostic codes. CPT-4 coding will give the student a firm foundation in procedural codes. Extensive medical vocabulary (anatomy, physiology, and pathophysiology) will also be included in this course. Basic medical terms class (MD101), and basic coding (MD203) are prerequisites for this course.

### **MD 234 MEDICAL CODING IV \***

#### **4.0 Credits - 50 Hours - 12 Weeks**

This course is a designed to further the students' knowledge of medical coding using HCPCs Level II (National) codes. These codes are now required for billing of Medicare and Medicaid patient services for most inpatient facilities. The student will learn to apply basic application skills to claims and reports for Medicare and Medicaid. The student will become proficient in the use of diagnostic and procedural codes for reimbursement of drug treatments, medical equipment, and hospital medical claims.

Prerequisite: MD 233 - Co-requisite: None

### **MD 235 WORD, EXCEL , POWERPOINT in the MEDICAL OFFICE**

#### **3.0 credits – 50 hours - 12 Weeks**

This course is designed to prepare the student to use Microsoft Office 2016 products in a medical office setting. Students will obtain a basic understanding of Microsoft Word, Excel and PowerPoint to be applied in a medical facility. The student will use Microsoft Word to create business documents, edit, organize and format documents. Excel will be used to create spreadsheets and formulas. PowerPoint will be

## COURSE DESCRIPTIONS

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used to learn creative ways to prepare presentations and patient education.

### **MD 240 MEDICAL ASSISTING EXTERNSHIP**

#### **12.0 Credits – 360 Hours – 12 Weeks**

An opportunity for students to combine academic theory with new, career-related experience in the medical assistant field during the student's final quarter of school. At least 30 hours per week must be devoted to new tasks for a minimum of 360 hours during the quarter. Students will demonstrate new tasks and objectives related to medical assisting and continue to apply advanced application of academic theory in the workplace.

Prerequisite: Completion of all coursework with 2.0 GPA, CPR and OSHA training - Co-requisite: None

### **MD 252 MEDICAL BILLING AND CODING EXTERNSHIP**

#### **2.0 Credits - 60 Hours - 12 Weeks**

An opportunity for students to combine academic theory with new, career-related experience in the medical billing and coding field during the student's final quarter of school. At least 5 hours per week must be devoted to new tasks for a minimum of 60 hours during the quarter. Students will demonstrate new tasks and objectives related to medical billing and/or coding and continue to apply advanced application of academic theory in the workplace.

Prerequisite: Successful completion of quarters one through three with a GPA of 2.0

## **ESTHETICS**

### **ES101 The Science of Skin Care and Professional Practices**

#### **120 hours**

This course is designed to introduce the student to microbiology, infection control and first aid in the esthetics field. The student will gain knowledge in the building blocks of the human body and basic body systems as it pertains to the Esthetics profession. The course is design to introduce the students to basic electricity and chemistry of cosmetics products and ingredients. The course will introduce the student to the physiology of skin and personal development.

### **ES102 Facial Treatments and Services and Temporary Hair Removal**

#### **100 hours**

The course is designed to describe the four basic steps of a regular daily skin care regiment to maintain healthy skin. The student will learn the five basic movements of massage and explain when it is inadvisable to perform massage manipulations. The student will learn how to analyze the skin, identify basic skin types, skin conditions, and how to perform the proper treatments for all skin types. The student will learn how to execute a proper basic, spa, and machine facial including manual desincrustation. This course will also give the students the knowledge on hair growth and hair removal methods, and the different types of waxing procedures. The student will perform all of these services in a safe and sanitary environment while following all manufactures instructions.

### **ES103 Advanced Skin Care Techniques**

#### **50 hours**

This course is designed to introduce the students to advanced face and body treatments. The student will gain knowledge on advance massage techniques and advance therapies. The student will have the abilities needed by estheticians to obtain a job in a medical or spa environment. The student will also learn about the importance of aromas in this field.

### **ES104 Professional Esthetics and Make-up Application**

#### **100 hours**

This course focuses on perfecting competencies in advanced techniques related to client services in the Esthetics Clinic. Clinical experience will include advance esthetic procedures, various types of facials, facial massages, hair removal and techniques for day, night and special occasion makeup. The student will gain knowledge on client consultation and client record requirements and safety and sanitation requirements.

### **ES105 State Board Preparation for Esthetics**

#### **30 hours**

This course is designed to provide the student with the knowledge needed to prepare for the Pennsylvania State Board of Cosmetology Licensing Examination for Esthetics.



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### OFFICE TECHNOLOGY (OT)

\* Includes mandatory US DOE out of class assignments.

#### OT 101 KEYBOARDING I \*

##### 3.0 Credits - 50 Hours - 12 Weeks

This course is designed to develop speed and accuracy on a keyboard. It begins with learning the keyboard and completing concentrated exercises, enabling the student to become familiar with the location of the keys. The course then covers the development of basic business correspondence, incorporating the correct usage of English grammar, correct spelling, correct punctuation, and capitalization and numbering rules.

Prerequisite: None - Co-requisite: None

#### OT 102 KEYBOARDING II \*

##### 3.0 Credits - 50 Hours - 12 Weeks

This course is a continuation of Keyboarding I and is designed to improve speed and accuracy on a keyboard. It entails specialized keyboarding drills in order for the students to build up to 5-minute timed writings with 5 or fewer errors. It also covers the correct format of business letters, reports, memos, itineraries, envelopes, news releases, and other business documents. The course incorporates the correct usage of English grammar, correct spelling, correct punctuation, and capitalization and numbering rules into the curriculum.

Prerequisite: OT 101 - Co-requisite: None

#### OT 110 MICROSOFT ACCESS \*

##### 3.0 Credits - 50 Hours - 12 Weeks

Students learn how to create and use databases with Microsoft Access. Emphasizes use of database management software to access, manipulate, and create databases. Topics include: database concepts structuring databases, entering data, organizing data, and managing databases.

Prerequisite: None - Co-requisite: None

#### OT 210 BUSINESS OFFICE ADMINISTRATION EXTERNSHIP

##### 12.0 Credits - 360 Hours - 12 Weeks

An opportunity for students to combine academic theory with new, career-related experience in office administration field during the student's final quarter of school. At least 30 hours per week must be devoted to new tasks for a minimum of 360 hours during the quarter. Students will demonstrate new tasks and objectives related to office administration and continue to apply advanced application of academic theory in the workplace.

Prerequisite: Completion of all coursework with 2.0 GPA

### PROFESSIONAL DEVELOPMENT (PD)

• Includes mandatory US DOE out of class assignments.

#### PD 100 STUDENT SUCCESS \*

##### 1.0 Credit - 10 Hours - 12 Weeks

This is a one credit course that serves as an introduction to higher education and an ongoing orientation to Penn Commercial Business/Technical School. This course is designed to assist students making the transition to college life and to enhance self-awareness. This course will provide opportunities to examine challenges associated with the first quarter of school. The goal of Student Success is to enhance the student's abilities and potential for a successful educational outcome.

Prerequisite: None - Co-requisite: None

#### PD 101 PROFESSIONAL DEVELOPMENT I \*

##### 1.0 Credit - 10 Hours - 12 Weeks

This course is designed to have the students begin developing a career profile. The students will learn about the phases in the job search cycle. They will begin to set up a Career Management Files system and start building a career portfolio. They will discover ways to market their skills and understand the benefits and goals of successful networking. Students will learn how to find job leads. They write a clear and concise resume and understand the different methods for distributing resumes. Students discover how to tailor a resume to target job and employer. They learn how to complete effective employment applications, both on paper and on line. In addition, students learn how to write effective cover letters.

Prerequisite: None - Co-requisite: None

#### PD 102 PROFESSIONAL DEVELOPMENT II \*

##### 2.0 Credits - 20 Hours - 12 Weeks

This course is a continuation of Professional Development I. Students examines all aspects of "getting a job." They will finish their

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professional portfolio. Students will learn how to research employers on-line, present a professional image, develop proper interview skills, and discover how to take charge of their careers. This course presents practical strategies that prepare students to confirm an appropriate career, to conduct a successful job search, and to lay the foundation for successful career development. Emphasis is on networking, job hunting, interviewing and follow up, dressing for success, professional image, salary negotiation, benefits, employment testing and checks, handling rejection, adjusting to a new position, and taking charge of their career. This class is designed to teach students the necessary skills so they can apply them directly to achieving immediate and future career goals.

Prerequisite: PD 101 - Co-requisite: None

### PRACTICAL NURSING (PN)

*\* Includes mandatory US DOE out of class assignments.*

#### **PN 100 ANATOMY AND PHYSIOLOGY \***

##### **75 Hours - 12 Weeks**

Anatomy and physiology is the study of the structural complexity of the human body and its intricate functional mechanisms. In this course, the areas of study include: organization of the body, chemical basis for life, cells and tissues, integumentary system, skeletal system, muscular system, nervous system, sensory system, endocrine system, blood, circulatory system, lymphatic and immune systems, respiratory system, digestive system and metabolism, urinary system and reproductive system. Laboratory activities will be included in this course.

Prerequisites: None - Co-requisite: None

#### **PN 101 CONCEPTS FOR NURSING PRACTICE \***

##### **175 Hours - 12 Weeks**

This course will introduce the student to the discipline of nursing and emphasize the role of the practical nurse as a member of the healthcare team. Students are introduced to the following concepts: nursing history, ethical-legal issues, basic communication, safety and infection control, the nursing process, basic patient/client care skills, and data collection. Practical application will provide the student with the opportunity to develop care planning skills and provide basic nursing care in acute or long-term care facilities.

Prerequisites: None - Co-requisite: None

#### **PN 102 NORMAL GROWTH AND DEVELOPMENT \***

##### **35 Hours - 6 Weeks**

This course will provide the practical nursing student information and principles of normal growth and development through the lifespan. Theories such as Erikson and Piaget will be discussed. Emphasis will be placed upon the stages of development and their linkage to common events and adaptations. The use of critical thinking to make problem-solving decisions about medical surgical health care needs will be presented in reference to the normal growth and development for all patients/clients. Cultural and spiritual aspects of care as well as loss, grief, and the dying patient/ client are included in this course.

Prerequisites: None - Co-requisite: None

#### **PN 103 PHARMACOLOGY I \***

##### **20 Hours - 6 Weeks**

This course will introduce the student to current and clinically relevant information in drug therapy including principles in pharmacology, ethical and legal aspects, and cultural considerations. Principles of medication administration will be introduced and will include mathematical equivalents and calculations of drug dosages.

Prerequisites: None - Co-requisite: None

#### **PN 104 PHARMACOLOGY II \***

##### **45 Hours - 12 Weeks**

This course will explain the role of the practical nurse in relationship to pharmacology and IV therapy. The student will learn about drug classifications, source, actions, side effects, adverse reactions, contraindications, and dosage. Content includes procedures and regulations of medication preparation, administration and IV therapy and will include the essential knowledge needed to adequately contribute to the assessment and evaluation of the effect of medication throughout the lifespan. Practical application of medication administration including accurate interpretation of orders and documentation using the nursing process and critical thinking skills will be practiced in the skills laboratory.

Prerequisites: PN 103 - Co-requisite: None

#### **PN 105 NURSING ACROSS THE LIFESPAN I \***

##### **170 Hours - 6 Weeks**

This course focuses on the role of the practical nurse in meeting the needs of the maternal and child patient/client. Course content includes ante partum, intrapartum, and postpartum care; complications of pregnancy; newborn care; pediatric care; and selected pediatric

## COURSE DESCRIPTIONS

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alterations. Nutrition, pharmacology, cultural diversity, use of technology, communication, critical thinking, and application of the nursing process are integrated throughout this course. Practical application will allow the student to apply nursing skills and principles in the care of the pediatric and maternity patients/clients in hospitals and pediatric facilities.

Prerequisites: Quarter 1 PN Courses - Co-requisite: None

### **PN 106 NURSING ACROSS THE LIFESPAN II \***

#### **170 Hours - 6 Weeks**

This course focuses on the role of the practical nurse in meeting the needs of the aging adult. Course content includes trends, issues, and physiological changes; health promotion and wellness; psychosocial care, physical care, and end-of-life issues. Nutrition, pharmacology, cultural diversity, use of technology, communication, critical thinking, rehabilitation, and application of the nursing process are integrated throughout this course. Practical application will allow the student to apply holistic nursing care for the aging adult in hospitals, acute or long-term care facilities.

Prerequisites: Quarter 1 PN Courses - Co-requisite: None

### **PN 200 MEDICAL SURGICAL NURSING I \***

#### **280 Hours - 8 Weeks**

This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals undergoing surgery, fluid and electrolyte imbalance, and common alterations in respiratory, musculoskeletal, gastrointestinal, cardiovascular, endocrine, and integumentary systems. Nutrition, pharmacology, communication, cultural, and community concepts are integrated throughout this course. Practical application will include nursing care for patients/clients with medical surgical problems. Emphasis will be on prioritization, decision making, time management and critical thinking appropriate to the nursing scope of practice.

Prerequisites: Quarter 1 & 2 PN Courses - Co-requisite: None

### **PN 201 PSYCHOSOCIAL NURSING \***

#### **125 Hours - 4 Weeks**

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for all age groups with acute and chronic alterations in mental health in a variety of settings. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, developmental needs, drug therapy, and nutrition. Upon completion of this course, students will demonstrate the ability to assist patients/clients in maintaining psychosocial integrity through the use of the nursing process. Practical application will include inpatient and outpatient specialty areas of behavioral health.

Prerequisites: Quarter 1 & 2 PN Courses - Co-requisite: None

### **PN 202 MEDICAL SURGICAL NURSING II \***

#### **280 Hours - 8 Weeks**

This course provides students with opportunities to develop competencies necessary to meet the needs of individuals throughout the lifespan in a safe, legal, and ethical manner using the nursing process. Emphasis is placed on providing care to individuals experiencing complex alterations in: sensory/perceptual, reproductive, endocrine, genitourinary, neurological, immune, cardiovascular, and lower gastrointestinal systems. Additional instruction is provided for care for patients/clients experiencing burns, cancer, and emergent conditions. Nutrition, pharmacology, therapeutic communication, community, cultural diversity, health promotion, error prevention, and critical thinking are integrated throughout the course. Practical application will allow the student to care for multiple patients/clients throughout the hospital and specialty areas. Emphasis will be on prioritization, decision making, time management and critical thinking appropriate to the nursing scope of practice. As the student progresses, more complex patient/client situations will be presented and the student will begin to function in a role more independent of the instructor.

Prerequisites: Quarter 1, 2 & 3 PN Courses - Co-requisite: None

### **PN 203 LEADERSHIP AND SUPERVISION \***

#### **125 Hours - 4 Weeks**

In this course the student will learn basic theories of management and development of leadership skills necessary for long-term care. Content will include effective communication skills, cultural considerations, ethical and legal dilemmas, political issues affecting healthcare, current trends in practice, setting meaningful priorities, handling conflict, dealing with chaos, and using critical thinking to make problem-solving decisions about health care needs. Practical application will include basic management skills and applying critical thinking in a variety of situations in long-term care. This course will also include topics related to the NCLEX-PN examination and locating employment.

Prerequisites: All PN Courses - Co-requisite: None

## COURSE DESCRIPTIONS

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### PSYCHOLOGY (PS)

*\* Includes mandatory US DOE out of class assignments.*

#### **PS 101 INTRODUCTION TO PSYCHOLOGY \***

##### **5.0 Credits - 50 Hours - 12 Weeks**

A study of the human behavior in a modern society - Topics of study include theories of personality, stress and its effects, understanding of the self, the coping process, interpersonal communication, gender and behavior.

Prerequisite: None - Co-requisite: None

### PHARMACY TECHNICIAN (PT)

*\* Includes mandatory US DOE out of class assignments.*

#### **PT 101 PHARMACOLOGY MATH \***

##### **4.0 Credits - 50 Hours - 12 Weeks**

This course is designed to provide the student with information related to the use of math in the daily preparation of medicine for prescriptions in order to provide patient safety with medication distribution.

Prerequisite: None - Co-requisite: None

#### **PT 102 PHARMACOLOGY PRINCIPLES AND PRACTICES I \***

##### **4.0 Credits - 50 Hours - 12 Weeks**

This course is designed to introduce the student to the practice of pharmacology. The student will explore topics to include but not limited to: profession overview, practice site, medication distribution systems, effective communication and aseptic technique.

Prerequisite: None - Co-requisite: None

#### **PT 105 PHARMACOLOGY PRINCIPLES AND PRACTICES II \***

##### **4.0 Credits - 50 Hours - 12 Weeks**

This course is designed (continuation of Pharmacology Principles and Practices I) to introduce the student to the practice of pharmacy. The student will explore topic that include but not limited to profession overview, practice site, medication distribution systems, effective communication, laws and ethics of the practice, and aseptic technique.

Prerequisite: PT 102 - Co-requisite: None

#### **PT 201 PHARMACOLOGY I \***

##### **4.0 Credits - 50 Hours - 12 Weeks**

This course is designed to provide the student with information related to the use of specific drug classifications and therapeutic use in the body systems. Topics include drug actions, indications and contraindications of drug interactions therapy, toxicity, and adverse reactions; understanding of TDM- Therapeutic Drug Monitoring and safe therapeutic dosage range.

Prerequisite: PT 102 - Co-requisite: None

#### **PT 203 PHARMACOLOGY II \***

##### **4.0 Credits - 50 Hours - 12 Weeks**

This course (a continuation of Pharmacology I) is designed to provide the student with information related to the use of specific drug classification and therapeutic use in the body. Topics include basic drug actions, indications for drug actions, and indications for drug therapy, toxicity, side effects, and safe therapeutic dosage range.

Prerequisite: PT 102, PT 201 - Co-requisite: None

#### **PT 205 PHARMACOLOGY LABORATORY I \***

##### **3.0 Credits - 50 Hours - 12 Weeks**

This course is designed to introduce the student to the practice of pharmacology. The student will explore topics to include but not limited to: profession overview, practice site, medication distribution systems, effective communication and aseptic technique.

Prerequisite: PT 102, PT 201 - Co-requisite: None

#### **PT 207 PHARMACOLOGY LABORATORY II \***

##### **3.0 Credits - 50 Hours - 12 Weeks**

This course is designed to introduce the student to the practice of pharmacology. The student will explore topics to include but not limited to: profession overview, practice site, medication distribution systems, effective communication and aseptic technique.

Prerequisite: PT 205 - Co-requisite: None

#### **PT 209 PHARMACOLOGY SOFTWARE MANAGEMENT \***

## COURSE DESCRIPTIONS

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### **3.0 Credits - 50 Hours - 12 Weeks**

This course is designed to provide the student with “hands-on” training in order for the student to master the concepts required of a Pharmacy technician while utilizing the most current software.

Prerequisite: PT 102, PT 105 - Co-requisite: None

### **PT 215 PHARMACY TECHNICIAN CERTIFICATION REVIEW \***

#### **1.0 Credit - 50 Hours - 12 Weeks**

This course will serve as a review for all students in order to prepare them to sit for the National Certification Examination.

Prerequisite: PT 105, PT 205 - Co-requisite: None

### **PT 225 PHARMACY TECHNICIAN EXTERNSHIP**

#### **12.0 Credits - 360 Hours - 12 Weeks**

An opportunity for students to combine academic theory with career-related experience in the pharmacy technician field during the student’s final quarter of school. At least 30 hours per week must be devoted to new tasks for a minimum of 360 hours during the quarter. Students will demonstrate new tasks and objectives related to pharmacy technician duties and continue to apply advanced application of academic theory in the workplace.

Prerequisite: Completion of all course requirements with a minimum 2.0 GPA - Co-requisite: None

### **WELDING TECHNOLOGY (WT)**

*\* Includes mandatory US DOE out of class assignments.*

### **WT 102 INTRODUCTION TO BLUEPRINT READING FOR WELDERS \***

#### **6.0 Credits - 60 Hours - 4 Weeks**

A study of industrial blueprints. Emphasis is placed on terminology, symbols, graphics descriptions, and welding processes, including systems of measurement and industry standards, interpretations of plans and drawings used by industry.

Prerequisite: None - Co-requisite: None

### **WT 111 WELDING SAFETY, TOOLS AND EQUIPMENT \***

#### **4.0 Credits - 50 Hours - 4 Weeks**

An introduction to welding careers and safety practices, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Also includes instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, and symbols. Oxy-Fuel Safety and Operation.

Prerequisite: None - Co-requisite: None

### **WT 113 INTRODUCTION TO SHIELDED METAL ARC WELDING (SMAW) \***

#### **6.0 Credits - 110 Hours - 4 Weeks**

An introduction to shielded metal arc welding process on Mild Steel. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

Prerequisite: None - Co-requisite: None

### **WT 114 INTRODUCTION TO GAS METAL ARC WELDING (GMAW) \***

#### **6.0 Credits - 110 Hours - 4 Weeks**

Principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

Prerequisite: None - Co-requisite: None

### **WT 115 INTRODUCTION TO FLUX CORED ARC WELDING (FCAW) \***

#### **6.0 Credits – 110 Hours - 4 Weeks**

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes.

Prerequisite: None - Co-requisite: None

### **WT 116 INTRODUCTION TO LAYOUT AND FABRICATION \***

#### **6.0 Credits - 110 Hours - 4 Weeks**

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Cutting and Welding within Oxy-Fuel Process.

Prerequisite: WT 102 - Co-requisite: None

## COURSE DESCRIPTIONS

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### **WT 213 ADVANCED SHIELDED METAL ARC WELDING (SMAW) \***

**6.0 Credits - 110 Hours - 4 Weeks**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in various positions.

Prerequisite: WT 113 - Co-requisite: None

### **WT 218 INTRODUCTION TO PIPE WELDING \***

**6.0 Credits - 110 Hours - 4 Weeks**

An Introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 2G, 5G and 6G using various electrodes.

Prerequisite: WT 113 - Co-requisite: None

### **WT 219 ADVANCED PIPE WELDING \***

**6.0 Credits - 110 Hours - 4 Weeks**

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process and (GTAW) welding process to complete a high pressure weld. Welding will be done using various positions with emphasis on weld positions 5G and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

Prerequisite: WT 218 - Co-requisite: None

### **WT 220 ADVANCED FLUX CORED ARC WELDING (FCAW)**

**6.0 Credits – 110 Hours – 4 weeks**

This course is an advanced version of the Introduction to Flux Cored Arc Welding (FCAW) course where the student will learn more complex weldments in the 3G (vertical) and 4G (overhead) positions. This course is designed to ready the student for testing in the AWS D1.1 industry standard.

Prerequisite: WT115 Introduction to Flux Cored Arc Welding (FCAW)

### **WT 221 ADVANCED LAYOUT AND FABRICATION \***

**6.0 Credits - 110 Hours - 4 Weeks**

An advanced course in layout and fabrication. Includes production and fabrication of layout, tools, and processes. Emphasis on application of fabrication and layout skills.

Prerequisite: WT 116 - Co-requisite: None

### **WT 224 INTRODUCTION TO GAS TUNGSTEN ARC WELDING (GTAW) \***

**7.0 Credits - 110 Hours - 4 Weeks**

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment, and safe use of tools and equipment. Welding instruction done in various positions and joint designs.

Prerequisite: None - Co-requisite: None

### **WT 226 ADVANCED GAS TUNGSTEN ARC WELDING (GTAW) \***

**7.0 Credits - 120 Hours - 4 Weeks**

This course is designed for the advanced gas tungsten arc welding student. Welding is done in ferrous and non-ferrous materials in various positions and directions on plate and tubular materials. Welding theories and advanced techniques are addressed along with filler metal classification, identification and proper selection for specific applications.

Prerequisite: WT 224 - Co-requisite: None

## SATISFACTORY ACADEMIC PROGRESS

Federal law requires Penn Commercial Business/Technical School (PC) to periodically review financial aid recipients to ensure that they are making academic progress towards the completion of their program of study. Satisfactory academic progress (SAP) for financial aid recipients is measured by both qualitative and quantitative standards and is an assessment of a student's cumulative academic record while in attendance at the school. All students will be evaluated for SAP at the end of every quarter, with the exception of students in non-degree, hours based programs. If a student has less than the minimum cumulative grade point average and/or has not maintained the minimum PACE (Program Completion Rate), he or she will be placed on Academic Warning for the next evaluation period. The student will meet with the Education Department to create an Academic Plan. The plan will set forth what the student must do to regain SAP.

|   |   |
|---|---|
| Qualitative – Cumulative GPA Component          | Must have earned the required CGPA of 2.0 at the published intervals  |
| Quantitative – Pace (Completion Rate) Component | Must complete at least 2/3 (66.666%) of the credits attempted.  |
| Quantitative – Maximum Timeframe Component      | May receive financial aid for up to 150% of the number of credits required for successful program completion. |

A student must demonstrate academic progress by successfully completing courses attempted. Completing courses with "C-" or better, "C" for Practical Nursing students, indicates academic progress. Receiving "D" or lower, "C-" or lower for Practical Nursing (\*See Practical Nursing Handbook for further information), and/or withdrawing from classes may put students at risk. Poor academic performance will lead to Academic Warning. A student on Academic Warning continues to be eligible to receive financial aid. If the student regains SAP by the end of the 12 week quarter, he or she will be notified by mail regarding removal from Academic Warning status. Continued unsatisfactory academic performance at the end of the warning period will lead to Academic Probation. The student must meet with the Education Department to revise the Academic Plan. A student on Academic Probation continues to be eligible to receive financial aid. If the student regains SAP by the end of the evaluation period, he or she will be notified by mail regarding the removal from Academic Probation. If SAP is not met at the end of the probationary period, the student will lose financial aid eligibility. The student may appeal to the Director of Education to continue in school on Probation. The Director of Education will determine whether the student can continue during the final Probation Period. If the student is granted an additional probationary period and meets the SAP standards at the next evaluation period, he or she can continue in school. If the student does not meet SAP standards at the next evaluation period he or she will be reviewed for dismissal from school.

### **Veteran's Satisfactory Academic Progress**

A student must demonstrate academic progress by successfully completing courses attempted. Completing courses with "C" or better indicates academic progress. Receiving "D" or lower and/or withdrawing from classes may put students at risk. Poor academic performance will lead to Academic Warning. If the student regains SAP by the end of the school quarter (12 weeks), he or she will be notified by mail regarding removal from Academic Warning status. Continued unsatisfactory academic performance at the end of the quarter will lead to the student being placed on Academic Probation. The student will be placed on Academic Probation for the next school quarter. At this time, the student must meet with the Education Department to revise his or her Academic Plan. If the student regains SAP by the end of the quarter, he or she will be notified by mail regarding the removal from Academic Probation. If SAP is not met at the end of the quarter, the student must appeal to the Director of Education to continue in school on Probation. The Director of Education will determine whether the student can continue during the final Probation Period (the following school quarter). If the student is granted an additional probationary period and meets the SAP standards at the end of the next quarter he or she can continue in school. If the student does not meet SAP standards at the end of the next quarter, he or she will be dismissed from school.

### **Academic Periods Included in the Student SAP Review**

The qualitative and quantitative standards of the Satisfactory Academic Progress policy will be used to review the academic progress for all periods of the student's enrollment, specifically every 12 weeks and/or quarterly. Students enrolled in an hour based program will be reviewed when students reach 450, 900, 1200 hours, depending on the length of the program.

### **Meeting Satisfactory Academic Progress (SAP) Standards**

Students who meet SAP standards will be coded as making Satisfactory Academic Progress in CampusVue and will retain eligibility for federal student aid for their next quarter.

## SATISFACTORY ACADEMIC PROGRESS

### Requirements

#### Cumulative Grade Point Average CGPA (Qualitative)

Satisfactory Academic Progress is defined as a minimum GPA of 2.0 computed on a 4.0 scale for each quarter. Students must also maintain a 2.0 cumulative GPA.

|                      | Minimum Cumulative Grade Point Average<br>Required for the Program |                  |
|----------------------|--|------------------|
| Total Credits Earned | Certificate/Diploma  | Associate Degree |
| 0 – 40+              | 2.0  | 2.0              |

#### Pace-Program Completion Rate (Quantitative)

All student must successfully complete at least 66.6% or 2/3 of the credits or clock hours he/she attempted each quarter and throughout his/her academic career. For credit hour programs, the completion rate is calculated by dividing the number of credit hours a student has successfully completed by the number of credit hours a student has attempted. For clock hour programs, the completion rate is calculated by dividing the number of clock hours attended by the number of clock hours scheduled. All attempted credits, including transfer credits, will be included in the quantitative calculation.

#### Maximum Time Frame

A student must complete his/her program within 150% of the normal program length as measured in either credit hours or clock hours attempted. An approved Leave of Absence is not calculated in the student's maximum time frame. An approved Leave of Absence will extend the students graduation date and maximum time frame. All financial aid and enrollment eligibility terminates at the 150% maximum time frame.

| Program   | Maximum Time Frame |
|-----------|--------------------|
| 9 months  | 13.5 months        |
| 12 months | 18 months          |
| 18        | 27 months          |

A student may receive federal student aid for any attempted credits towards his/her program of study as long as those credits do not exceed 150% of the published length of the student's program. All attempted credits are included in the evaluation including transfer of credits. When it becomes mathematically impossible for a student to complete his/her degree within the maximum time frame the student will be terminated.

### MITIGATING CIRCUMSTANCES

If a student feels his or her unsatisfactory SAP is due to extenuating circumstances, the student can appeal probation status. The appeal must be in writing to the Director of Education. Documentation must be provided. The mitigating circumstances include poor health, personal or family crisis and some major life event out of the student's control. If the appeal is denied, the student will be reviewed and it will be determined by the Director of Education and Director of Financial Aid if he/she may continue their enrollment at their own expense. Students who meet all SAP standards will be eligible for financial aid.

### REINSTATEMENT OF FINANCIAL AID

A student who is on academic probation will be eligible for financial aid based on the regulations of each type of aid received.

#### ***Federal Pell Grant***

The student will maintain his/her eligibility for this program during the probationary period, none for the repeat of the quarter.

#### ***Pennsylvania State Grant***

Note: PHEAA has its own definition of minimum requirements for satisfactory academic progress. For PHEAA purposes a student must maintain a minimum of twelve (12) credit hours per quarter and 36 earned credits per academic year. However, PHEAA only requires that academic progress be monitored at the end of each academic year during which the student received the PHEAA Grant (three quarters for the PHEAA Grant program).

### WITHDRAWAL FROM A COURSE

A withdrawal grade "W" is not calculated into a student's CGPA. A "W" is, however, counted as credits attempted but not earned when calculating pace and maximum time frame.

### INCOMPLETE GRADES

An incomplete grade (I) will turn into an "F" within ten calendar days. Thus, an "I" would not be calculated into a student's PACE or maximum time frame for SAP purposes. For more information on Incomplete grades, please refer to the Academic Information and



## SATISFACTORY ACADEMIC PROGRESS

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School Policies section of the Course Catalog.

### **REPEATED COURSES**

Students may repeat a course; however, that course will only be counted once as credits earned. For the purpose of CGPA, the higher grade will be used to calculate the student's grade point average. The maximum number of times a core course can be taken is two; receiving a "D" or below in a core course is considered failing. Also, if a student withdraws in weeks 11-12 this will count toward the two class limit, as this will reflect an "F" on the transcript. Students who repeat a course will be charged the current tuition rate for the credits/hours repeated.

Cosmetology students who do not pass a module must repeat the module. Hours for a failed course do not count toward the hours required for graduation.

Students enrolled in the Practical Nursing programs are scheduled in a specific sequence. Practical Nursing students will receive a grade of P or F for clinical rotations. If a student fails a clinical rotation, the course must be repeated. A grade of P or F is included in the SAP calculation.

### **NON-PUNITIVE GRADES**

Test-out grades are non-punitive and are not calculated into the CGPA but are calculated in the program completion rate. SAP is calculated by the total credit hours of the program.

### **NON-CREDIT/REMEDIATION COURSES**

Course audit grades are non-credit and are not included in SAP calculations.

### **CHANGE OF PROGRAM/ADDITIONAL CREDENTIALS**

When a student changes a program or returns for a second program following the completion of the first program, any course applicable to the new program will be included in the calculation of the CGPA and maximum time frame for the new program. The maximum time frame will be adjusted for the new program just as it is for students who transfer in credits from another institution.

### **TRANSFER CREDIT**

Transfer hours that are accepted into a program at Penn Commercial are not included in the calculation of the CGPA. However, transfer hours are counted as earned and attempted and are calculated into a student's PACE and maximum time frame.

# ACADEMIC INFORMATION AND SCHOOL POLICIES

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## ENROLLMENT STATUS

Student enrolled in quarter credit programs are considered full time when registered for 12 or more credits per quarter. Students enrolled in clock hour programs are considered full time when registered for at least 24 hours per week. If a student should drop below the full time course load, as described above, financial aid will be adjusted accordingly. All students, both full time and part time, are given a quarterly schedule. Although we try to accommodate students with regard to scheduling, class times are limited; therefore, the schedules generated by administration are final.

## QUARTERLY SCHEDULES

Day students are scheduled Monday through Friday between the hours of 8:00 am and 5:00 pm. Evening students are scheduled Monday through Thursday between the hours of 5:30 pm and 10:00 pm. Clinical rotations for the Practical Nursing program varies per quarter and are scheduled Monday through Friday at our contracted clinical affiliates. The site and hours of clinical scheduling will vary from quarter to quarter. The student's clinical schedules typically mirror the clinical affiliate schedules with a shift starting as early as 7:00 am and ending as late as 11:00 pm, or as clinic sites demand. Cosmetology program may include evening clinic hours.

Please note that some externship sites require that a student complete hours on Fridays. Students must be available to accommodate this request. Evening students must complete their externship hours during normal business hours of operation.

## DEFINITION OF AN ACADEMIC YEAR

For a credit hour program, an academic year is the equivalent of three quarters (36 weeks), or nine months. For a clock hour program, the definition on an academic year is 900 hours.

## ACADEMIC TERM

Penn Commercial uses a quarter as its academic term. A quarter is equivalent to twelve weeks of instruction in theory, laboratory and/or practicum/externship/clinical.

## ACADEMIC CREDIT HOUR DEFINITION

Penn Commercial awards academic credit for both clock hour and credit hour programs. Academic credit for clock hour programs is measured in clock hour attendance. A clock hour is defined as a minimum of 50 minutes of instruction in a 60 minute time period. Academic credit for all other programs is measured using credit hours. A credit hour is defined as a unit by which an institution may measure its coursework and verified by student achievement. Penn Commercial Business/Technical School operates in quarter credits and adheres to the following:

- 10 hours of classroom lecture – 1 credit hour will be awarded
- 20 hours of supervised laboratory activity – 1 credit hour will be awarded
- 30 hours of practicum/externship/clinical – 1 credit hour will be awarded

## CREDIT CONVERSION SYSTEM

For any diploma program that is not fully transferrable to a degree program, institutions are required to use a conversion system for determining program eligibility for financial aid.

### *Credit Conversion Formula*

One-quarter credit hour is equal to at least 25 clock hours of instruction, including a minimum of 20 clock hours of classroom or direct faculty instruction. The remaining 5 clock hours may include acceptable and documented student work outside of class and/or instructional hours (outside academic activities).

### *Outside Academic Activities*

Outside academic activities will vary for each course and can include, but are not limited to: library and other research projects, homework, program-specific exercises utilizing outside resources, job shadowing, participation in community memberships and activities, etc. Students will be evaluated for each outside academic activity and will be awarded points. Each instructor will have details on the course syllabus that will specify each of the outside academic activity that is assigned with the corresponding points for each. These points will be incorporated into the students' final grades.

## TRANSFER OF CREDIT TO PENN COMMERCIAL

Students who previously attended an accredited post-secondary institution recognized by the U.S. Department of Education may be granted transfer credit, at the sole discretion of Penn Commercial. Courses taken at the previous institution must be determined to be sufficiently equivalent to courses offered at Penn Commercial taking into account such factors as course content, grades, accreditation, and licensing. In addition, Penn Commercial must determine that those courses are applicable to a student's program of study at Penn

## ACADEMIC INFORMATION AND SCHOOL POLICIES

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Commercial. Only courses in which the student earned a grade of “C” or better and which were completed within the last five years will be considered for transfer. Courses with “P” for Pass or “S” for Satisfactory will only be considered if the official transcript is accompanied by a statement from the school that issued a “P” or “S” explaining that the course is equivalent to a “C” or better. The courses that are approved as transfer credits will show a grade of “T” on the Penn Commercial transcript. Transfer credits are not calculated in the students GPA. Students may transfer in up to 75% of program requirements. All transfer of credits requests must be submitted to the Director of Education no later than two weeks after the semester start date of the student’s first semester (unless extenuating circumstances).

### ***Cosmetology Transfers***

The student must first notify the school previously attended and request to have official transcripts and course descriptions sent to the school, Attention – Director of Education. The transcripts will be evaluated for admittance by the Cosmetology Supervisor and Director of Education. A determination will be made on the number of hours and classes that can be transferred in. Penn Commercial reserves the right to transfer in up to 350 of the total hours and can deny transferring in any of the hours after reviewing the student’s evaluation. All evaluations must be completed prior to the class start.

### ***Practical Nursing Transfers***

To re-admit a student who previously withdrew in good standing or to admit a student with transfer credits from another practical nursing program, the student must demonstrate through academic and clinical evaluation, previous educational experiences, clinical competency, and applying the educational achievements to meet requirements of specific courses in the practical nursing program. This evaluation will be done by the Director of Practical Nursing Program.

Returning students who previously failed a class, will be admitted into a class that has the availability for a seat. New incoming students will be given first priority. If a student is re-admitted to the program and fails a second course, they are NOT eligible to continue in the program or reapply.

Returning students who withdrew due to a failure or took an LOA for a period of 6 months must complete T-SPOT and drug screening at the time of re-admission and are subject to any other requirements the clinical facilities have amended or changed.

Penn Commercial will not accept faxes or photocopies as official documents. Documents must travel through the US mail and be received in a sealed issuing institution envelope or can be received electronically directly from the schools registrar only. If an envelope has been opened prior to receipt by The Director of Education, the documents are not considered official and will not be accepted.

### **EXPERIENTIAL LEARNING**

Penn Commercial does not accept the transfer of credit for experiential learning toward any program of study.

### **TRANSFER OF CREDIT TO OTHER SCHOOLS**

Every institution has its own rules regarding transfer of credits and recognition of credits earned and degrees from another institution. The awarding of credit, or recognition of coursework completed at any other institution, is at the sole discretion of the receiving institution. Penn Commercial does not imply, promise or guarantee that any credits earned at Penn Commercial will transfer to or be accepted by any other institution. There is a possibility that some or all credits earned at Penn Commercial will not transfer to other institutions. It is the student’s responsibility to find out whether a receiving institution will recognize a course or accept credits earned at Penn Commercial.

### ***Articulation Agreements***

Penn Commercial maintains articulation agreements with high schools, career and technology centers and post-secondary institutions. Students wishing to transfer credit after graduation should meet with the Director of Education to obtain information concerning current articulation agreements.

- California University of Pennsylvania
- Western Area Career and Technology Center

### **STUDENT RIGHT TO KNOW**

The Student Right to Know and Campus Security Act of 1990 requires that all institutions throughout the country produce statistics and/or information on the following subjects:

## ACADEMIC INFORMATION AND SCHOOL POLICIES

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- Gainful Employment/Consumer Disclosures - Available on Penn Commercial Business/Technical School's website at <http://www.penncommercial.edu/consumer-information>
- Completion and Graduation Rates – Obtain from Director of Career Services
- Financial Aid Information - Available in the Course Catalog
- Crime Statistics on Campus – Available on Penn Commercial Business/Technical School's website at <http://www.penncommercial.edu/consumer-information>
- Athletic Program Participation – Not applicable to Penn Commercial
- School Policies and Procedures – Available in the Course Catalog; obtain from Director of Education

### COURSE TEST OUTS

Students who can demonstrate competence in specific disciplines may earn credit by testing out of courses with Penn Commercial. A student must initiate the test out process by working with the Admissions Department and the Director of Education. While students may attempt to test out of many introductory courses, they should remember that test-outs are not offered for every course.

- A fee of \$75 per credit payable to Penn Commercial is required prior to completing a course test out exam. This fee is non-refundable even if examinees do not pass exams and do not receive credit for the course. This fee is waived for high school seniors (must take the exams within 6 months of high school graduation).
- Only students enrolled at Penn Commercial may participate in test-out examinations.
- Test outs are only given before the actual class begins; if a student has attendance for a class, the test out is no longer an option.
- Credits earned for passing test out exams shall be entered on the student's permanent record and recorded on the student transcript.
- Testing out is not an option for students who wish to earn credit for courses previously attempted or withdrawn. Test-outs cannot be used to improve grades for courses previously completed.
- Testy out exams, once failed, may not be repeated.
- Students who fail a test out exam must complete the course to fulfil graduation requirements. Failing test out grades will not be recorded on transcripts.
- No more than 25% of the credits required for graduation may be given through test outs.
- Students paying for a test out exam must take the exam within one year of payment or the test fee is forfeited.
- Financial Aid is not available for test out credits.

### *Courses Available for Test Outs*

|        |                                 |             |        |                            |             |
|--------|---------------------------------|-------------|--------|----------------------------|-------------|
| AC 101 | Principles of Accounting I      | 4.0 credits | MA 101 | Business Mathematics       | 4.0 credits |
| CM 101 | Desktop Hardware/Software       | 4.0 credits | MA 102 | Technical Math I           | 4.0 credits |
| CT 101 | Computer Fundamentals           | 4.0 credits | MA 103 | Technical Math II          | 4.0 credits |
| CT 104 | Introduction to Word Processing | 3.0 credits | OT 101 | Keyboarding I              | 3.0 credits |
| CT 109 | Microsoft Word                  | 3.0 credits | OT 102 | Keyboarding II             | 3.0 credits |
| EC 101 | English Composition             | 4.0 credits | PS 101 | Introduction to Psychology | 5.0 credits |
| EC 103 | Technical Communication         | 3.0 credits |        |                            |             |

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### ACADEMIC TRANSITION/DUAL ENROLLMENT FOR HIGH SCHOOL JUNIORS AND SENIORS

The Academic Transition Program is a dual enrollment option available to high school juniors and seniors who are interested in getting a head start on obtaining credits toward their post-secondary education with Penn Commercial. This program enables high school juniors and seniors to take post-secondary credits virtually free of charge while enrolled in high school. The only out-of-pocket expense is a \$100 application fee and the cost of text books for each class taken. The credits awarded at the completion of class can be reviewed by Penn Commercial for transfer into a program of choice if the student chooses to continue his or her education with Penn Commercial. Students participating in the program can choose from a variety of introductory courses offered at Penn Commercial and may take up to four courses per year or one course per quarter. Successfully completing four courses per year, beginning the junior year, could enable a graduating high school senior to begin classes at Penn Commercial with eight courses completed; which could ultimately shorten the time to complete his/her respective program. Penn Commercial credits may be evaluated by any other post-secondary institution as well for transferability; however, it is ultimately up to the receiving institution to make that determination.

## ACADEMIC INFORMATION AND SCHOOL POLICIES

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### ***Program Requirements Include***

- The applicant must be a high school junior or senior and have a GPA of 2.5 or better.
- Tuition is free of charge; however, the student is responsible for the cost of books and a \$110 application/registration fee. Following graduation and at Penn Commercial enrollment, the application/registration fee will be waived and current student tuition and fees will then apply.
- Participants must maintain a “C” or better in each course to maintain enrollment in the program and must maintain a satisfactory attendance record as expected of all students at Penn Commercial.
- Participants may only take courses that are offered and must meet the prerequisite requirements for each course.
- Only those accepted into the program may participate. Additionally, overall enrollment in the high school program is contingent on seat availability and Penn Commercial reserves the right to cap the enrollments if they exceed acceptable class sizes.

### **ATTENDANCE REQUIREMENTS**

Penn Commercial requires regular and punctual class attendance. Absences prevent students from receiving full course benefits, disrupt orderly course progress, and diminish the quality of group interaction in class. Penn Commercial considers both tardiness and early departure from class as forms of absenteeism. Absences are not classified as excused or unexcused. For all programs, with the exception of Practical Nursing and Cosmetology/Esthetics, the minimum required attendance to be eligible for a degree or diploma is 80% of the scheduled class hours for the duration of the course and completion of 100% of externship hours. Once absences reach 20% (10% for Practical Nursing and Cosmetology/Ethetics), whether for the course or total hours, the student’s grade will be lowered as outlined below. Tardiness is recorded in increments of ¼ hours.

If a student’s attendance falls below the minimum requirements, the student will be placed on Attendance Probation. Violation of the terms of the probation may result in termination from school. The school will terminate any student who has not been in attendance for 10 consecutive week days/14 calendar days. The school reserves the right to extend the 10 day timeframe due to extraordinary circumstances that affect the entire student population.

#### ***Cosmetology and Esthetics Programs Attendance***

All Cosmetology programs are hours-based, therefore students are required to complete all hours as outlined in the curriculum. Students who have not completed the required hours by the scheduled completion date are required to pay \$10.00 per hour for makeup time. The minimum required attendance to be eligible for their diploma is 90% of the scheduled class hours for the duration of the course. Once absences reach 10%, whether for the course or total hours, the student’s grade will be lowered. Tardiness is recorded in increments of ¼ hours.

#### ***Practical Nursing Attendance***

For Practical Nursing students, the minimum required attendance to be eligible for their diploma is 90% of the scheduled class hours for the duration of the course and completion of 100% of clinical hours. Once absences reach 10%, whether for the course or total hours, the student’s grade will be lowered. Tardiness is recorded in increments of ¼ hours.

#### **Clinical Attendance**

For practical nursing students, clinical experience is an integral part of the curriculum, therefore attendance is mandatory. Students may not exceed for (4) clinical absences, one (1) per quarter. Any absence over one (1) will result in clinical failure. If a student is more than 5 minutes late, he/she will be marked as tardy. Two (2) tardies equals one absence.

Any absence over one(1) will result in clinical failure. If a student is more than 30 minutes late for clinical he/she will be marked as tardy and given a written warning. Any additional tardies in the same rotation will result in the student being sent home from clinical and a make-up day will be scheduled. The missed clinical hours must be made up during the quarter the absence occurred and will be scheduled at the discretion of the Program Director. The missed time/day(s) will be scheduled during the clinical content that the absence occurred, if possible. The makeup time will either be 7 a.m.-3p.m. or 3-11 p.m., as well as after class hours. The clinical makeup day during the summer or winter break will be posted, in advance, and attendance is mandatory. If the student does not attend the assigned makeup clinical day(s), a failing grade will be given for the clinical and course. Exceptions may be made, on a case-by-case basis, with the approval of the administration. Students may not exceed one clinical absence per rotation.

Students who are unprepared for the clinical experiences or who are improperly dressed will be sent home and it will be considered a clinical absence. The clinical instructor reserves the right to dismiss any student if his/her apparent condition may interfere with the ability to perform safe nursing care or put his/her own health at risk. Students are reminded the importance of staying home when ill if there is a possibility of transmitting infectious disease.

## ACADEMIC INFORMATION AND SCHOOL POLICIES

### Commercial Driver's License

Students are only permitted to miss 10% of the required 220 hours, which is 22 hours. 7.5 hours during the first two weeks. Any time missed during that time must be made up independently by the student. Weeks three (3) through six (6), students are learning range and road skills necessary to pass their Commercial Driver's License examination. It is necessary that students attend all scheduled class time during this four week period in order to gain the practical skills necessary to pass the CDL examination. Should a student miss more than 10% (14.5 hours) during this four weeks period, the student must withdraw and enroll in an upcoming class for the range and road training portion only. The student must wait until there is a seat available in the upcoming class to complete their program.

### Attendance Grade Drop Grid

| Course<br>Total<br>Hours | Missed Hours<br>Allowed<br>(10%) | Missed Hours<br>Allowed<br>(20%) | Missed Hours = 1<br>Letter Grade<br>Drop (25%) | Missed Hours = 2<br>Letter Grade Drop<br>(30%) | Missed Hours = 3<br>Letter Grade Drop<br>(35%) |
|--------------------------|----------------------------------|----------------------------------|--|--|--|
| 10                       | 1                                | 2                                | 2.25 to 2.5                                    | 2.75 to 3                                      | 3.25 to 3.5                                    |
| 15                       | 1.5                              | 3                                | 3.25 to 3.75                                   | 4 to 4.5                                       | 4.75 to 5.25                                   |
| 20                       | 2                                | 4                                | 4.25 to 5                                      | 5.25 to 6                                      | 6.25 to 7                                      |
| 25                       | 2.5                              | 5                                | 5.25 to 6.25                                   | 6.5 to 7.5                                     | 7.75 to 8.75                                   |
| 30                       | 3                                | 6                                | 6.25 to 7.5                                    | 7.75 to 9                                      | 9.25 to 10.5                                   |
| 35                       | 3.5                              | 7                                | 7.25 to 8.75                                   | 9 to 10.5                                      | 10.75 to 12.25                                 |
| 40                       | 4                                | 8                                | 8.25 to 10                                     | 10.25 to 12                                    | 12.25 to 14                                    |
| 45                       | 4.5                              | 9                                | 9.25 to 11.25                                  | 11.5 to 13.5                                   | 13.75 to 15.75                                 |
| 50                       | 5                                | 10                               | 10.25 to 12.5                                  | 12.75 to 15                                    | 15.25 to 17.5                                  |
| 55                       | 5.5                              | 11                               | 11.25 to 13.75                                 | 14 to 16.5                                     | 16.75 to 19.25                                 |
| 60                       | 6                                | 12                               | 12.25 to 15                                    | 15.25 to 18                                    | 18.25 to 21                                    |
| 65                       | 6.5                              | 13                               | 13.25 to 16.25                                 | 16.5 to 19.5                                   | 19.75 to 22.75                                 |
| 70                       | 7                                | 14                               | 14.25 to 17.5                                  | 17.75 to 21                                    | 21.25 to 24.5                                  |
| 75                       | 7.5                              | 15                               | 15.25 to 18.75                                 | 19 to 22.5                                     | 22.75 to 26.25                                 |
| 80                       | 8                                | 16                               | 16.25 to 20                                    | 20.25 to 24                                    | 24.25 to 28                                    |
| 90                       | 9                                | 18                               | 18.25 to 22.5                                  | 22.75 to 27                                    | 27.25 to 31.5                                  |
| 100                      | 10                               | 20                               | 20.25 to 25                                    | 25.25 to 30                                    | 30.25 to 35                                    |
| 120                      | 12                               | 24                               | 24.25 to 30                                    | 30.25 to 36                                    | 36.25 to 42                                    |
| 150                      | 15                               | 30                               | 30.25 to 37.5                                  | 37.75 to 45                                    | 45.25 to 52.5                                  |
| 180                      | 18                               | 36                               | 36.25 to 45                                    | 45.25 to 54                                    | 54.25 to 63                                    |
| 200                      | 20                               | 40                               | 40.25 to 50                                    | 50.25 to 60                                    | 60.25 to 70                                    |
| 250                      | 25                               | 50                               | 50.25 to 62.5                                  | 62.75 to 75                                    | 75.25 to 87.5                                  |
| 360                      | 36                               | 72                               | 72.25 to 90                                    | 90.25 to 108                                   | 108.25 to 126                                  |

### MAKEUP POLICY

Make-up from a missed class cannot erase an absence from a student's record. However, students are permitted to miss 20% of a course (see below for Practical Nursing and Cosmetology) before their final grade is affected and will be allowed the opportunity to make up certain work within this 20% (10% for Practical Nursing and Cosmetology), such as exams, quizzes, speeches, presentations, submission of assigned research papers and other graded documents, homework, etc. The only exception to this is graded in-class activities, which will be made up at the instructor's discretion and their decision is final. If a student chooses to make up work as outlined above, all make-up work must be submitted to the instructor within ONE WEEK of the students return to school or the student will be given a zero. There are no exceptions.

The instructor will choose one of the following options with regard to grading:

Option #1 Student will take a different form of the exam or quiz

Option #2 Instructor will deduct 10% from the final grade, meaning the highest grade a student can receive for make-up work is 90%

If a student has been absent more than the allotted 20% (10% Practical Nursing, Cosmetology and Commercial Driver's License), makeups are not permitted.

### Cosmetology and Esthetics Programs

Cosmetology students are required to complete all required hours as outlined in the curriculum. Students who have not completed the required hours by the scheduled graduation date are required to pay \$10.00 per hour.

### ***Practical Nursing Program***

**Classroom Attendance:** Absences are not classified as excused or unexcused. The minimum required attendance to be eligible for a degree or diploma is 90% of scheduled class hours for the duration of the course before your grade is dropped by one letter grade and completion of 100% of externship or clinical hours. Once absences reach 10%, of class hours/total hours the student's grade will be lowered by one full grade. Tardiness is recorded in increments of ¼ hours. If a student's attendance falls below the minimum requirements, he/she will be placed on attendance probation. Classroom and Clinical hours must be made-up. Violation of the terms of the probation may result in termination from school. The school will terminate any student who has not been in attendance for 10 consecutive days. The school reserves the right to extend the 10 day timeframe due to extraordinary circumstances that affect the entire student population.

**Clinical Attendance:** For Practical Nursing students, clinical experience is an integral part of the curriculum, therefore attendance is mandatory. Students who are unprepared for the clinical experiences or who are improperly dressed will be sent home and it will be considered a clinical absence. The clinical instructor reserves the right to dismiss any student if his/her apparent condition may interfere with the ability to perform safe nursing care or put his/her own health at risk. Students are reminded the importance of staying home when ill if there is a possibility of transmitting infectious disease. Any absence over one(1) will result in clinical failure. If a student is more than 30 minutes late for clinical he/she will be marked as tardy and given a written warning. Any additional tardies in the same rotation will result in the student being sent home from clinical and a make-up day will be scheduled. Clinical days include designated lab or skills lab days scheduled at the school. Any student with clinical absences that are permitted to make up the time will be charged a fee of \$150.00/day. If a student fails to make up the missed clinical time, a grade of Failure will be awarded. If a student is more than 5 minutes late, he/she will be marked as tardy.

### ***Commercial Driver's License***

Students are only permitted to miss 10% of the required 220 hours. 7.5 hours during the first two weeks. Any time missed during that time must be made up independently by the student. Any examination or quizzes taken during the missed time must be made up. Weeks three (3) through six (6), students are learning range and road skills necessary to pass their Commercial Driver's License examination. It is necessary that students attend all scheduled class time during this four week period in order to gain the practical skills necessary to pass the CDL examination. Should a student miss more than 10% (14.5 hours) during this four weeks period, the student must withdraw and enroll in an upcoming class for the range and road training portion only. The student must wait until there is a seat available in the upcoming class to complete their program. The student will not be charged for this repeat of the class. Make up time will also be permitted should the student fail his CDL examination, according to the CDL policy for additional time to assist in CDL retest after completion of the program.

### ***LAST DATE OF ATTENDANCE***

When a student withdraws or is dismissed from Penn Commercial, his or her official date of separation from the school is determined to be the last date of attendance (LDA), that is, the last date on which he or she attended a class. The LDA is used in calculating applicable refunds, and may determine the extent of the student's financial obligation to PennCommercial.

### ***LEAVE OF ABSENCE (LOA) POLICY***

A student may ask for a Leave of Absence (LOA), which is defined as a temporary interruption in a student's education from school, by submitting a written request to the Director of Student Services. The written request must include the mitigating circumstances which led to the request for the leave, the beginning and ending dates of the leave, the student's signature, and the date requested. A leave of absence may be granted in the form of Medical, Family, Legal, Emergency, Personal, or Academic leave. If a student is granted an LOA their original graduation date may be extended. Students must be aware that upon return from an LOA, there is a possibility that they will be a part time student due to course availability. *Penn Commercial reserves the right to require a Medical Release form from a health care provider for all medical related leave of absence.*

For a leave of absence to be granted, it has to meet all of the following conditions:

- The student must complete a Leave of Absence Request Form.
- The LOA must be approved by the Director of Student Services, the Director of Financial Aid and the VP of Operations.
- A student who goes on leave without Director of Student Service approval may be withdrawn.
- A student's LOAs cannot exceed 180 calendar days in a 12-month period. The Director of Student Services will determine the length of the leave based on academic scheduling and the student's circumstances.
- Before requesting an LOA, students must meet with the financial aid office regarding all financial aid implications.
- A student interrupting his or her training under a LOA status will be treated for purposes of Financial Aid as a withdrawn student. The school understands that the student has temporarily interrupted his or her training.
- No Financial Aid funds will be disbursed while a student is on a leave of absence.

## ACADEMIC INFORMATION AND SCHOOL POLICIES

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- A leave of absence is not considered in the calculation of satisfactory progress, maximum time frame for program completion, or refund amounts.
- The student must plan to return to the school at the end of the specified/approved period of time in order to complete his/her program.
- The student must return in the program that they were enrolled in at the time of the LOA.
- The Veterans Administration will be notified immediately when a veteran student is granted a leave of absence.
- If a student does not return from a LOA as scheduled, he/she will be immediately terminated from school.

### **BEREAVEMENT LEAVE**

Students may qualify for up to 3 consecutive bereavement days for the following family members: spouse, children, parents, siblings, grandparents, mothers-in-law, and fathers-in-law or a family member deemed significant, at the discretion of the Retention Coordinator. Students must provide documentation to the Retention Coordinator the start date, end date, and return date of the bereavement leave. Students have one week from the day of their return to school to make up any work that was missed during their bereavement leave.

### **CLASS SIZE**

Class size may contain up to 40 students and will vary based on course, program, and classroom or lab size.

### **CANCELLATION OF COURSE/PROGRAM**

Penn Commercial reserves the right to arrange students' date of entrance, class hours, and schedules within the limitations of its facilities and overall enrollment scheduling. Penn Commercial also reserves the right to cancel any course and/or program when enrollment is insufficient without notice.

### **COURSE AVAILABILITY**

In its scheduling of courses, Penn Commercial's primary responsibility is to those students who remain continuously enrolled in pursuit of their chosen program. Persons who wish to enroll in individual courses, students who are returning from withdrawals or dismissals, and graduates who wish to return for an additional credential are advised that the courses required may not be immediately and continuously available. Courses will not be offered specifically to meet such exceptional circumstances.

### **CORE COURSES**

The intent of the Core Course policy is to ensure that each student achieves a "C-" or higher, "C" or higher for Practical Nursing, in the core courses of his/her program. Any student earning below this requirement will be required to retake the course and may not attempt any course for which that core course is a prerequisite until he/she has earned the required grade in the course.

### **GENERAL EDUCATION COURSES**

General education courses are incorporated into all ASB/AST programs at Penn Commercial. General education classes address areas of learning which are deemed to be the common experience of all "educated" persons, and includes subject matter from the humanities, mathematics and sciences, and the social sciences.

### **INCOMPLETES**

Students receiving a grade of "I" (Incomplete) will have 10 calendar days into the following quarter in which to submit the required work. If the work is not submitted within that time, the student will receive a grade of "F" (Failing) for that course. It is the responsibility of the student to find out what work, time, etc. needs to be completed.

### **ADDING/DROPPING COURSES**

Any student wishing to add a class to his/her schedule should meet with the Retention Coordinator to complete the appropriate paperwork. Students will be counseled regarding the effects pertaining to graduation date and adjustments to financial obligations. Providing there is room in the class, the class will fit in the student's schedule, and financial obligations have been met, the Director of Student Affairs may add the course to the student's schedule. All classes must be added to a student's schedule before the end of the first week of each new quarter.

Students withdrawing from a course in weeks 1-10 will receive a "W" on his or her transcript. This course will not be calculated in the student's GPA. Students withdrawing in weeks 11 – 12 will receive a failing (F) grade. Students wishing to withdraw from a course must do so in writing with the Retention Coordinator. A student who does not show up for class for ten (10) consecutive school days/fourteen (14) calendar days will be automatically withdrawn from the course and terminated from school.



## ACADEMIC INFORMATION AND SCHOOL POLICIES

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### INDEPENDENT STUDY

Independent study necessitates a high level of self-directed learning. Students are required to read, conduct research, complete written examinations, reports, research papers, portfolios, or similar assignments that are designated to measure the student's achieved competency relative to the required subject matter objectives. Independent study may only be offered within a credit hour program and must include comprehensive educational objectives and a written outline of the competencies to be achieved through independent study. Schools must demonstrate that the independent study is relevant and appropriate to program objectives and that the student engaged in independent study meet regularly with the qualified independent study instructor.

Under special circumstances opportunities for independent study are available to students in good academic standing. If a student believes he/she qualifies for an independent study course, a request must be made in writing to the Director of Reports & Statistics. The request must include: name of course, during which quarter the course will run, and why the request is being made. The request is then submitted to the Director of Reports & Statistics and appropriate faculty member for approval.

Students who are approved for independent study will be required to pay the regular tuition rate, must meet the course prerequisites or receive special permission from the Director of Reports & Statistics before students will be registered in the independent study course. Penn Commercial reserves the right to schedule an independent study course as it sees fit to benefit both the student and instructor.

### AUDITING COURSES

Classes taken for audit do not apply toward any academic degree or diploma, and do not count as part of a student's full- or part-time course load. Auditing classes is only offered based on seat and/or course availability. In addition, a student may only audit a maximum of two (2) classes per quarter. There is no tuition cost for auditing courses; however, students will be required to purchase books and supplies necessary for the course.

### REFRESHER COURSES

Each graduate is entitled to lifetime refresher courses to review knowledge and skills in courses previously taken. Refresher courses are limited to availability of classes and to courses that are essentially the same as those originally taken. Courses that have been significantly modified and updated to utilize current technology are considered new courses, and are ineligible to be taken as a refresher. Appropriate charges for books and fees will be assessed.

### CHANGE OF PROGRAM

Students who wish to change their program must see the Director of Student Services complete the appropriate paperwork. The request will be considered provided the admission requirements for the new program are met and the availability of space in that program. Students transferring to a program that is not starting immediately will remain an active student without a class schedule for a period not to exceed six weeks.

#### *Regarding Entrance Exam Scores*

If a student's initial entrance exam score (at the time of enrollment at Penn Commercial) meets the recommended minimum score of the new program of choice, the student will not need to be administered the entrance exam prior to the change of program. If a student's initial entrance exam score does NOT meet the recommended score of the new program of choice, the student will be permitted to take the entrance exam to see if minimum recommended score level can be achieved. Only one (1) attempt is permitted. Should minimum recommended score not be achieved during the one time attempt, student will not be able to change to the new program of choice. If a student's entrance exam score meets the recommended score level for that program, the student is permitted to change to that program, unless certain requirements apply.

### POLICY ON THE USE OF COPYRIGHTED WORKS IN EDUCATION AND RESEARCH

As a system devoted to providing the highest quality education to students; Penn Commercial Business/Technical School is committed to respecting the rights of copyright holders and complying with copyright law. Penn Commercial Business/Technical School recognizes that the exclusive rights of copyright holders are balanced by limitations on those rights under federal copyright law, including the right to make a fair use of copyrighted materials and the right to perform or display works in the course of face-to-face teaching activities.

Penn Commercial Business/Technical School facilitates compliance with copyright law and, where appropriate, the exercise in good faith of full fair use rights by faculty and staff in teaching, research, and service activities. Specifically, Penn Commercial:

- Informs and educates students, faculty, and staff about copyright law, including the limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions;
- Develops and makes available tools and resources for faculty and staff to assist in determining copyright status and

## ACADEMIC INFORMATION AND SCHOOL POLICIES

ownership and determining whether use of a work in a specific situation would be a fair use and, therefore, not an infringement under copyright law;

- Facilitates use of materials currently licensed by Penn Commercial Business/Technical School and provides information on licensing of third-party materials

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 was enacted to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading statements. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include: *More detailed information on the Penn Commercial Business and Technology website under consumer information* <http://www.penncommercial.edu/consumer-information>.

- The right to inspect and review the student's education records within 45 days of the day Penn Commercial receives a request for access. A student should submit to the Director of Student Affairs, a written request that identifies the record(s) the student wishes to inspect. A school official will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Penn Commercial to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Penn Commercial decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to an appeal.
- The right to provide written consent before Penn Commercial discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Penn Commercial to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605

Penn Commercial has established the following student information as public or directory information, which may be disclosed by the institution at its discretion: student name; program; dates of attendance; full- or part-time enrollment status; year level; degrees and awards received, including honors/high honors; the most recent previous educational agency or institution attended, addresses, phone numbers, photographs, and email addresses. Students may request that Penn Commercial withhold release of their directory information by notifying the Director of Student Affairs in writing.

### GRADE POINT AVERAGE

It is important that students know their grade point average and keep it at or above 2.0 to maintain satisfactory academic progress (SAP) and to meet graduation requirements. The following can be used to compute a cumulative grade point average:

- Multiply the grade point equivalent of the letter grade received for each course by the number of credits for each course.
- Add the totals and divide the product by the number of credits attempted.
- The quotient is the cumulative grade point average.

Note: Credits transferred from another institution are not included in a student's cumulative grade point average.

### GRADE REPORTS AND TRANSCRIPTS

Grade reports are issued for all day and evening students each quarter. If a student feels as though a grade is incorrect on his or her transcript, he/she may challenge their grade within two weeks of the following quarter the grade was earned. If the request to challenge a grade is made after this two week period, the request will not be granted and the grade will remain as is on the transcript. Official transcripts bear a school official's signature and the seal of Penn Commercial. There is a charge of \$10.00 for each official transcript issued. Transcripts, official and unofficial, will not be released for students who owe money to the school until the account is settled. There is also a \$10.00 fee for degree or diploma replacements.

## ACADEMIC INFORMATION AND SCHOOL POLICIES

### OUT OF CLASS COURSE HOMEWORK

Each hour of a course lecture in credit hour programs requires approximately two hours of out of class course work to be completed by the student.

### GRADING SYSTEM

In all programs, with the exception of Practical Nursing, students are to earn a “C” or better in all core courses (70%). Practical Nursing students are to earn a “C” or better in all core courses (77%). Practical Nursing students must achieve a satisfactory clinical evaluation in courses with a clinical component, in addition to a minimum grade level of a “C” or better (77%) in order to satisfactorily complete the course. In order to remain a student in the Practical Nursing Program a student must achieve a grade of 77% in every class. Penn Commercial utilized the following four-point grading system:

| GRADE                                      | NUMERICAL EQUIVALENT | GRADE POINT |
|--|----------------------|-------------|
| A  | 90 - 100             | 4.00        |
| B  | 80 – 89              | 3.00        |
| C  | 70 – 79              | 2.00        |
| D  | 60 – 69              | 1.00        |
| F – Fail                                   | Below 60             | 0.00        |
| P – Pass                                   |                      | 0.00        |
| I – Incomplete                             |                      | 0.00        |
| W – Withdraw                               |                      | 0.00        |
| WP – Withdraw Passing                      |                      | 0.00        |
| WF – Withdraw Failing                      |                      | 0.00        |
| U – Unsatisfactory (repeated courses only) |                      | 0.00        |
| T – Transfer Credit                        |                      | 0.00        |

In Pass/Fail courses, the grade “P” is given for “average attainment” or better (A, B, or C); the grade “F” is given for “attainment below average” (D or F).

### EARLY RELEASE

For the Electrician, HVAC-R, and Welding programs, a student may be granted an early release to accept employment in his/her chosen program. The following conditions must be met prior to a student’s official early release:

- Employment must be a full time, permanent position directly related to program. A confirmation letter must be submitted by the employer to the Director of Career Services.
- Student must have overall 3.0 GPA minimum.
- Student must have maintained an overall attendance of at least 90%.
- Student cannot have any disciplinary action since starting school.
- Student must have completed at least 6 weeks of final quarter.
- Student will be given an assignment to complete for each class scheduled. All work must be submitted by the Friday of week 11. If the assignments are not submitted by this date, the student will not be cleared for graduation.
- Student must be cleared from financial aid.
- All final approvals for early release will be granted by the Director of Career Services only.

### MAXIMUM TIME IN WHICH TO COMPLETE A PROGRAM

The maximum time frame allowed for successful completion of any program shall not exceed 1.5 times, or 150%, the normal length of time to complete a program. The requirements for rate of progress are used to ensure that students are progressing at a rate at which they will complete their programs within the maximum allowable time frame. All students are evaluated at the end of every quarter in order to determine satisfactory academic progress. Please refer to the SAP section of the Course Catalog for more details.

### GRADUATION REQUIREMENTS

Formal graduation ceremonies are held during the fall and spring quarters. All students must meet the following requirements to graduate with a diploma or degree from Penn Commercial:

- Completion of all coursework in the student’s program of choice. Student must receive a grade of “C” or better in all core courses.
- A cumulative grade point average of 2.0 or higher (including the requirements for a passing grade in each class).
- Must meet overall attendance of 80% (90% for Practical Nursing and Cosmetology programs) for classes and must complete 100% of externship hours, if applicable.
- Satisfaction of all financial obligations having to do with Penn Commercial.

## ACADEMIC INFORMATION AND SCHOOL POLICIES

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In addition to the aforementioned requirements, students in the Cosmetology programs must also:

- Maintain at least a 2.0 grade point average in theory.
- Satisfactory completion of all assigned labs and clinical practice.
- Complete the required 1250 clock hours of instruction (400 clock hours for Esthetics)
- Must meet overall attendance of 90%.

In addition to the aforementioned requirements, students in the Practical Nursing program must also:

- Receive a grade of 77% or better in all core courses and satisfactorily complete all clinical components.
- A cumulative grade point average of 2.0 or higher.
- Must meet overall attendance of 90% for classes and must complete 100% of clinical hours.
- ATI remediation and Virtual ATI completion to the “green light” are requirements for graduation.

### **CERTIFICATE OF COMPLETION**

A student who completes a program beyond the Maximum Time Frame will not receive the academic credential normally bestowed. A student will receive a Certificate of Completion.

### **WITHDRAWAL FROM SCHOOL**

A student wishing to officially withdraw from school must confer with the Retention Coordinator to complete withdraw documentation. The timely and accurate completion of this form is critical and may have financial aid implications. Failure of the student to complete this form and properly withdraw may affect future financial aid decisions as well as decisions on re-admittance. For students who withdraw without proper notification (unofficial), a withdraw form will be completed using the best available information. For students who do not return to school from an approved leave of absence, the withdrawal date will be the last day of attendance.

### **TERMINATION OF ENROLLMENT BY PENNCOMMERCIAL**

Termination of enrollment by Penn Commercial administration may occur for any of the following reasons:

- Failure to make Satisfactory Academic Progress (SAP).
- Failure to abide by the Student Conduct Policy.
- Failure to maintain regular class attendance.
- Failure to comply with safety regulations.
- Malicious damage to school property.
- Insubordinate acts against staff or other Penn Commercial employees or vendors.
- Failure to comply with school policies and procedures as outlined during the admissions process and in this catalog, including updated information documented in catalog addendums.

### **STUDENT GRIEVANCE POLICY**

The intent of Penn Commercial’s Student Grievance Policy is to provide a procedure whereby student grievances are processed promptly and resolved fairly. A student who wishes to file a grievance may initiate the resolution process by the following steps:

#### ***Informal Process***

The student is advised to discuss the grievance informally with their academic advisor. If the grievance is resolved by the parties, the matter is deemed closed. If the grievance is not resolved at this level, the student may request a meeting with the Director of Academic Affairs. If the grievance is not resolved at this level, the student may initiate the formal grievance process.

#### ***Formal Process***

The formal grievance process begins when a written complaint is submitted to the Vice President of Operations. The Vice President of Operations shall further investigate the complaint and meet with the student and the person who is the source of the grievance within seven (7) business days. All parties involved in the informal process and other pertinent school personnel will also be in attendance of this meeting. If the grievance is not resolved at this level, the student may initiate the appeal and final review process.

#### ***Appeal and Final Review Process***

Should the student wish to appeal the decision of the Vice President of Operations, the student must submit a signed statement of appeal with seven (7) business days to the President through his assistant. The President will review the appeal, may choose to meet with the student and/or other parties as identified in the formal process, and respond in writing to all parties concerning the disposition of the appeal within ten (10) business days. The grievance will be resolved at this time and will be considered final.

## ACADEMIC INFORMATION AND SCHOOL POLICIES

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While a student is in any phase of the grievance process, he/she should participate fully in all coursework until a determination of the grievance or appeal is made. The only exception is for medical students who attend clinical or externship outside of the building that have been dismissed for patient safety violations. In this case, the students will be suspended from the clinical or externship environment until a decision regarding the grievance or appeal is final. Appeals of clinical or externship warning will be evaluated and made final by the appropriate program director and President. Student grievances must be made within thirty (30) days of the occurrence, regardless if the student is an active student or a recent graduate. Any grievance received after the thirty (30) day deadline will be considered null and void. If the student maintains that there is still a problem or concern that is not resolved, the student may contact the name(s) and number(s) below:

**The Accrediting Commission of Career Schools and Colleges**  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
703-247-4212  
Fax 703-247-4533

**Pennsylvania Department of Education**  
333 Market Street 12<sup>th</sup> Floor  
Harrisburg, PA 17126-0333  
Phone: (717) 783-8228

**Pennsylvania State Board of Cosmetology**  
PO Box 2649  
Harrisburg, PA 17105-2649  
Phone: (717) 783-7130

**Pennsylvania State Board of Nursing**  
PO Box 2649  
Harrisburg, PA 17105-2649  
Phone: (717) 783-7142

### **FACULTY INVOLVEMENT IN POLICY DEVELOPMENT AND CURRICULA**

The faculty at Penn Commercial are involved in the development of new curricula, in revisions or modifications to new curricula and in the development of ideas for future curricula.

The faculty must select textbooks, supplies, materials and equipment for program use in the classroom. They make the decisions as to what needs to be included in their specific program curricula. Faculty are at the forefront of the programs that they teach. Their involvement in program development is crucial.

They must choose textbooks, supplies, materials and equipment for the programs that they teach.

They develop all syllabi, prepare program learning outcomes, lesson plans and out of course work for the courses in their specific programs. They must understand that planning for the future of programs is imperative.

They need to know what is required in the workforce and work to incorporate new technology and employer needs into the curricula. Program lead instructors hold regular meetings with their program instructors and discuss program challenges and improvements. They attend regular Penn Commercial faculty meetings and fulfill the responsibilities asked of them by the administration. They work closely with the Education Department in all aspects of student education.

## STUDENT SERVICES

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### ACADEMIC ADVISING

Penn Commercial recognizes academic advising to be a critical component of the educational experience. Academic advising is designed to provide necessary tools and information to all students, allowing them to take responsibility for: developing educational and career plans compatible with their goals; meeting institutional and degree requirements; and preparing for a life of change, challenge and individual fulfillment. Student are directed to the Director of Education or Director of Academic Affairs to discuss any academic issues related to their education and appropriate referrals will be made if necessary to other Penn Commercial departments.

### FIELD TRIPS

Field trips can be an important and enjoyable element of education. They often significantly enhance the content of a course by providing information that is hard to convey on the classroom. A field trip is defined as a course-related activity that serves educational purposes and occurs outside of the classroom at a location other than on the campus of Penn Commercial. Although field trips are not mandatory, Penn Commercial highly encourages each student to as scheduled. Students who choose not to attend a scheduled field trip will be required to remain on campus and complete an assignment to fulfill attendance requirements.

### LEARNING RESOURCE CENTER (LRC) AND TUTORING

The Learning Resource Center (LRC) maintains available one-on-one or small group tutoring, free of charge, to all Penn Commercial students. Faculty and student tutors are available for many courses. However, students should not expect tutoring to be available for every course or for every quarter. It is the student's responsibility to complete the program independently with tutoring limited to an appropriate level of ancillary support. Students interested in tutoring services should speak with their instructor and/or the Director of Education.

### LIBRARY RESOURCES

Books, periodicals, and newspapers pertaining to general business and technological subjects are maintained in the Stanley S. Bazant Memorial Library and are available for the students' use during the school day. For more extensive access to library resources, The Citizens Library of Washington, the Washington County Law Library, and Washington and Jefferson College Library may also be utilized by Penn Commercial students with valid library cards.

### LIBRARY AND INFORMATION RESOURCES NETWORK (LIRN)

LIRN is a consortium of educational institutions that have joined together to share access to information resources. The LIRN® collection provides students with millions of peer-reviewed and full-text journal, magazine, and newspaper articles, e-books, podcasts, audio, and video resources to support their academic studies from ProQuest, Gale Cengage, EBSCO, eLibrary, Books24x7, and more, covering topics for General Education, Business, and Medical programs.

### CAREER SERVICES

Penn Commercial is proud to offer lifetime career placement assistance to its graduates for as long as the graduate continues to cooperate and work with the school. Graduates and alumni of Penn Commercial are entitled to the services of the Career Services Office at no additional charge. The Career Services Office assists graduates in entering careers in their fields of training. The Career Services staff works with students prior to graduation to determine areas of employment interest and to explore employment options. Although it is impossible to guarantee employment to any graduate, the Career Services Office works to provide employment leads and to help graduates obtain interviews for appropriate employment.

It should be understood that finding employment is a joint effort between the student and the school. The student must agree to cooperate with the Director of Career Services in conducting a job search. To this end, it is the student's responsibility to do the following:

- Understand that Penn Commercial cannot and does not guarantee the employment of any graduate. While the Career Services Office will assist all graduates in good standing, graduates should independently pursue employment opportunities and not rely solely on the efforts of the office.
- Complete all paperwork required by the office and keep the office updated of any changes in personal or employment information.
- Attend workshops, training sessions and career fairs as these become available. Attendance at these sessions will assist students in preparing résumés, cover letters, and applications, and will provide information concerning interviewing techniques.
- Begin addressing practical concerns immediately. These include such issues as child care, transportation, and wardrobe development.

## STUDENT SERVICES

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In order to maximize chances for success, students must commit to a reasonable time frame for completing the job search process, which is typically several months or more beyond graduation. Graduates are encouraged to maintain regular contact with the Career Services Office. It should also be understood that a potential employer will consider a job applicant's attitude, grades, attendance, and performance during an interview, work and educational background, and other intangible factors in determining whether or not to hire the applicant.

### EXTERNSHIPS

Most programs at Penn Commercial require students to complete an externship where the student will gain actual work experience. During this time, the student will be placed at a worksite for his/her last quarter learning hands-on skills to further enhance their education. It should be noted that evening students will be required to complete their externship hours during normal business operating hours.

Every Penn Commercial student who participates in an externship and all cosmetology students are required to be covered under a professional blanket liability insurance policy. The cost for this insurance policy is included in the student's financial aid package.

Students entering the Medical Assistant, Medical Office Administration, Practical Nursing programs are required to have T-Spot, titers, and drug testing, as well as complete an Act 32 (child abuse), Act 33 (criminal history) and Act 114 (FBI) clearances prior to being scheduled for their externship. Additional testing may be needed depending on test results.

Pharmacy Technician program must have specific immunization testing completed prior to starting an externship. Students are encouraged to get the required tests as soon as possible.

For any program at Penn Commercial that offers an externship, students may be required to provide additional information (i.e. physical, insurance coverage, and/or immunizations, background checks, drug screening, etc.) at the request of the externship site. A student will not be permitted to begin the externship without submission of the requested paperwork. The student is responsible for any cost associated with these additional requirements.

Students seeking additional information regarding externships should speak to the Director of Career Services.

### PROGRAM ADVISORY COMMITTEE

Penn Commercial has an independent Program Advisory Committee for each occupational program. The purpose of the Program Advisory Committee is to review the established curricula of the program, instructional-related program materials, equipment and facilities, and student achievement outcomes as a means to provide the school with an external review of its programs. At least two regularly scheduled meetings are conducted annually. Information and recommendations received from the Program Advisory Committee members is extremely beneficial to the educational operations at Penn Commercial Business/Technical School.

### ACADEMIC HONORS AND PROFESSIONAL SOCIETIES

It is the objective of Penn Commercial to encourage each student to achieve their maximum potential in all skill areas. Penn Commercial also wishes to recognize outstanding academic achievements. Therefore the following academic awards are given:

#### ***Highest Honors Award***

This award will be given to each student with a perfect 4.0 grade point average.

#### ***Honors Award***

This award will be given to each student with a grade point average of 3.5 – 3.99.

#### ***National Technical Honor Society (NTHS)***

This organization is an honor society that strives to recognize excellence in career and technical education. Any student who has a grade point average of 3.5 or higher is eligible to become a member by completing an application and paying a membership fee. The NTHS provides lifetime recognition, scholarship opportunities, letters of recommendation, and discounts to participating retailers.

#### ***Future Business Leaders of America-Phi Beta Lambda (FBLA-PBL)***

This organization provides exciting professional development opportunities for students to grow as individuals and demonstrate teamwork. Scholarships and discounts are also available to members. Members operate the organization as a small business by utilizing QuickBooks accounting software, organizing fundraisers and community service, and conducting meetings to plan operations. FBLA-PHL aims to inspire and prepare students to emerge as community-minded business leaders.

## STUDENT SERVICES

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### SCHOOL BOOKSTORE

The bookstore stocks text books, courseware, and other educational supplies required for courses at Penn Commercial. Students will also find a variety of personal, recreational, and gift items, including apparel, supplies, and general merchandise incorporating the school logo. The hours of operation are Monday through Thursday 8:00 a.m. to 4:30 p.m. Evening hours are available upon need.

### COMPUTER LABS AND ACCESS

The computer labs at Penn Commercial are open to all current students from 8:00 a.m. until 4:30 p.m. Monday through Thursday. The labs are open on Friday from 8:00 a.m. until 3:00 p.m. Library computers are available during normal business hours. There is no food and/or beverages allowed in the computer labs. During the regular school week classes are scheduled in the computer labs. If a student needs to use a computer lab outside of his/her regularly scheduled time(s), the student must get permission from the instructor in the lab at the time. Evening hours are available upon need. All students will have access to Penn Commercial computers in the classrooms, labs and library. Each student will be given an individualized login and password and a student account.

### DISABILITY SERVICES

The Director of Student Services assists qualified students with disabilities in acquiring reasonable and appropriate accommodations in supporting their success at school. Penn Commercial is committed to providing students with a documented disability an equal opportunity to access the benefits, rights and privileges of services, programs, and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact the Director of Student Services. Students wishing to utilize these services must self-disclose their disability and provide current and comprehensive documentation from a qualified professional to support their claim. Students who choose to request accommodations typically do so soon after acceptance to Penn Commercial and confirmation to attend. However, students may request services at any time while enrolled in school. Please keep in mind that it is necessary to request services in a timely manner to allow staff sufficient time to evaluate your request and implement reasonable accommodations and/or services. It is recommended that this self-disclosure should be done at least six weeks prior to the beginning of each quarter so that accommodations can be in place when classes begin.

### THE STUDENT CENTER

Penn Commercial's Student Center is open to all students. Vending machines allow students to purchase refreshments and snacks during the school day. The Student Center is open at all times that Penn Commercial has scheduled classes.

### STUDY AREAS

Students with a free period are encouraged to use the school library or the Student Center for studying or working on assignments. The computer labs are also available for students' use if a regularly scheduled class is not in session. Students are asked to be respectful of others studying by maintaining a professional demeanor. Game playing is not acceptable in computer labs.

### STUDENT RECOGNITION AND AWARDS

Penn Commercial recognizes the importance of student attendance and performance. Every quarter, Penn Commercial honors those students who achieve high honors, honors, perfect attendance and those voted "student of the quarter." Each student recognized will receive a certificate.

### STUDENT PARKING AND TRANSPORTATION

Free parking is available for all students, staff, and visitors. The only designated parking areas are handicapped parking, visitor parking, and faculty and staff parking. All other areas are available for parking. Students seeking transportation to the school can use the bus or taxi service. These services can be reached at the following numbers:

- Washington City Transit (724) 222-2320
- Bus Services: (724) 223-0227
- Taxi Services: (724) 223-0333



# **SATISFACTORY ACADEMIC PROGRESS**

## **DRESS CODE**

Penn Commercial believes that a professional image is very important in the career training of all students. Students must be dressed in a presentable manner, yet be comfortable in their school environment. Students in programs that require a uniform must follow the dress code for their program. Closed toe shoes and/or boots are required for technical, medical, Practical Nursing, and Cosmetology classrooms, labs, and clinics. Jeans are permitted provided they are not torn and sagging. Clothes that are too revealing, too tight or torn are not permitted. Midriffs and shoulders should be covered.

Students begin by wearing clothing that is expected in the workplace of their career choice, students begin to accumulate a wardrobe of clothing for their externships and future employment.

Inappropriate attire includes:

- Excessively tight, short or revealing clothing
- Mini skirts
- Shorts
- Clothing with any offensive language
- Crop or tank tops
- Hats or headwear
- Spandex outerwear
- No flip flops or beach type shoes. Closed toe shoes must be worn in all labs and clinics.

Toni&Guy Hairdressing Academy Dress Code:

- Monday through Friday all black dress is required
- All clothing must be plain: no patterns, logos, emblems, stripes, plaids or writing on clothing
- An approved apron may be worn over the clothing at all times on the clinic floor
- Shoes may be any color but must have a closed toe and closed heel. No sandals or clogs are permitted
- Socks, pantyhose, leggings, tights, or “booties” must be worn at all times
- Armpits and chest must be covered at all times
- Pants/skirts or skorts with a hemline above the knee, must be worn with black leggings, tights or hose underneath

Tattoos should be covered. Students should remove body piercings, if possible. Students in the Welding Technology Program must remove all body hardware prior to entering the lab area. Penn Commercial encourages all students to consider the possible employment ramifications of visible tattoos and piercings in their chosen career field. Many employers take these items into consideration when recruiting externs and when hiring.

## **CHEATING AND PLAGIARISM**

It is the policy of Penn Commercial to be proactive in dealing with issues of cheating and plagiarism and to impose sanctions on students who cheat or plagiarize. Students are expected to be honest in meeting the requirements of courses in which they are enrolled. Cheating or plagiarism is dishonest, undermines the necessary trust upon which relations between students and faculty are based, and is unacceptable conduct. Students who engage in cheating or plagiarism will be subject to academic sanctions, including a lowered or failing grade in a course; and the possibility of an additional administrative sanction, including probation, suspension, or dismissal.

## **STUDENT CONDUCT POLICY**

Penn Commercial recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations. As members of Penn Commercial, students have responsibilities and duties commensurate with their rights and privileges. In this policy, Penn Commercial provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of Penn Commercial’s mission.

Any student who is found to have violated the student conduct policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described below.

# STUDENT CONDUCT

## **Violations**

The following is a list of behaviors that violate Penn Commercial Student Conduct Policy. Although not exhaustive, this list provides examples of unacceptable student behaviors.

- Persistent or gross acts of willful disobedience or defiance toward school personnel.
- Assault, battery, or any other form of physical abuse of a student or school employee.
- Fighting and/or verbal abuse of a student or school employee.
- Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
- Any conduct that threatens the health or safety of another individual.
- Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
- Any form of unwanted sexual attention or unwanted sexual contact.
- Violations by guest of a student on school property. Students are responsible for the actions of their guests.
- Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member.
- Interference with the normal operations of the school.
- Use of cell phones or other electronic devices during scheduled classroom times.
- Unauthorized entry into, or use of, school facilities.
- Forgery, falsification, alteration, or misuse of school documents, records, or identification.
- Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.
- Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest.
- Extortion.
- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire equipment, failure to exit during fire drill, turning in false fire alarms, and bomb threats.
- Use, sale, possession, or distribution of illegal or controlled substances, drugs or drug paraphernalia on school property or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property or at any school function is also prohibited.
- Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited.
- Possession or use of a weapon on school property or at school sponsored functions.
- Tobacco use in classrooms or other school buildings or areas unless designated as a smoking area.
- Failure to comply with direction of school officials, faculty or staff who is acting in the performance of their duties.
- Failure to identify oneself or display ID card when on school property or at a school-sponsored event.
- Violation of federal, state, or local laws and school rules and regulations on school property or at school-sanctioned or school-sponsored functions.
- Any act considered inappropriate or as an example of misconduct that adversely affects the interests of Penn Commercial and/or its reputation.
- Any violation of the institutions policies on the responsible use of technology.
- Abuse of the Penn Commercial disciplinary system.
- Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.

## **COMPLAINT PROCEDURES**

Penn Commercial Business/Technical School (Penn Commercial) is committed to providing our students with quality academic and support services that combine to provide an outstanding learning environment. In addition, the school is committed to treating all students fairly and respectfully. To that end, the purpose of this policy is to provide our students with an avenue to assist the school in identifying serious or systemic concerns, problems or issues affecting the quality of educational experience.

## **APPLICATION OF THE POLICY**

Any member of Penn Commercial (i.e. faculty, staff, and student) may file a complaint against any individual or groups for misconduct or for otherwise being in violation of Penn Commercial policies. This policy applies to all students, faculty, and staff who are currently enrolled or employed by Penn Commercial Business/Technical School at the time of the filing of the complaint. A parent, relative, employer, agent and any other person acting for or on behalf of a student may not file a complaint through this

# STUDENT CONDUCT

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process. Unless otherwise provided by law, Penn Commercial generally will not disclose the name of the person making the complaint to the accused student unless it determines, in its sole discretion, that the circumstances warrant it.

## DEFINITION OF COMPLAINT

A complaint involves a written concern, problem or issue signed by a Penn Commercial Business/Technical School student, faculty or staff. A complaint may be academic or non-academic. A complaint is considered only if the individual has first attempted to resolve the concern, problem or issue by approaching the individual, faculty or staff and then that individual's Lead Instructor. If the concern, problem or issue was not resolved at either of these two levels to the satisfaction of the student, faculty or staff, a complaint should be submitted to the Director of Student Affairs as soon as possible after the concern, problem or issue has occurred. The Director of Student Affairs will respond to the complaint with his/her findings or resolution within 7 days from the written submission of the complaint.

## COMPLAINT PROCESS

**Step One** – The individual attempts to resolve the concern, problem or issue with the individual directly involved. If resolution does not take place then proceed to Step Two.

**Step Two** – The individual attempts to resolve the concern, problem or issue with the individual's Lead Instructor. If resolution does not take place then proceed to Step Three.

**Step Three** – The individual files a written complaint using the Complaint Form and submits the signed form to the Director of Student Affairs.

**Step Four** – The Director of Student Affairs will review and investigate the complaint to determine if the allegation has merit, to identify violations of the student conduct policy, or any other policies at Penn Commercial.

**Step Five** – The Director of Student Affairs will meet with the individual making the complaint within 7 days to go over his/her findings and provide student with resolution determined.

Penn Commercial will maintain a record of all student complaints, including date of complaint, time needed to resolve complaint, any pattern of complaints emerging and any policy or procedure changes as a result of the complaint.

## SEARCH OF STUDENT'S PROPERTY

Penn Commercial reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of Penn Commercial staff that a serious risk to the health, safety, and welfare of students, and/or the school community exists. This includes but is not limited to vehicles brought onto school property, lockers, backpacks, and clothing.

## VIOLATIONS OF LAW

If a student is charged with a violation of federal, state, or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety, or welfare of the Penn Commercial community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-school premises. Penn Commercial will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

## SANCTIONS

Penn Commercial may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). Penn Commercial reserves the right to immediately impose the any sanction if circumstances merit. Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student found to have violated the Student Conduct Policy:

**Warning** - A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.

**Probation** - Probation is used for repeated violations or a specific violation of a serious nature. The Director of Student Affairs will define the terms of probation.

**Suspension** - Separation of the student from the school for a predetermined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, use school facilities, participate in or attend school activities, or be employed by the school during his/her suspension.

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**Termination** - The student will be terminated from Penn Commercial immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school at any time or for any reason.

**Restitution** - Compensation for loss or damage to property leased, owned, or controlled by the school. This may take the form of monetary or material replacement.

**Discretionary Sanctions** - The student will be required to complete an educational service, attend counseling, or have restricted privileges.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

## APPEAL PROCEDURES

Students wishing to appeal a disciplinary decision may do so in the following manner:

- The student must obey the terms of the decision pending the outcome of the appeal, i.e. a student who has been suspended from school may not be on school property.
- The student must write a letter of appeal, addressed to the Vice President of Operations. This letter will give the student the opportunity to indicate his/her position on the decision. It must detail all bases for the appeal. It must be delivered to the Vice President of Operations within seven calendar days following the student's receipt of the decision.
- The Vice President of Operations shall appoint a committee comprised of staff members not involved in making the initial disciplinary decision to review appeals and make a recommendation regarding disposition of the appeal. The student making the appeal and the person bringing the charges may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the Disciplinary Board meeting including, for example, relevancy of evidence, duration of the Disciplinary Board meeting or any part thereof, procedures, the weight to be given any evidence.
- The committee will report back to the Vice President of Operations with its recommendation following its review of the appeal. The Vice President of Operations will render a written decision on the appeal within 30 calendar days from receipt of the appeal and communicate same promptly to the student.

## INTERNET USAGE POLICY

The Internet is an electronic communication network which provides vast, diverse, and unique resources. Our goal in providing this service to our students and faculty is to promote educational excellence. Internet access is a privilege, not a right. If a student violates any of the acceptable use provisions outlined below, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and result in legal action. Penn Commercial reserves the right to block any sites that are not educationally oriented.

The following uses of school-provide internet access is not permitted:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
- To transmit obscene, abusive, sexually explicit or threatening language.
- To violate any federal, state, or local statute.
- To vandalize, damage, or disable the property of another individual or organization.
- To access another individual's material, information, or files.
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

## SOCIAL MEDIA POLICY

Social media includes, but is not limited to, blogs, podcasts, discussion forums, on-line collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, video sharing, and social networks such as Instagram, Twitter and Facebook. Students shall not post any material that is obscene, defamatory, profane, libelous, threatening, harassing, abusive, inappropriate, confidential, or embarrassing to Penn Commercial, its students, externship affiliates, faculty and staff, visitors, or vendors. Students who engage in inappropriate social media will be subject to disciplinary actions up to, and including, termination and legal recourse.

## STUDENT CONDUCT

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### **ELECTRONIC DEVICES**

All electronic communication devices (cell phones, etc.) must be turned off while students are in class. If there is an emergency, a message will be delivered to the student.

### **NON-FRATERNIZATION POLICY**

All staff and faculty of Penn Commercial are expected to conduct themselves in a professional manner that contributes to the proper educational environment. Due to the inherently unequal relationship that exists between staff/faculty and a student, dating, pursuing romantic and/or sexual relations, or other inappropriate intimate social relationships are strictly prohibited.

# STUDENT CONDUCT

## SAFETY AND SECURITY

Penn Commercial is committed to the safety and welfare of our students, employees and visitors. We encourage everyone to report crimes and other emergencies promptly to the Vice President of Operations.

## ANNUAL CAMPUS CRIME AND SECURITY STATISTICS

The following information was reported to the United States Department of Education regarding Penn Commercial's Campus Safety and Security. Results of the Crime Activity Report for the period of 10/1/2017 through 10/1/2018 are:

|                                   | On Campus | Off Campus | Public Property |
|-----------------------------------|-----------|------------|-----------------|
| Murder/Non-Negligent Manslaughter | 0         | 0          | 0               |
| Negligent Manslaughter            | 0         | 0          | 0               |
| Sexual Offence - Forcible         | 0         | 0          | 0               |
| Sexual Offense - Non-forcible     | 0         | 0          | 0               |
| Robbery                           | 0         | 0          | 0               |
| Aggravated Assault                | 0         | 0          | 0               |
| Burglary                          | 0         | 0          | 0               |
| Motor Vehicle Theft               | 0         | 0          | 0               |
| Arson                             | 0         | 0          | 0               |
| Simple Assault                    | 0         | 0          | 0               |
| Larceny – Theft                   | 0         | 0          | 0               |
| Intimidation                      | 0         | 0          | 0               |
| Vandalism/Destruction of Property | 0         | 0          | 0               |
| Weapons – Carrying or Possession  | 0         | 0          | 0               |
| Drug Abuse Violations             | 0         | 0          | 0               |
| Liquor Law Violations             | 0         | 0          | 0               |

## STUDENT IDENTIFICATION CARDS AND KEY FOBS

In order to maintain safety at Penn Commercial, the following have been implemented and are monitored regularly:

### ***Identification Cards***

All students and staff are supplied with a photo identification card that must be visibly worn at all times. The first identification card issued will be at no charge. However, if the identification card is lost or misplaced, there is a replacement fee of \$10.00 per card.

### ***Key Fobs***

All students and staff are supplied with a key fob. Students and staff must enter and exit building doors using their key fobs. There is a \$10 deposit due for a key fob, which is returned once the student has completed their program. Students without a key fob will be denied entrance and must purchase a replacement key fob immediately. All doors entering Penn Commercial are locked at all times and monitored by a security system.

In addition, Penn Commercial provides vital information to you to ensure that your safety is not compromised. Penn Commercial has no policies in place in regard to off campus monitoring, security, etc. due to all training, events and activities being housed at 242 Oak Spring Road, Washington, PA.

If a situation arises, designated employees, as assigned in the Emergency Management Plan, will assess the situation and determine if outside resources are needed. If a medical emergency occurs, the Director of Academic Affairs and the Director of Student Affairs will assess and handle the emergency in the most efficient and effective manner without disrupting the operations of Penn Commercial or students in the classroom. 911 may be called if warranted. If a situation poses to be a threat, physically or otherwise, the South Strabane Police Department will be immediately contacted. Immediate Contacts used are:

- All Emergency Calls: 911
- South Strabane Police Department: 724-225-8111
- The Washington Hospital: 724-225-7000

# STUDENT CONDUCT

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## **STUDENT PROPERTY AND LOCKERS**

Students should not leave their belongings or valuables unattended. Upon enrollment each student will be assigned a locker. Students are responsible for securing all materials in their assigned locker. Penn Commercial is not responsible for materials kept in lockers. Students needing a locker or change in locker should see the Special Projects Coordinator. At no time are students permitted to change and/or occupy lockers without approval.

At the end of each term, current students are required to re-register for their present locker to reserve for the up-coming term. Graduates and full-time externs must clean-out their lockers upon the end of their last term. Any items left in unclaimed/unassigned lockers will become the property of Penn Commercial and may be discarded at our discretion. Penn Commercial is not responsible for loss of or damage to lockers, locks, academic work, personal property, or locker contents.

## **DRUG AND ALCOHOL FREE SCHOOL POLICY**

Penn Commercial is committed to protecting the safety, health and well-being of all students attending our school and to ensure a drug free learning environment. We recognize that alcohol and drug use pose a significant threat to student goals. We have established a drug-free school program that balances our respect for individuals with the need to maintain an alcohol and drug free environment. One of the goals of Penn Commercial's Drug-Free School Policy is to encourage students to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences may be serious which can include suspension or termination. Mandatory referral for treatment will be provided to the student as a requirement to return to class. However, the ultimate financial responsibility for recommended treatment belongs to the student. Penn Commercial encourages any student to seek treatment for any drug or alcohol issues. The Director of Student Services will work with any student who chooses, voluntarily, to seek treatment. In addition, students found responsible for violating this policy are subject to the jurisdiction of the Commonwealth of Pennsylvania. This policy is reviewed with all students at the time of enrollment, at orientation and periodically throughout each quarter. Penn Commercial reserves the right to require mandatory drug testing of any student who exhibits signs of being under the influence of alcohol or a controlled substance while attending classes or on Penn Commercial property. In addition, Students will be responsible for any costs associated with drug testing. In compliance with the Drug Free Schools and Communities Act of 1989.

## **TOBACCO FREE POLICY**

Penn Commercial is a smoke-free facility. The tobacco free policy applies to all classrooms, reception areas, waiting rooms, hallways, restrooms, etc. Tobacco use is permitted outside the building in a designated area only. The designated smoking area is to the right of the blue line after you exit the door of the patio. The reason for this is to ensure the health and safety of non-smoking students and the children at the daycare center. This policy must be followed at all times, including the times that the children are not outside. No students, staff, or faculty members are permitted to smoke in front of the school at any time. All faculty, staff, and students share in the responsibility of adhering to and enforcing this policy and have the responsibility of bringing it to the attention of other faculty, staff, and students.

## **SEXUAL VIOLENCE PREVENTION AND EDUCATION**

Penn Commercial is in compliance with Act 104 of November 17, 2010, which requires all institutions of post-secondary education to establish a sexual violence awareness educational program for full-time students. All new students who enter any program at Penn Commercial are educated on sexual violence prevention during their first quarter of school and at varying times throughout the year. Students are given all mandated documents from the Department of Education, including student bill of rights.

## **SEXUAL ASSAULT POLICY**

Students, staff, and faculty at Penn Commercial have the right to learn and work in an environment that is free from all forms of sexual violence and sexual misconduct. Sexual assault is a serious violation of school policy and Pennsylvania Law. If an offense should occur, it should be reported to the Vice President of Operations and local law officials. As with any crime, the preservation of evidence is of utmost importance. Penn Commercial will immediately notify 911 for transport of the victim to the local emergency room for examination and evidence collection. It is extremely important that under no circumstance should the victim bathe, shower or change their clothing prior to seeking medical attention. Counseling is available for victims in the form of CARE, Washington Women's Shelter and other local agencies. Anyone involved in a crime of this nature is subject to prosecution under the Crimes Code of Pennsylvania.

## **ILLNESS**

If an extern or clinical student is injured or becomes ill at an externship or clinical site, the student will be referred to the nearest emergency room. Associated costs/fees are the responsibility of the student. Any injury must be reported and recorded on a Penn Commercial Incident Form. A copy of the completed form will be given to the Program Director/Coordinator.

# STUDENT CONDUCT

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## HEALTH INSURANCE

It is highly recommended that all students carry a health insurance policy to provide coverage for any required medical care that may be needed, either on site or at an externship/clinical site. This cost is not assumed by Penn Commercial. If the student does not carry health insurance they are still responsible for any medical costs incurred from an injury or accident.

## INJURIES AND ACCIDENTS

No healthcare facilities (infirmary or student health center) are available at Penn Commercial. Students with health issues should consult their family physician. Penn Commercial will assist students without family physicians to identify health programs in the community for which they may qualify. Penn Commercial cannot assume responsibility for injuries or losses sustained on or off campus by any student.

### *Notification*

Notification procedures for all emergencies, injuries and/or accidents involving students and visitors are as follows:

- Students and visitors should notify The Director of Academic and the Director of Student Affairs immediately of all injuries and/or accidents that occur on the property of Penn Commercial.
- Students with preexisting conditions/chronic health are encouraged to provide related information and an emergency contact in the event an incident occurs.
- An incident report will be completed for any occurrence.

The decision to call emergency medical services or other medical personnel rests with the Director of Academic Affairs and the Director of Student Affairs. Penn Commercial will make appropriate efforts to secure transportation for the sick or injured student, employee, or visitor. Penn Commercial will not transport nor assume responsibility for the transport of other sick or injured persons.

## WEAPONS

Possession of any weapon is prohibited on Penn Commercial property and/or at any school sponsored events outside of the building. This policy applies to all employees, students and visitors. A weapon is defined as, including but not limited to,:

- Any device that shoots a bullet, pellet, flare or any other projectile, whether loaded or unloaded, including those powered by CO<sub>2</sub>. This includes but is not limited to rifles, shotguns, handguns or other firearm, BB/pellet gun, flare gun, stun gun or dart gun and any ammunition for any such device. Any replica of the foregoing is also prohibited.
- Any explosive device including firecrackers and black powder.
- Any device that is designed or traditionally used to inflict harm including but not limited to any knife with a blade, hunting knife, fixed blade knife, throwing knives, dagger, razor or other cutting instrument the blade of which is exposed.

Weapons are not permitted to be stored on campus or in vehicles. Any weapon on campus in violation of this policy will be confiscated. Violation of this policy by students will be adjudicated in accordance with the Student Code of Conduct. Depending on the circumstances violation of this policy may subject the offender to discipline up to and including dismissal from Penn Commercial.

## EMERGENCY PREPAREDNESS

Penn Commercial is proactive in the area of emergency preparedness. Penn Commercial has an emergency plan that deals with different situations and emergency management. Our plans have been developed with the input of numerous local emergency groups. All plans are designed to protect students and staff while they are at school. What we do in an emergency depends on the situation and the specifics of the incident. In the event of an emergency, Penn Commercial receives direct input from public safety officials. Depending on the threat we may evacuate, lock down, or perform any other appropriate action. The main objective is protection of students and staff members.

## CHILDREN ON CAMPUS

The presence of children on campus is a disruption to the education process; therefore, students are not permitted to bring their child/children to class under any circumstances.

## VISITORS AND MESSAGING

Visitors are an important aspect of daily operations. Visitors come to Penn Commercial for many reasons. For example, prospective students and their families visit and tour campus; guest speakers meet with students and faculty; job applicants participate in scheduled interviews; vendors deliver essential products and supplies to appropriate offices; service and maintenance professionals make scheduled repairs and community members attend events and tours in the facility. All visitors are expected to respect and abide by all Penn Commercial policies and procedures. With regard to messages, Penn Commercial cannot operate a telephone message service for a student. However, if a call does come in, the caller will be asked to describe the nature of the call and a determination will be made by



# STUDENT CONDUCT

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the appropriate school personnel. If the call is determined to be an emergency, a reasonable attempt will be made to reach the student. Students are encouraged to inform their family and friends of this policy.

## **PETS ON CAMPUS**

Pets, including but not limited to dogs and cats, create several conditions Penn Commercial is not equipped to handle. Pets of any type may not be brought on campus. This policy is in no way intended to restrict access to the campus for animals specifically trained to aid individuals with disabilities. Those individuals should possess the proper documentation.

## **WEATHER DELAYS AND CANCELLATIONS**

Information regarding 2-hours delays and/or the closing of Penn Commercial because of inclement weather will be announced on local radio and television stations. In the event that bad weather occurs after classes have started, announcement of the dismissal of classes will come from the administrative officer in charge at that time. Snow delays and/or closures are decided by the School President and broadcasted on WTAE, KDKA, WPXI, and WJPA (radio) and their websites.

## **SOLICITING ON CAMPUS**

Soliciting and posting on bulletin boards by people who are not affiliated with Penn Commercial is not permitted on campus.

## **CONSUMER DISCLOSURES**

Please see Penn Commercial's website, [www.penncommercial.edu](http://www.penncommercial.edu), for the:

-“Handbook for Campus Safety and Reporting”

This Handbook includes:

- 1.) The Campus Security and Crime Statistics Report, Title IX, and the Clery Act Compliance Policies set forth at Penn Commercial.
- 2.) Penn Commercial's Emergency Management Plan
- 3.) Student Conduct Policy
- 4.) Internet Media Policy
- 5.) Social Media Policy
- 6.) Prevention of Sexual Assault Information
- 7.) Sexual Harassment-Sexual Violence Policy
- 8.) Penn Commercial's Title IX Coordinator and Reporting Policy
- 9.) Campus Sexual Assault Victims' Bill of Rights
- 10.) Community Resources